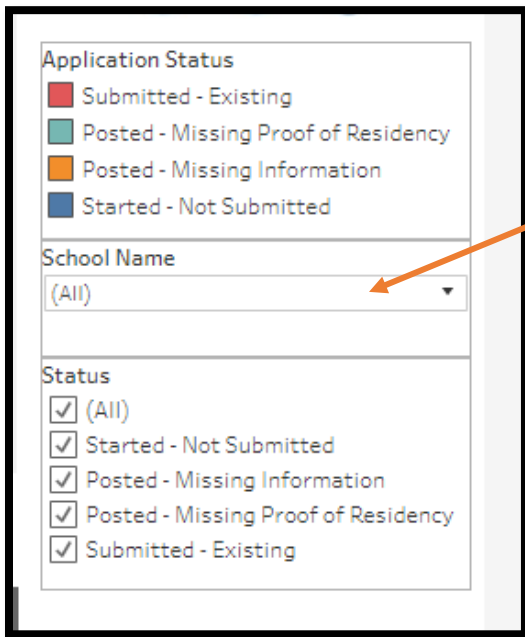


OLR Outstanding OLR Applications: Quick reference guide to set up the scheduled email for this report.

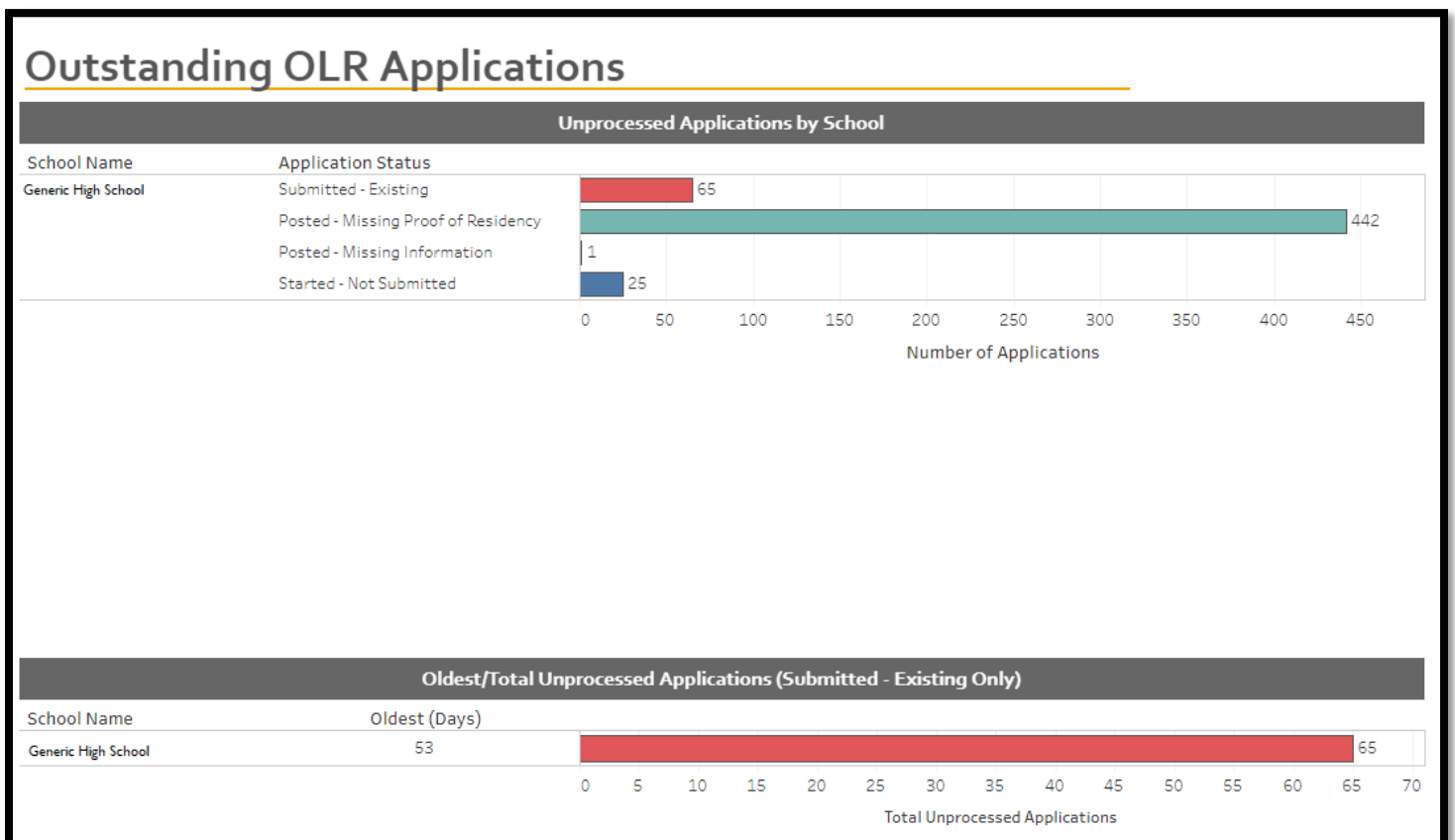
Click on Census, then click on Online Registration, then click on Audit Reports

