

# NLTV Auto-Run Reporting

- **Available in the following modules:**
  - Time Period Standard and Time Period Custom Analysis
  - Program Standard and Program Custom Analysis
- **Available as a Daily Average or Weekly Average**
  - Only one average option can be selected in any report submission
  - Rolling averages available
  - Week definition is 7 days from the users first selected date
- 31 day maximum selection
- Only contiguous dates allowed (users can select individual days of week in Dayparts)

## SETTING AUTOMATED REPORTS

- 1) Select all dates to be included in report and hit add.
- 2) Select Daily or Weekly within Average Options menu to enable auto-run feature. Choose your preferred selection.
- 3) Submitted and completed reports will be listed on your Report Manager screen.
- 4) Report dates will need to be resubmitted when new dates are available on your calendar screen.

