



[Knowledge Base](#) > [Using Deskpro](#) > [Reports](#) > [Schedule a Report in Deskpro](#)

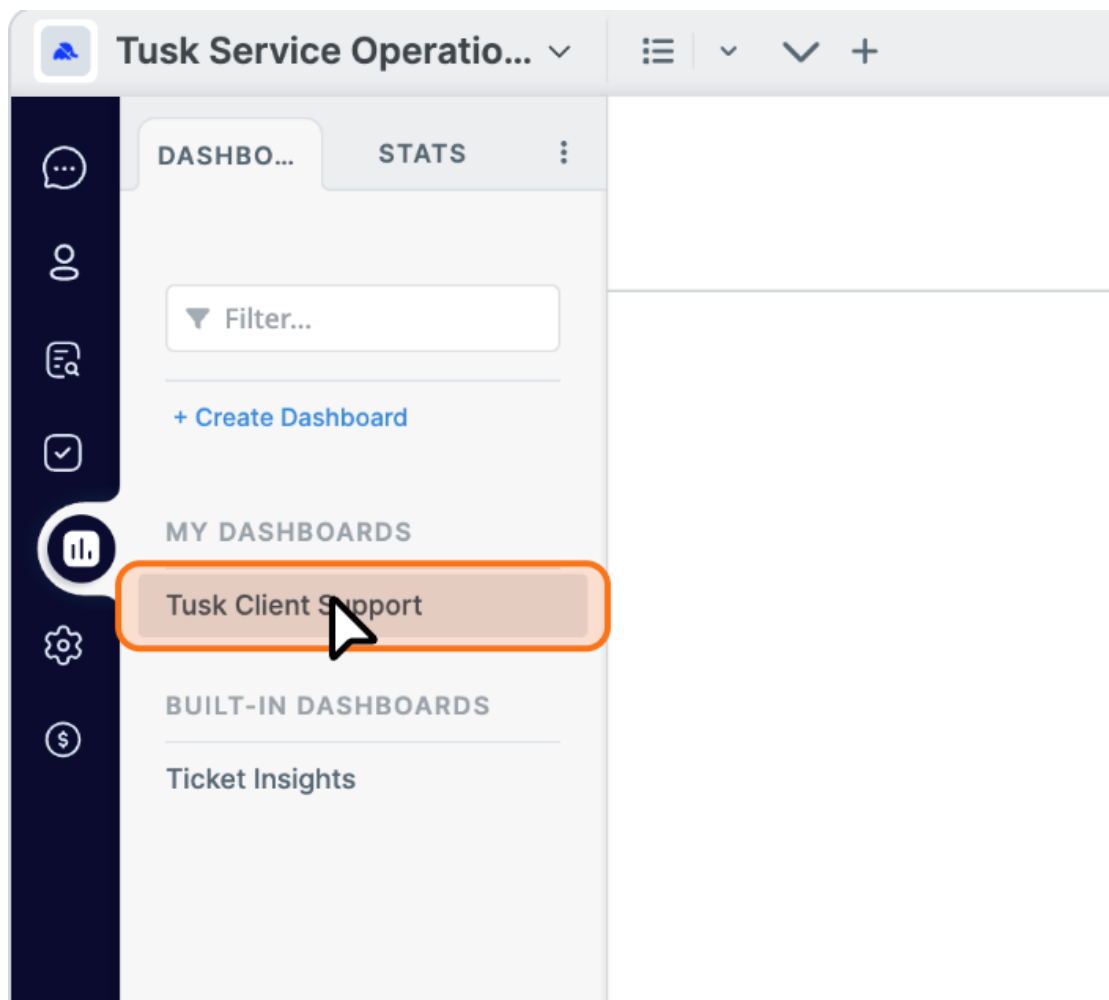
Schedule a Report in Deskpro

Eloise Rea - 2026-07-20 - [Comments \(0\)](#) - [Reports](#)

