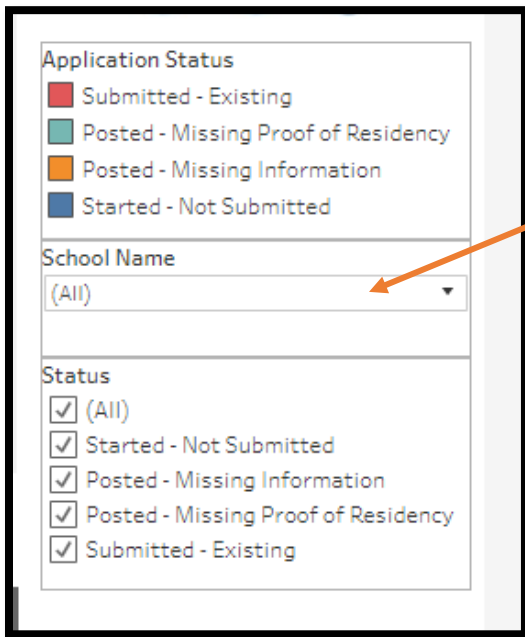**OLR Outstanding OLR Applications:** *Quick reference guide to set up the scheduled email for this report.*

Click on Census, then click on Online Registration, then click on Audit Reports

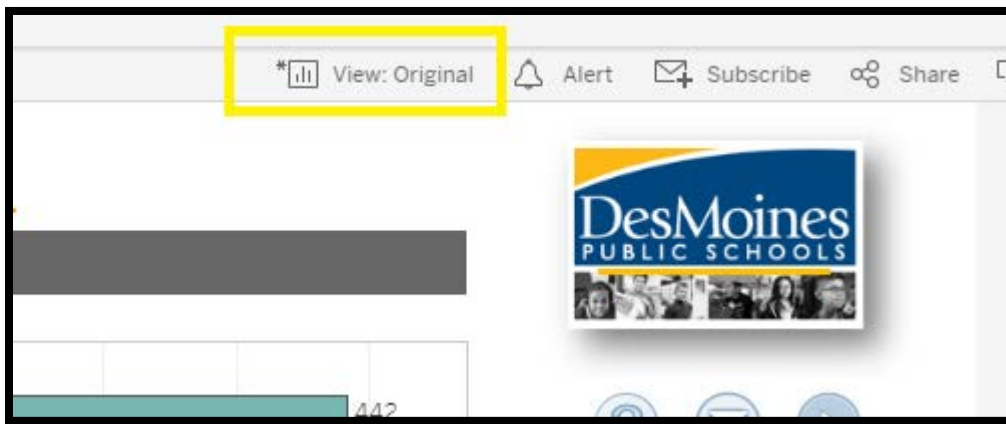Click on the report named: **Outstanding OLR Applications**

Tableau will now open, and you can use the School Name dropdown list to select your school
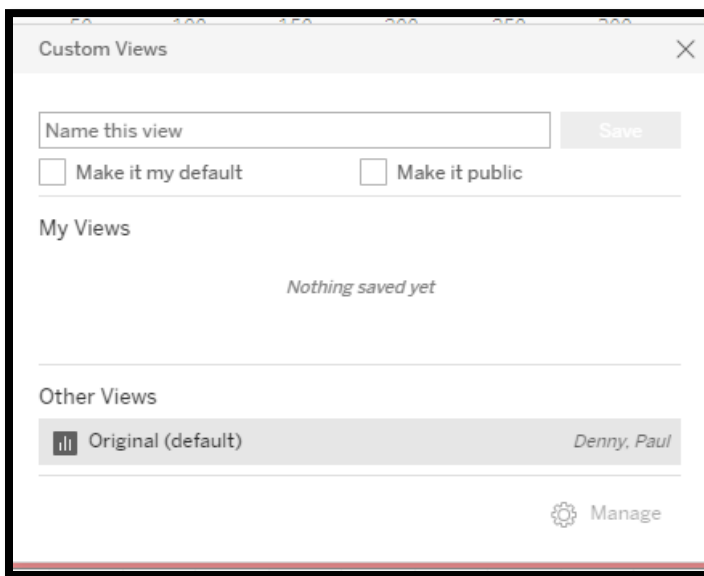

