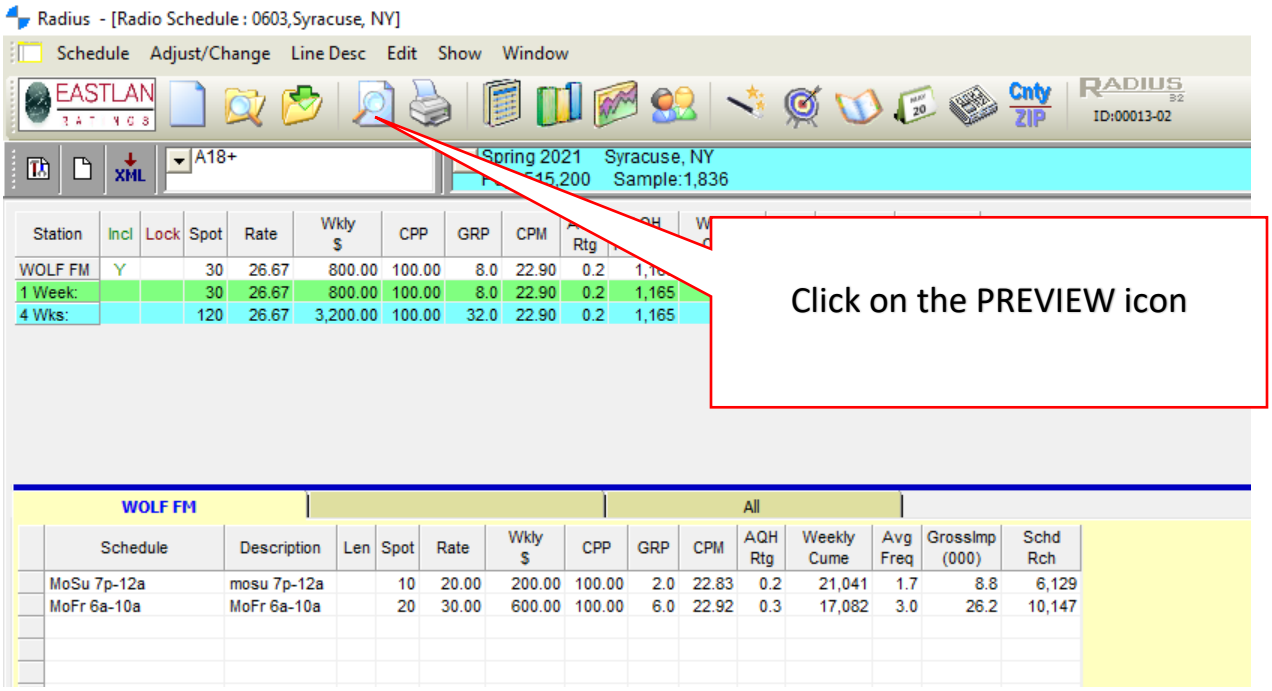
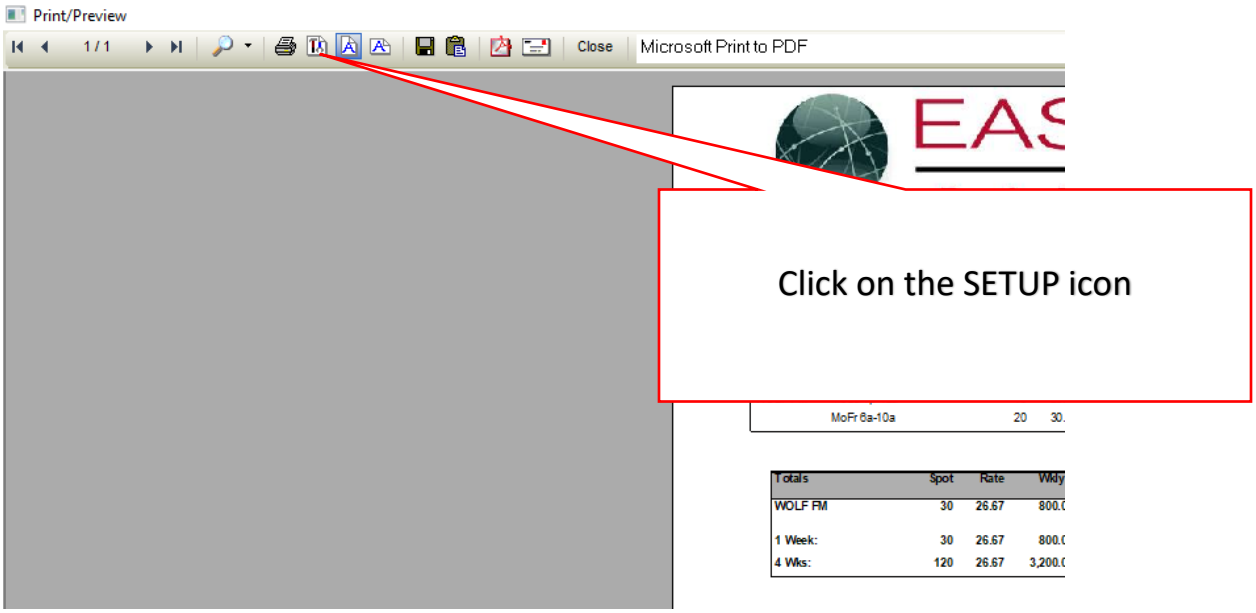
Add or Remove columns from Scheduler reports