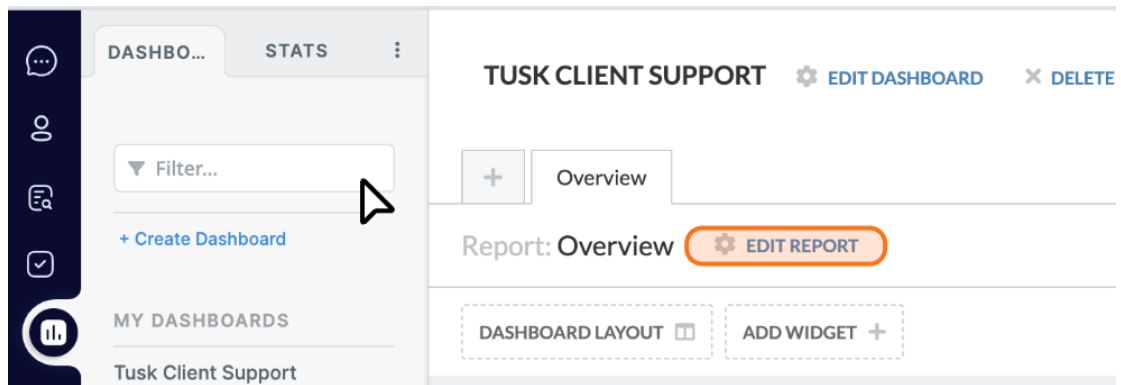
You can schedule a report in Deskpro to be sent automatically by email on a recurring basis. This is useful for keeping stakeholders up to date without needing to manually run reports.

Schedule a report

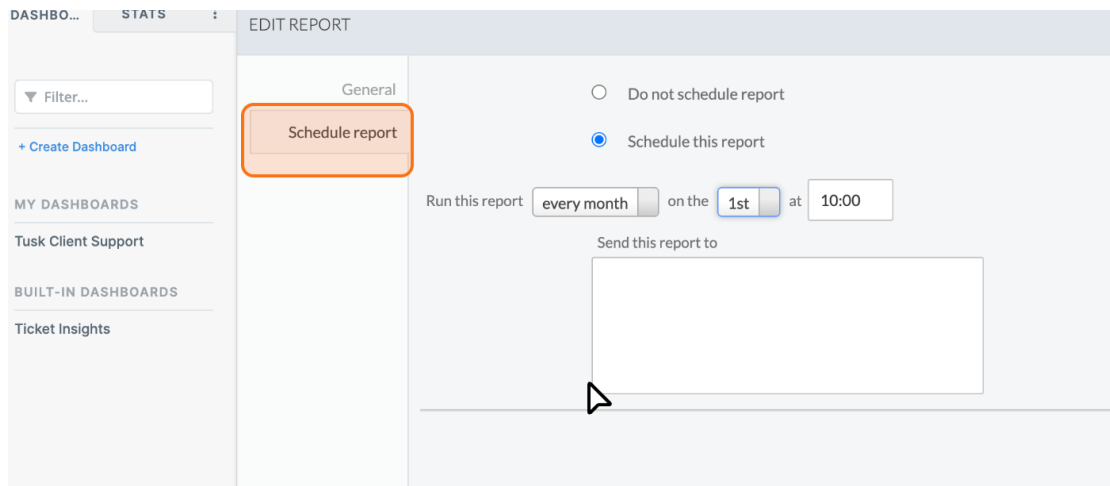
- Open the custom dashboard that contains the report you want to schedule.



- Select **Edit Report**.



- Click **Schedule report** and choose how often the report should be sent.



- Enter the email address(es) of the recipient. Separate multiple email address by a comma.

EDIT REPORT

General

Schedule report

☐ Do not schedule report

☒ Schedule this report

Run this report on the at

Send this report to

helen@tusk.com, ben@tusk.com

Schedule

- Click schedule to save

Once saved, Deskpro will automatically send the report according to the schedule you've selected.