


# Change a scheduled report

---

Published: 2018-11-07

You can modify the content or frequency of a scheduled report that you own at any time. For example, you can adjust the report email frequency, change the dashboard in the report, add more email addresses to your report, or edit the report email message.

1. Log into the Web UI on the Command appliance and then click **Dashboards** at the top of the page.
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. Click the report name. Change any of the report settings and then click **Save**.
4. Click **Done**.