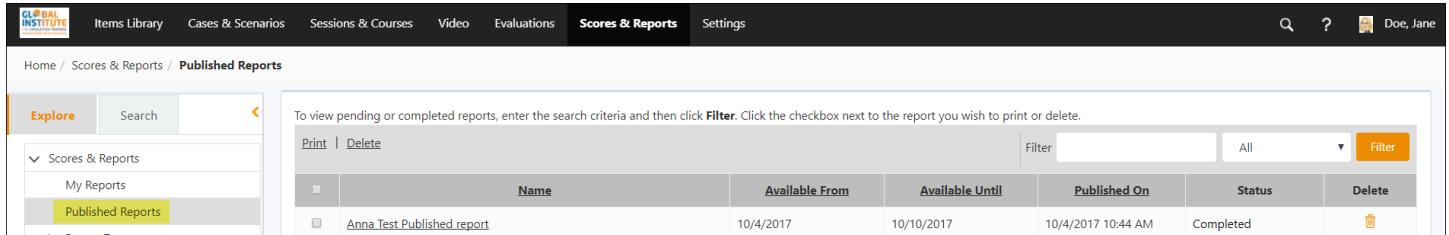


Published Reports



To view pending or completed reports:

1. Enter the search criteria and then click **Search**. The search results appear.
2. Click the checkbox next to the report you wish to print or delete.

The following tasks appear on the **Schedule Reports** grid:

Task	Result
Search	<p>Enter keywords and then click the drop-down arrow to search by:</p> <ul style="list-style-type: none"> • Schedule Name • Available From • Available Until • Published On • Status <p>Click Search. The search results appear with the keyword highlighted if it exists.</p>
Print	<p>Click the checkbox(es) next to the desired report(s) in the grid and then click Print. A .pdf file is generated and displayed in the Report Viewer.</p>
Delete	<p>Click the checkbox(es) next to the desired report(s) in the grid and then click Delete. Note: If the report status is Completed then all published reports will be deleted for all users.</p>

Reports are generated every 30 minutes. Notice the “Pending” status in the screenshot above. After 30 minutes, the report will show as “Completed”.

*If you find the reports are not being scored, verify the Offline Process services are running by going to **Settings > AV Configuration > Offline Processes**. The grid will tell you the last time and date the Offline Processes for “Published reports” ran successfully. If they have not ran successfully, go to AV Control, to System Monitor and restart the “Agent” service under the SQL grid.*