



Generate reports

Active IQ Digital Advisor

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You can generate reports immediately or schedule a report to be generated on a weekly or monthly basis. You can generate reports for areas like inventory, wellness, and configuration (ClusterViewer).

Steps

1. From the left pane, click **Reports**.
2. Click **Create Report** to generate a new report.

You can generate a report immediately or you can schedule the report to be generated on a weekly or monthly basis.

To generate a report immediately	To schedule the report to be generated on a weekly or monthly basis
<ol style="list-style-type: none">1. Select the type of report and provide the requested values for the report.2. Click Submit.	<ol style="list-style-type: none">1. Click the Schedule Report tab.2. Select the type of report and provide the requested values for the report.3. Select the frequency of the report.4. Select the start date and end date for the report.5. Click Submit.

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