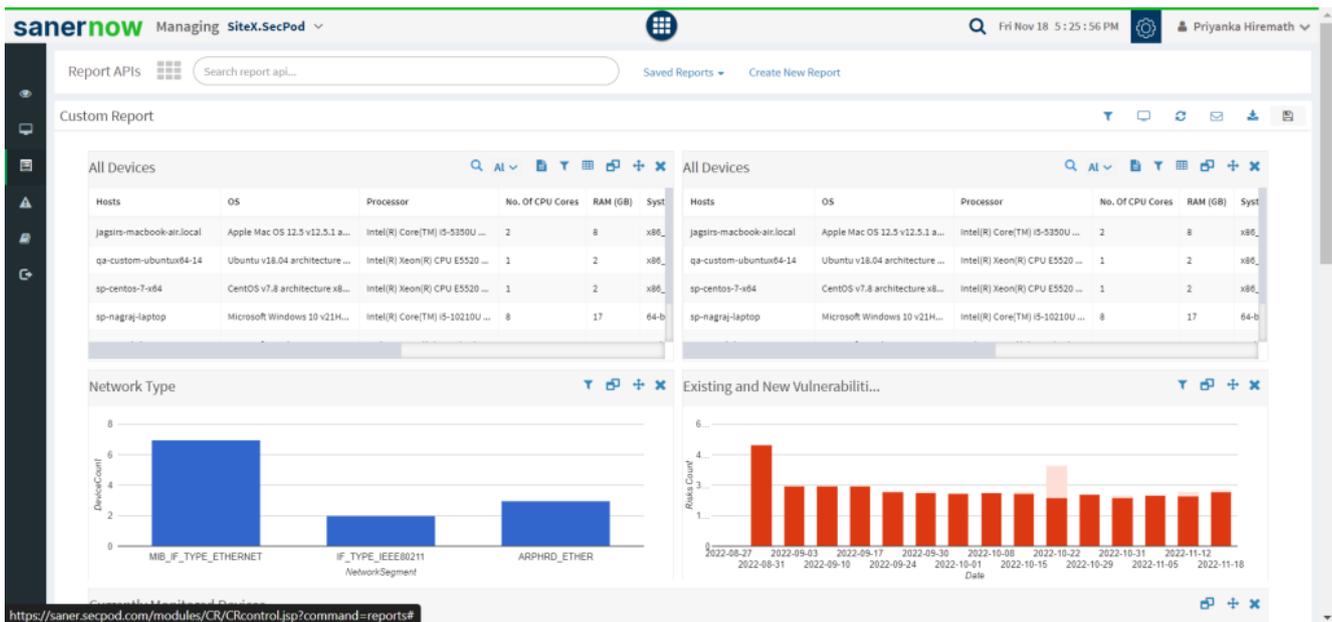


## How to schedule for the report back up?

SanerNow allows you to schedule for the report back up. Once you create reports you can back up the report in the specifies back up time. Let us know how to schedule it.

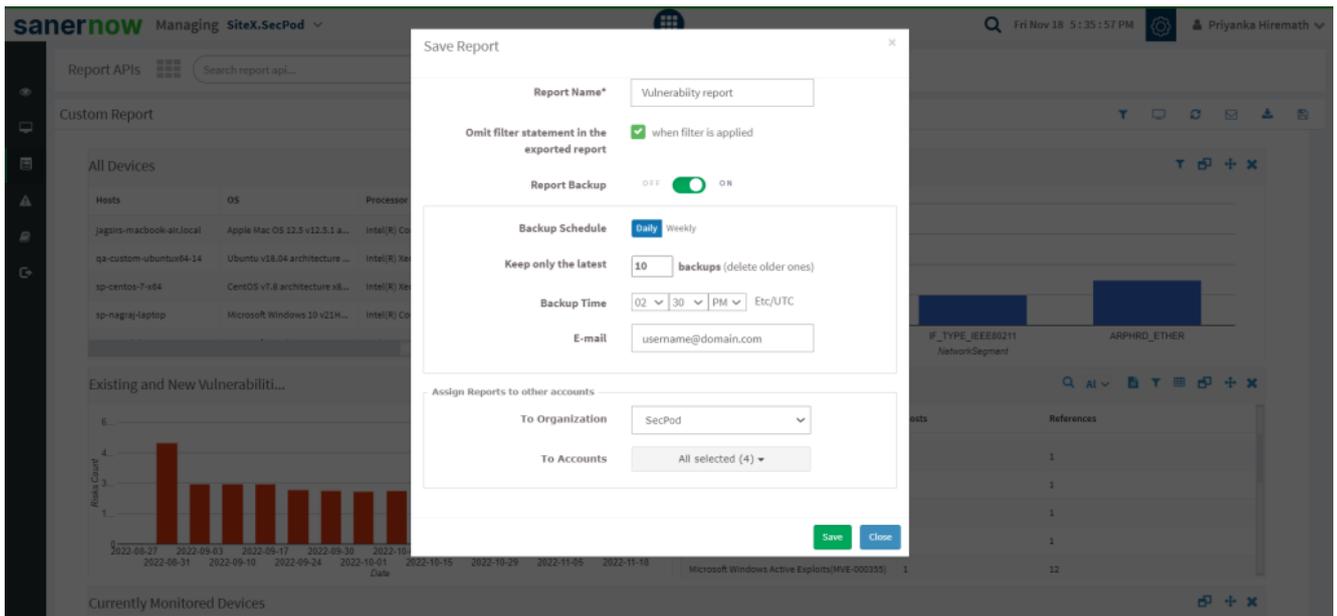
1. In the SanerNow **Reports dashboard**, once you create the report by the drag and drop method, click on **Save**.



2. In Save Report dialog box, fill up **Report name** and enable the **Report back up**.

3. Full up the emails that will receive the report back up and assign the backup time.

4. You can also assign reports to other organizations and to corresponding Accounts.



5. Now, click on **Save**.

Now you know how to schedule for report back up.