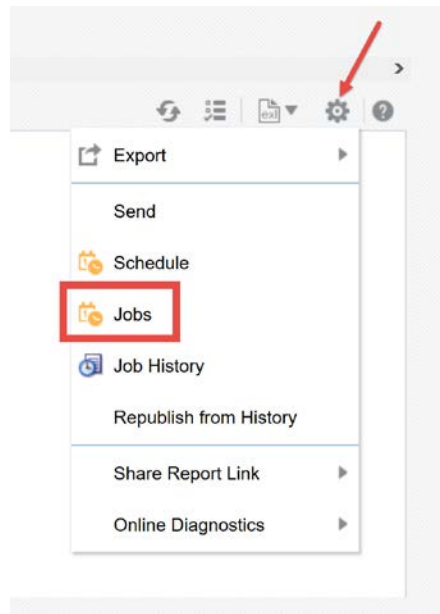


## UNSCHEDULING A BI REPORT

If you no longer want to receive a BI report that you scheduled, do the following:

1. Open the BI report you no longer want to receive by email. Select the **Gear** icon and then **Jobs**.



2. Select the report you no longer wish to receive and hit the **X** (delete icon). This will remove the report from the scheduled process.

A screenshot of a 'Report Jobs' table. The table has a header row with columns: 'Report Job Name', 'Report Name', 'Status', 'Start Time', 'End Time', 'Frequency', 'Owner', 'Scope', 'Edit', and 'History'. Below the header, there is one row with the value 'RU PJ 073 Project Costs Detail Report' in the 'Report Job Name' column. A red arrow points to a delete icon (an 'X') in the top-left corner of the table area. The 'Report Job Name' cell in the first row is highlighted with a red rectangular box.