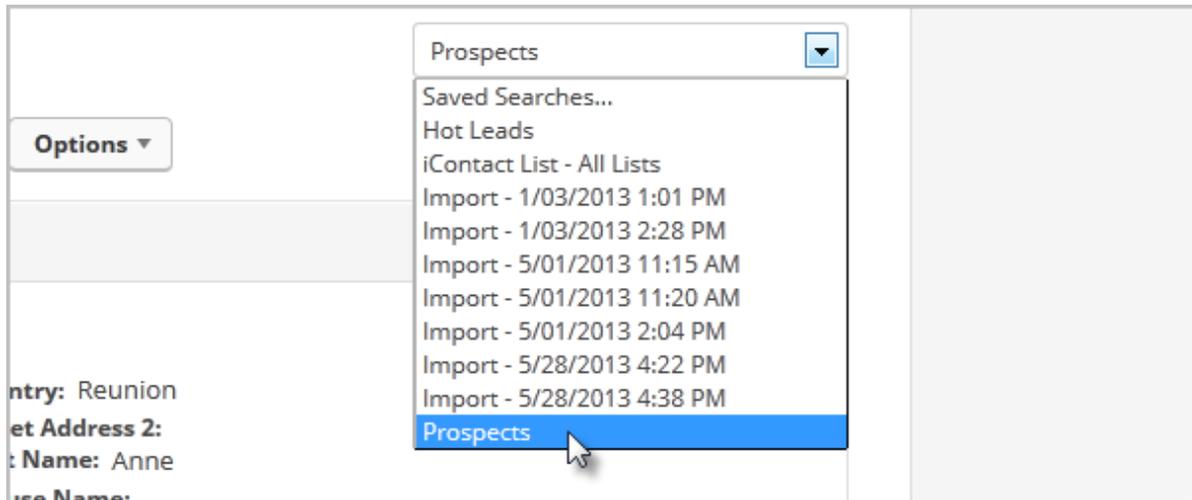


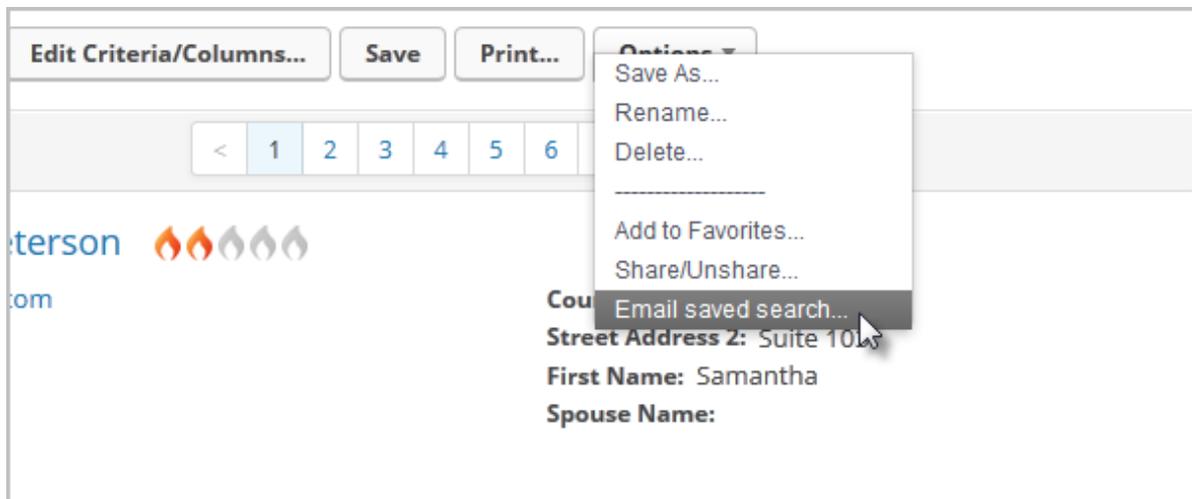
Automatically Email Reports

Once you create a saved search or report, Infusionsoft can automatically email you an updated list on a recurring basis.

1. Pull up a Saved Search or Report



2. Click on Options, and select Email Saved Search



3. Select 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.

Information

Notify

Only Send When Results Found Yes No

Days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

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

Wednesday

Thursday

Friday

Saturday

Save Save and Send Now

✓ Da

Em

Sta

Pho

Bir

×

✓ Martin Blow (○○○○○)