Scheduling a Chart

Charts can be scheduled to run at regular intervals, starting at a specified day and time. In order to a schedule a chart, your user role must have the Dashboards and Reports View permission.

To run a chart at regular intervals:

1. On the **Analytics** menu, click **R6 Charts.**

2. Locate the chart group containing the desired chart in the tree on the left. Click the chart group to display the charts that the group contains. Locate the desired chart in the list on the right and check the box associated with the chart.

3. Select **Schedule** in the **More Actions** drop-down list. The **Schedule** dialog appears.

4. Enter the following parameters:

Parameter	Description
Frequency	Choose Daily, Weekly, Monthly, or Hourly.
Start Time	Enter the time of day of when to run the chart.
Start Date	Enter the date on which to run the first chart.
Select the Days of the Week (Weekly)	Check the days on which to run the chart.
Select the days of the month and the months (Monthly)	Select the day of the month: First, Last, Fifteenth, or enter a particular day, such as the 10th. Check the months in which to run the chart.
Frequency in hours (Hourly)	Enter the number of hours between runs of this chart.
Perform this task (Daily)	Select how often the chart must be run. Choose Every Day, Weekdays, or Weekends.
Email archived report to current user	Check to send the report to the currently logged-in user.
Password protect archived report in email	Check to protect the archived report with a password.

5. Click **OK.**

6. Confirm that the chart has been scheduled by clicking **Administration** > **Scheduled Jobs**. To show only scheduled charts, **filter by Job Group** and enter Charts.