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

	Prospects	
	Saved Searches	٦.
Ontions T	Hot Leads	
Options +	iContact List - All Lists	
	Import - 1/03/2013 1:01 PM	
	Import - 1/03/2013 2:28 PM	
	Import - 5/01/2013 11:15 AM	
ntry: Reunion	Import - 5/01/2013 11:20 AM	
	Import - 5/01/2013 2:04 PM	
	Import - 5/28/2013 4:22 PM	
	Import - 5/28/2013 4:38 PM	
et Address 2:	Prospects	
Name: Anne	13	
Ise Name		

2. Click on Options, and select Email Saved Search

	rint	Save As
erson 👌	5 6	Rename Delete Add to Favorites Share/Unshare
m	Cou Stre First	Email saved search et Address 2: Suite 101 t Name: Samantha

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.)