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

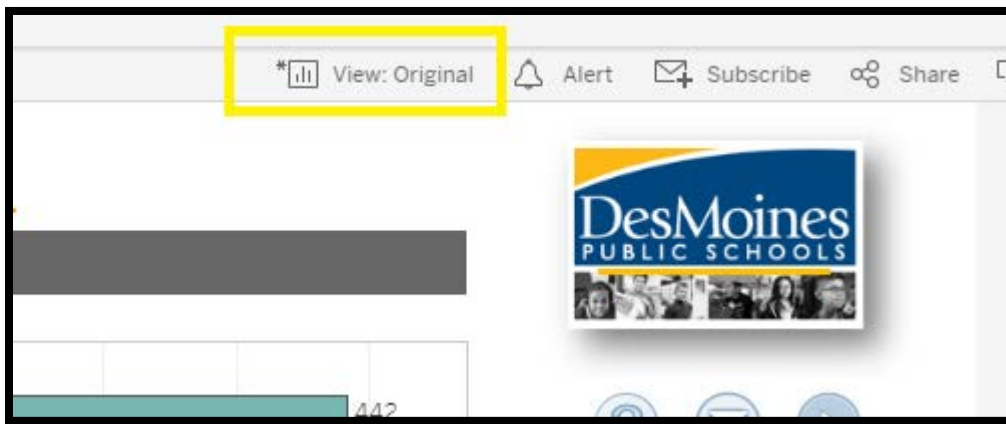
Tableau will now open, and you can use the School Name dropdown list to select your school



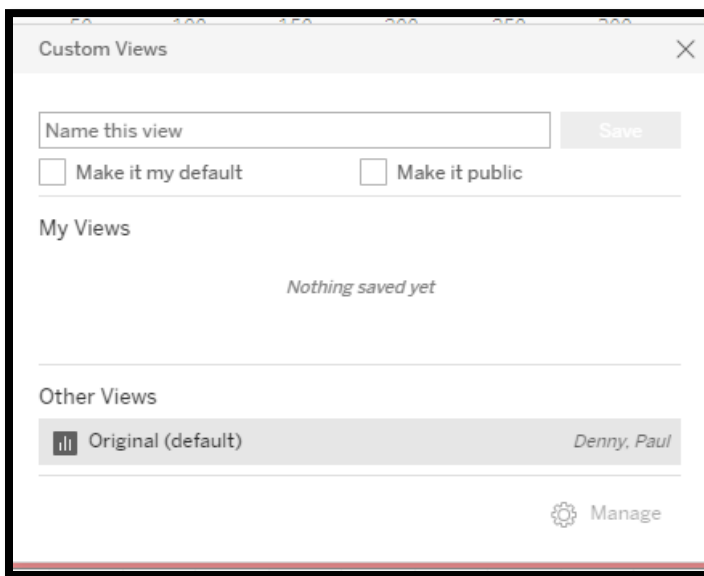
You can now see the data for just your school, which includes a breakdown of the 4 types of statuses and the oldest unprocessed “Submitted – Existing” applications.



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.

The image shows a 'Subscribe' dialog box with the following elements:

- Include:** A dropdown menu currently showing 'This View'.
- Schedule:** A dropdown menu currently showing '06 AM Friday (Weekly)'.
- Subject:** A text field containing 'Outstanding OLR Applications'.
- Message:** A text field with the placeholder text 'Add a custom message (optional)'.
- Checkbox:** An unchecked checkbox labeled 'Don't send if view is empty'.
- Buttons:** A 'Cancel' button and a green 'Subscribe' button.

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