


# Disable or delete a scheduled report

---

Published: 2018-04-18

If you want to stop the email delivery of a scheduled report you must disable or delete the report.

1. Log into the Web UI on the Command appliance and then click **Dashboards** at the top of the page. Be sure to select a dashboard from My Dashboards or Dashboard Inbox in the left pane. You cannot access Scheduled Reports if you are viewing a system dashboard, such as the Activity dashboard.
2. In the upper right corner of the page, click the command menu  and then select **Scheduled Reports**. A Scheduled Reports window appears that contains the reports that you own.
3. Select the checkbox next to a report and complete one of the following steps:
  - Click **Disable** in the upper right corner to temporarily stop the delivery of the report.
  - Click **Delete** in the upper right corner to permanently remove the report from the system.
4. Click **Done**.

## Next steps

To change the status of a scheduled report from disabled to enabled, repeat steps 1-3, and then click **Enable** in the upper right corner. The report is sent to email recipients based on the report frequency you specified.