You can now see the data for just your school, which includes a breakdown of the 4 types of statuses and the oldest unprocessed "Submitted – Existing" applications.
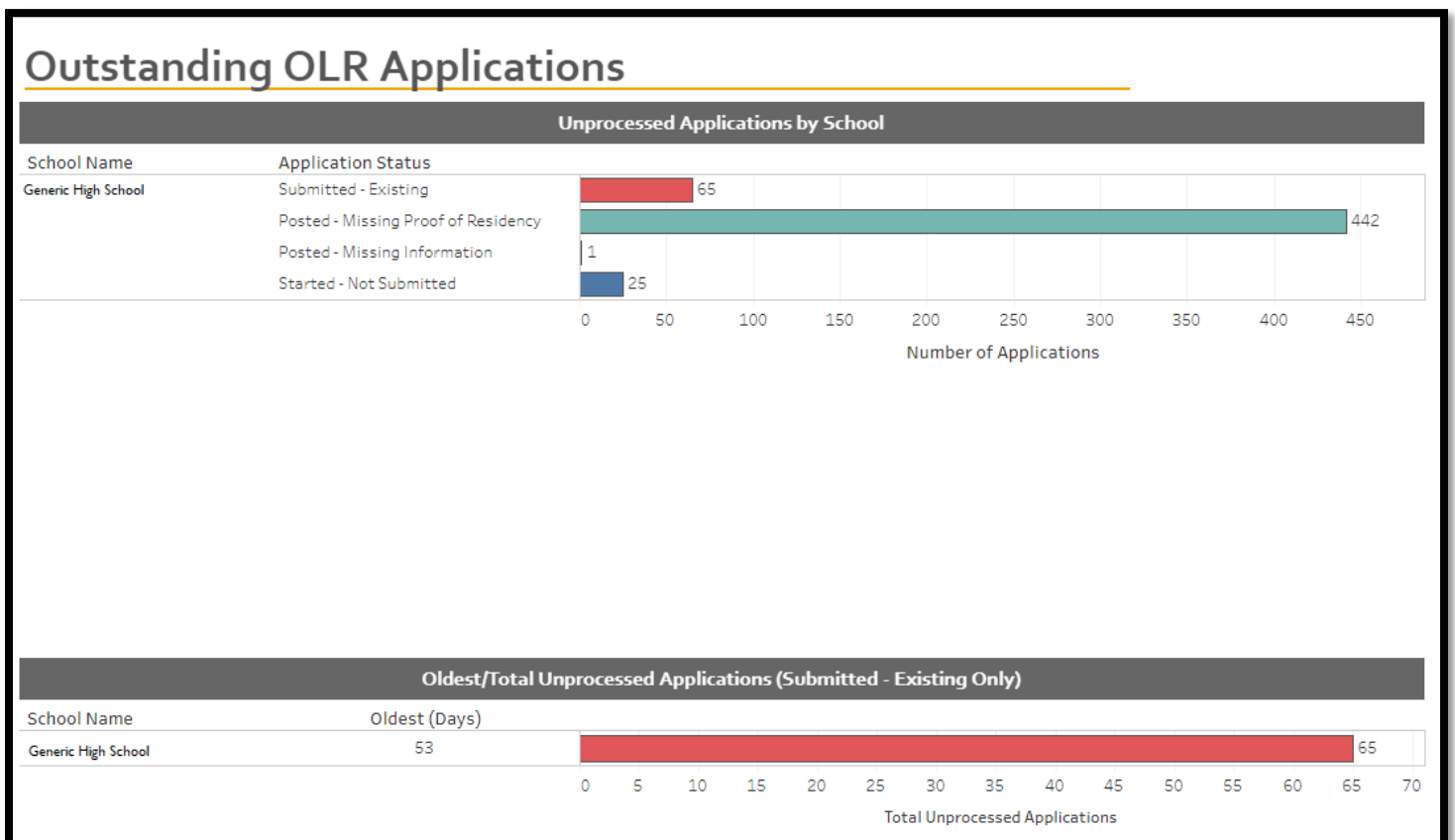
You can now click on the View button

Name the view, check the button to Make it my default, and click the green Save button.

Click the Subscribe button

Make a select for the Schedule from the dropdown list, add a customize message for yourself if desired, and check the box for Don't send if view is empty. Then click the green Subscribe box.

You will now receive an email image of the report based on the Schedule you selected!