

Quick Reference Guide:

How to Schedule a Report to Run



Purpose:

Follow these steps to create schedule a report to run. The report will be emailed to your Tulane email.

Step-by-Step:

Once signed into WaveWorks, click on the Tools tab.

Tools

Click on Reports and Analytics.



Reports and Analytics

Click on Browse Catalog.

Browse Catalog

Find the Appropriate Report and Click More.

More ▼

Click Add to Favorites.

Schedule

Click Schedule.

General **Schedule** Condition Delivery Content Recipients Destinations Actions

When do you want the Agent to be scheduled to run?

Enabled

Frequency **Never**

Start **05/02/2026 12:38:00 PM** (GMT-06:00) Central Time (US & Canada)

Re-run Agent Every **15** Minutes

Until **11:59:00 PM** (GMT-06:00) Central Time (US & Canada)

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Choose the Frequency.

Frequency Every Weeks

On Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Different frequencies will have different additional prompts

Choose the Start Date.

Start (GMT-06:00) Central Time (US & Canada)

Choose the End Date.

End No end date Select end date

Save.

Delivers Agent