

Precision Campus Scheduled Distribution Guide

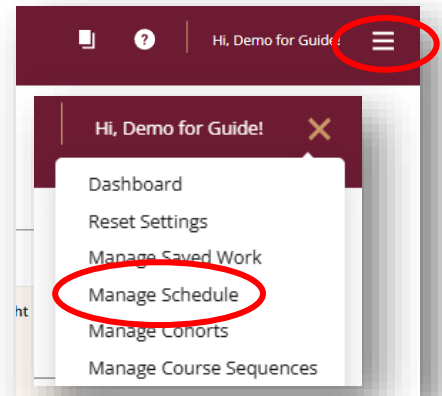
Scheduled distribution allows users to schedule distribution of saved reports to other users via email.

Scheduled distributions to send saved reports to other users via email.

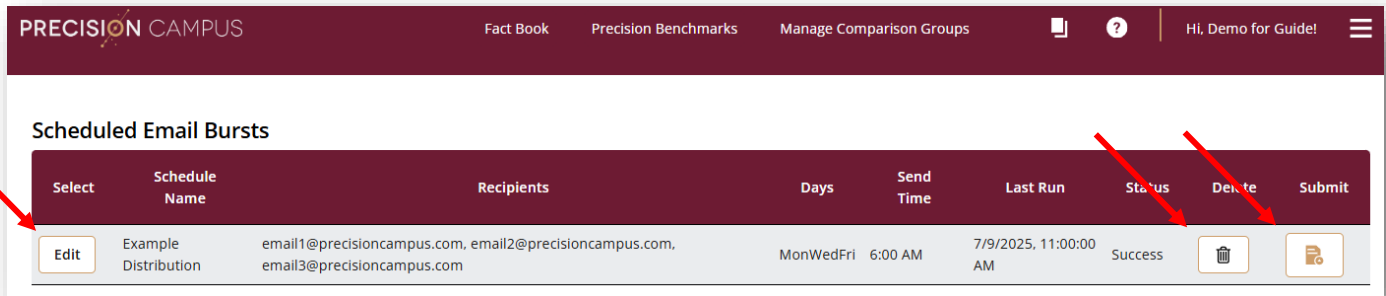
Administrators enable “Manage Schedule” permission to allow users to schedule report distributions.

Creating and managing scheduled distributions:

1. Save copies of the reports to be distributed (see Save Reports above).
2. Navigate to **Manage Schedule** in top hamburger menu (contingent on “Manage Schedule” permission).
3. Select **Create New Scheduled Job with Wizard** at the bottom of the page to walk through the process step by step OR use the Selected Schedule window to configure the distribution.
 - a. Create a name for the scheduled distribution that will be used as the subject of the email when the reports are sent.
 - b. Add any introductory/contextual information as a message to accompany the reports.
 - c. Add the email addresses of recipients separated by commas OR leave blank and select Distribution List (see below).
 - d. Enter your email address.
 - e. Select delivery method: either PDF attachments, the default, or hyperlinks to reports in Precision Campus.
 - f. Check the days of the week that the report should be sent.
 - g. Adjust the send time as desired.
 - h. Click **Create New** to save the new distribution.

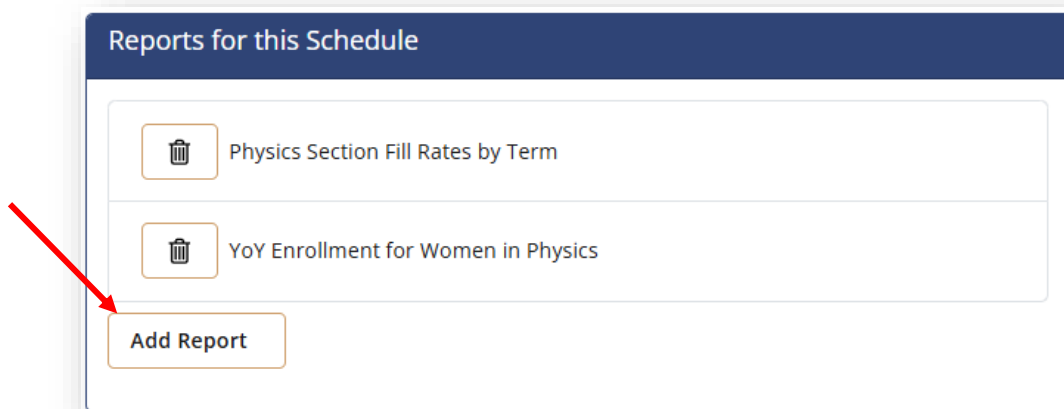
A screenshot of a form titled 'Selected Schedule'. The form has several input fields and checkboxes. Red arrows point to the following elements: the 'Schedule Name' field (containing 'Example Distribution'), the 'Message' field (containing 'Introduction and context to report(s)'), the 'Recipients' field (containing three email addresses), the 'Your email address' field (containing 'myemail@precisioncampus.com'), the 'Delivery Method' dropdown (set to 'Attachments'), the 'Send Time' field (set to '6:00 AM'), and the 'Create New' button. At the bottom of the form, there is a button labeled 'Create New Scheduled Job with Wizard' which is circled in red. The form also includes checkboxes for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'Monday', 'Wednesday', and 'Friday' checkboxes are checked.

4. Scheduled distributions will appear in the Scheduled Email Bursts list with a summary of their details.
- Click **Edit** to update distribution.
 - Click the trashcan icon to delete distribution.
 - Click the Submit icon to run the distribution immediately.



Select	Schedule Name	Recipients	Days	Send Time	Last Run	Status	Delete	Submit
Edit	Example Distribution	email1@precisioncampus.com, email2@precisioncampus.com, email3@precisioncampus.com	MonWedFri	6:00 AM	7/9/2025, 11:00:00 AM	Success		

5. Select **Edit** to open distribution and add reports to it in the Reports for this Schedule window then select **Update Existing** to save changes.



6. Use the Manage Distribution Groups to create a list of recipients that can be utilized in multiple distributions.

a. Create a name for the distribution group.

b. Add email addresses separated by a comma.

c. Click **Create** to save or **Update** if editing a group.

d. The group will now appear in Distribution Groups for this Schedule window where it can be selected for use with a scheduled distribution.

The image shows two screenshots of a web interface. The top screenshot is titled 'Manage Distribution Groups' and shows a list of two groups: 'Test list1' and 'Test list2'. Each group has a trash icon to its left. Below the list, there is a form for editing a group. The 'Distribution Group Name' field contains 'Test list1'. The 'Recipients (separated by commas)' field contains 'email1@precisioncampus.com, email2@precisioncampus.com, email3@precisioncampus.com'. An 'Update' button is at the bottom of the form. Red arrows point from the instructions to the 'Test list1' group, the 'Recipients' field, and the 'Update' button. The bottom screenshot is titled 'Distribution Groups for this Schedule' and shows a message 'Choose one or more distribution groups for your schedule'. Below this is an 'Add Distribution Group' button and a list of available groups, which currently shows 'Test list1'. A red arrow points from the instructions to the 'Add Distribution Group' button.

Tip: to test a distribution before scheduling it to go to others, enter your email address as the recipient then select Update Existing to save and click the Submit icon in the Scheduled Email Bursts list to send it to yourself (it may take a couple of minutes to arrive in your inbox). Once you confirm the email and reports are working as expected, edit the distribution to add the intended recipients.