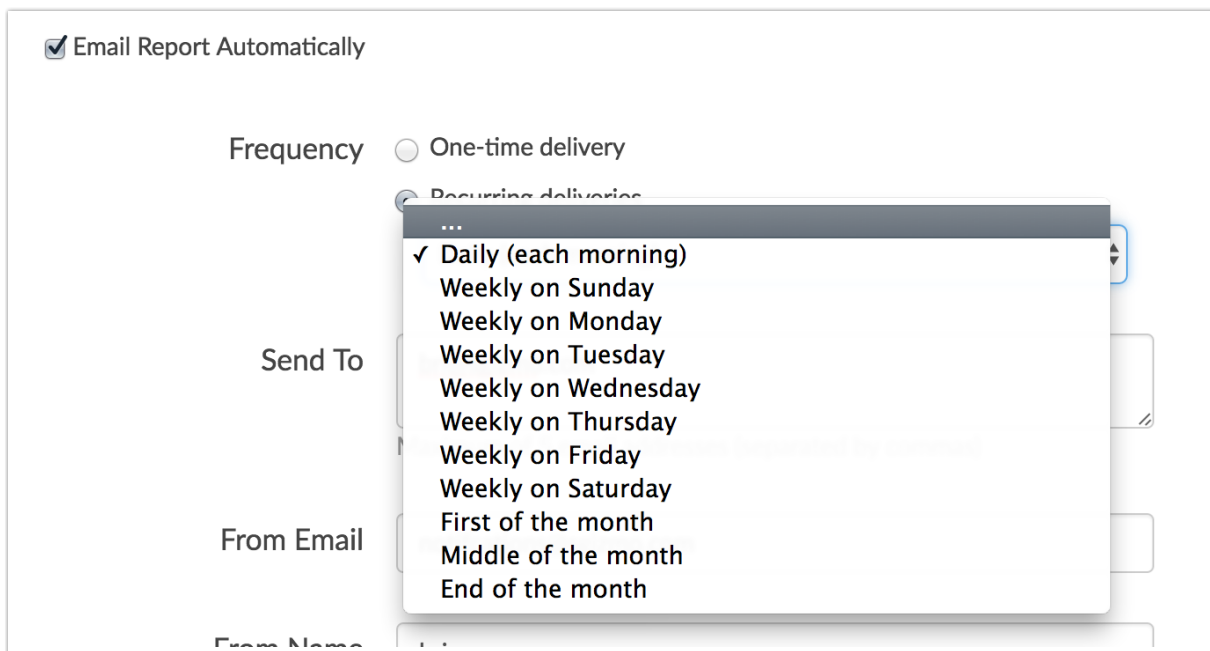


# When do the recurring delivery options for reports and exports send?

When you select and save one of the recurring delivery options your report/exports will be queued with all other scheduled reports/export. Below are the details for when each queue *begins* sending. It is important to note that the size of the queue will affect when your email is actually sent.

- **Daily** - This queue of reports begins sending at 7:00 am ET.
- **Weekly** - The queues for all weekly scheduled reports begin sending at 7:30 am ET.
- **First, Middle, and End of month** - The queues for all monthly scheduled begin sending at 7:30 am ET.



The image shows a screenshot of a web form for configuring report delivery. At the top, there is a checked checkbox labeled "Email Report Automatically". Below this, the "Frequency" section has two radio buttons: "One-time delivery" (unselected) and "Recurring deliveries" (selected). A dropdown menu is open under "Recurring deliveries", showing the following options: "Daily (each morning)" (checked), "Weekly on Sunday", "Weekly on Monday", "Weekly on Tuesday", "Weekly on Wednesday", "Weekly on Thursday", "Weekly on Friday", "Weekly on Saturday", "First of the month", "Middle of the month", and "End of the month". Other form fields like "Send To", "From Email", and "From Name" are partially visible but not fully filled out.

Related Articles