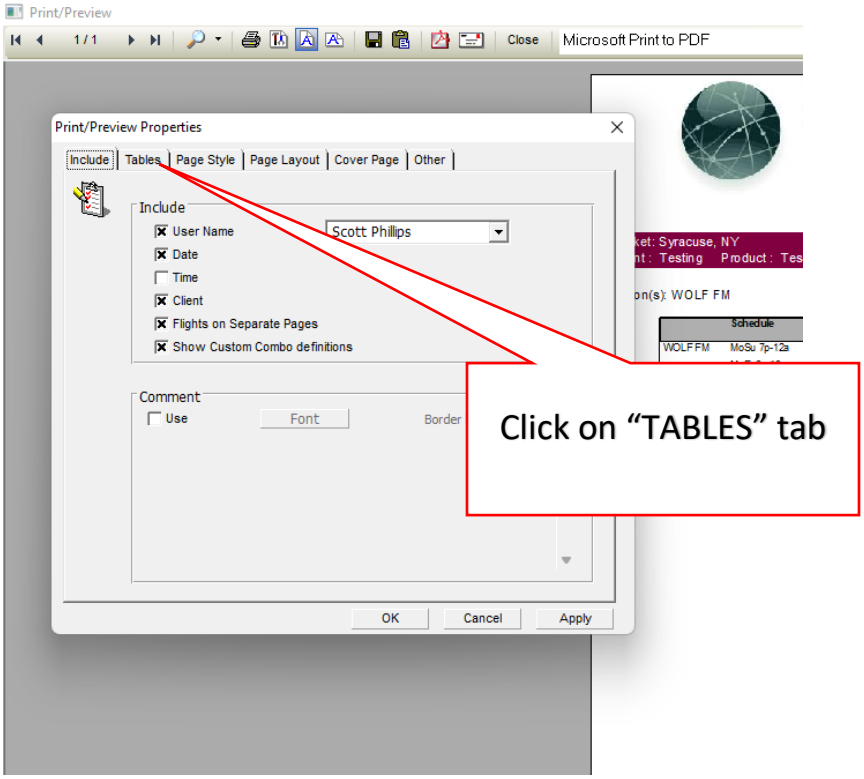
When you are ready to create the report click on the Preview Icon….

