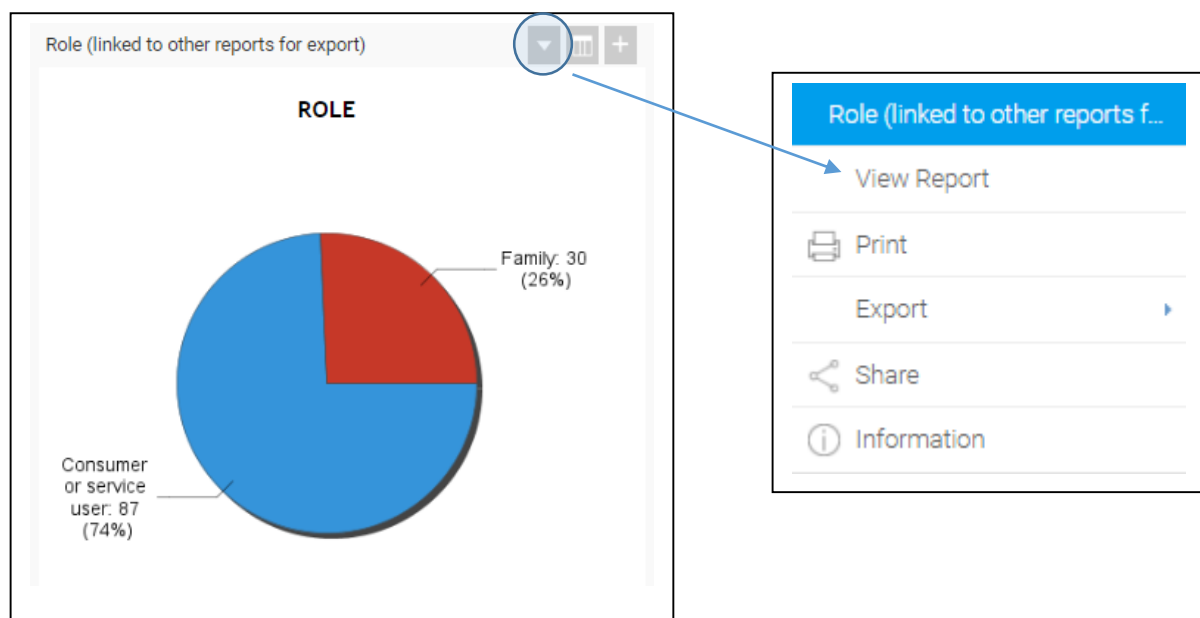


## How to edit your scheduled Marama Reports Broadcast

In order to export all the reports in one document we have linked the reports to **'Role'** and **'All Ethnicities'**, both in the Demographics sub tab.

All other reports are **not** linked and if exported will export the report you are viewing only.

1. Click the arrow to the right of the 'Role' chart to edit the PDF report or the 'All Ethnicities' report to edit the EXCEL report. Select 'View Report'

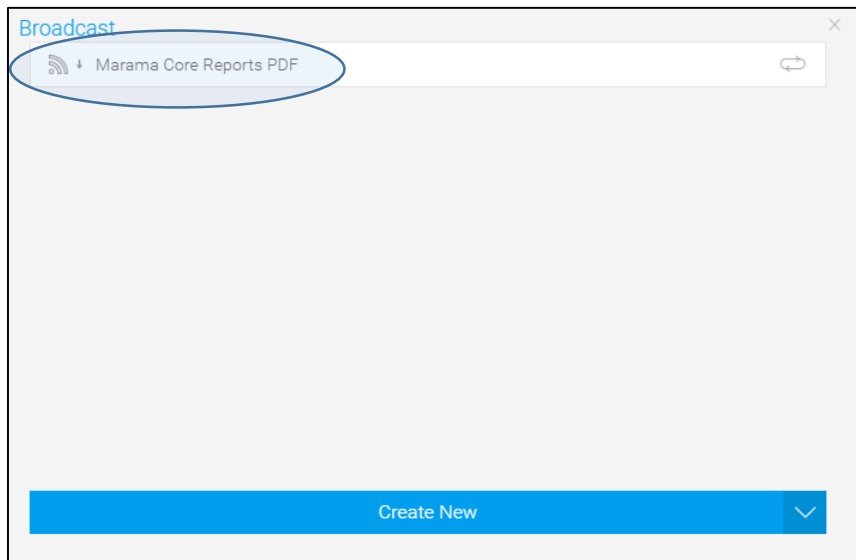


All Ethnicities Incl 'Other' text (linked to other reports for xl export)		
Ethnicity	Count	
New Zealand European	53	▲
New Zealand European\$Māori	27	
Chinese	5	
other-european	4	
Māori\$Cook island Māori	3	
other	3	
Indian	2	
New Zealand European\$Māori\$Other-Scandinavian	2	

2. Select the broadcast icon, at the top of the screen



3. Click on the existing broadcast 'Marama Core Reports' and click edit



4. You can now edit the time and day, or text as required.  
**NOTE** these particular reports have been optimised for PDF from 'Role' Report and EXCEL from 'All ethnicities' report. Changing the format may not present the reports correctly.

