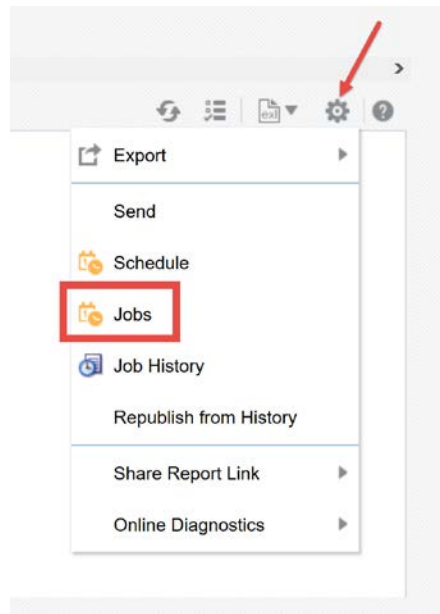# RUTGERS

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.