

# Changing Reports

An Email Report has the following properties as described in [Scheduling Email Reporting](#):

- State:
  - Enabled
  - Disabled
- Name
- Subject
- Frequency Type:
  - On demand report
  - Minutely report
  - Hourly report
  - Daily report
  - Weekly report
  - Monthly report
  - Yearly report
- Recipients:
  - Users
  - Groups
  - Email Addresses
- Report Filters:
  - by Agent
  - by Task Type
  - by Task State
  - by Task Alert
  - by Log Message Level
- Report Options:
  - Send Empty Reports
  - Include Full Alert Details
  - Specify From Address

Follow the instructions below to change Report properties in your CDP Enterprise Edition.

1. Click on "Reporting" in the Main Menu to access the "Reporting" page.

<a href="#">Standard Edition</a>	<a href="#">Advanced Edition</a>	<a href="#">Enterprise Edition</a>
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4. Once the changes are complete, click "Save" to save the changes.