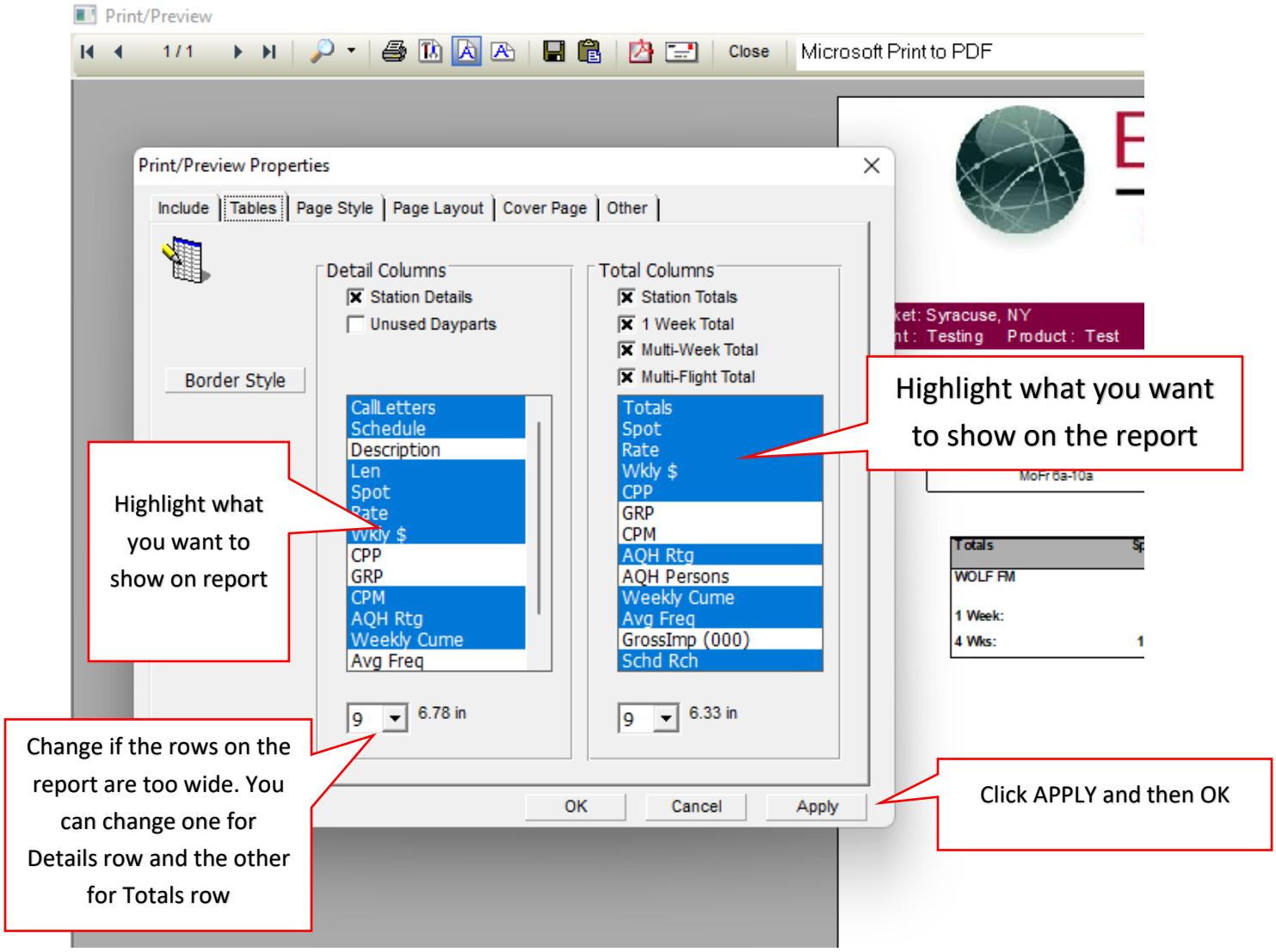


Next click on the setup Icon……



From the popup window click on the “Tables” tab



Highlight whatever you want to be shown on the Report, Unhighlight whatever you do not. Then click on Apply and then Ok. (See image below)

PRO NOTE: When you create a new schedule remember whatever you unhighlighted will still not show on the new report. If you want it to show on the new report, you need to do this process again. Also, if the row of columns on the report are too wide to fit on the page you can adjust the width by change the length in the two drop down boxes as shown below.