

# New in Reporting: Schedule Recurring Reports

Administrators, program managers, and instructors can now schedule recurring reports in the CL-150 Platform.

All admin reports can now be scheduled to run automatically, and you can choose to receive them by email daily, weekly, bi-weekly, or monthly.

You can access your scheduled reports any time from the Manage Recurring dashboard, where you can also create and modify your reports. Watch the video below to learn more about creating recurring reports.

<https://vimeo.com/340227252>

**Ready to set up a recurring report? [Log in](#) and click the “Manage Recurring” button on the Reporting dashboard.**

*As with all new content and features, we welcome feedback on reporting. Please reach out to us at [usg@transparent.com](mailto:usg@transparent.com).*