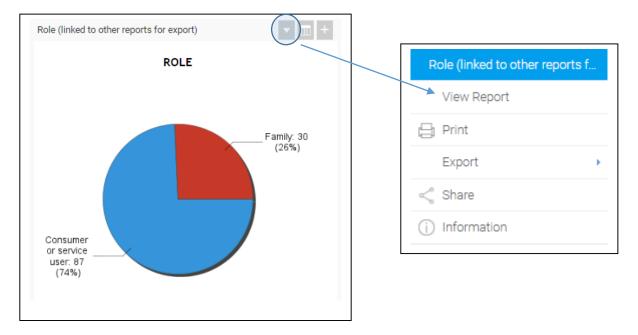


How to edit your scheduled Marama Reports Broadcast

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'



Ethnicity	Count
ew Zealand European	53
ew Zealand European\$\$Māori	27
hinese	5
her-european	4
āori\$\$Cook island Māori	3
her	3
dian	2
lew Zealand EuropeanSSMāoriSSother-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

Broadcast	×
→ Marama Core Reports PDF	\Leftrightarrow
Create New	\sim

You can now edit the time and day, or text as required.
 <u>NOTE</u> 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.

Personal Broadcast	:: Role (linked to other reports for export)	×
Marama Core Report	s PDF	ĺ
	a PDF of reports for the HDC Marama Survey. Data he reports. An EXCEL report has also been scheduled, ta.	
Continuous Schedul The report will always selected schedule.	e Continuous $ ightarrow$ (Ontinuous $ ightarrow$) be delivered based on the Alert \bigwedge ()	
Frequency:		
Weekly 🗸	Monday 🗸	
Pacific Region 🗸	Auckland (+12 💙 3 am 💙 :00 💙	
Limit Schedule Period		
Failure Notification		
The final layout of This will run every week	Less † f reports with multiple charts can only be guaranteed when sharing via PDF. ek, on Monday.	
	Save Subscription	