

Automatically Email Reports

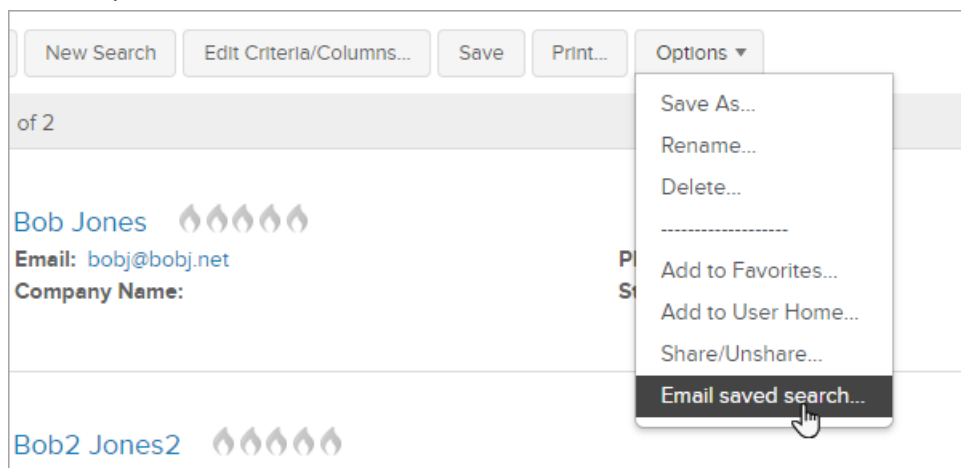
Last Modified on 10/30/2024 10:59 am MST

This article applies to:

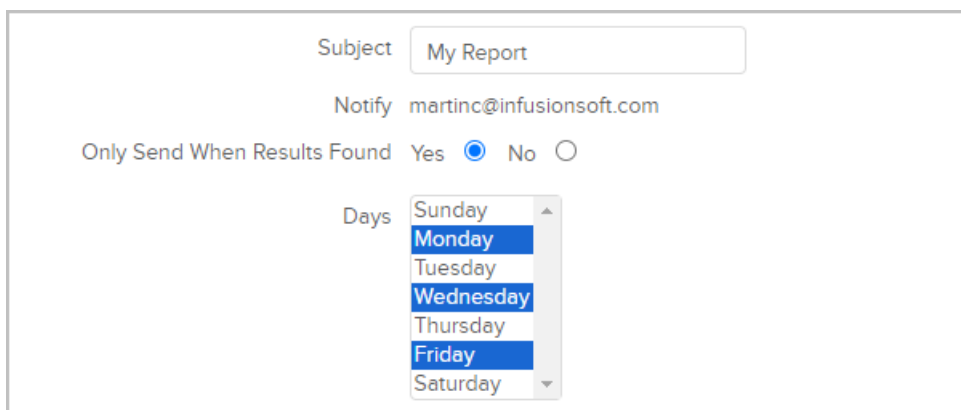
[Max Classic](#)

Once you create a [saved search](#) or report, Max Classic can automatically email you an updated report on a recurring basis.

1. Pull up a **Saved Search** or **Report**
2. Click on **Options**, and select **Email Saved Search**



3. Create a subject line and set the frequency for the email report. Hold down the **CTRL** key (or the **Command** key on a Mac) on your keyboard to select more than one day.



4. Click on the **Save** button, or **Save and Send Now** (to get a copy of the report right away.)

