# ticketweb BACKLINE

## HOW TO SET UP A SCHEDULED SALES REPORT

**If you get an error message when trying to run reports, please check the below settings**
**Preferences -> Privacy -> Untick 'Prevent cross-site tracking'.**

Click into the event and select reports down the left-hand side then select **TICKET COUNTS**



Click the cog on the report screen (top right)



Select '**SCHEDULE**'

Fill in the form that appears
Name the report
Enter the email address
Choose the format
Select the trigger (repeating interval)
Choose the delivery schedule

Save all