## Enterprise Reporting- Standard Reporting Rescheduling

The Reschedule feature allows users to schedule a new report using an existing instance. The parameter, run-time, destination, and format values are retained from the original instance. You can then change any of these values and schedule a new report.

To use the Reschedule feature:

1. Navigate to the History Page of the report you wish to reschedule.



1. Right click on the instance to be rescheduled and select **Reschedule**.



The Schedule screen for Parameters will display. Change the biennium and appropriate parameters values. Make any other changes in the Destination and Recurrence selection tabs and click Scheduleto schedule a new report.

