

# Create/Schedule Report

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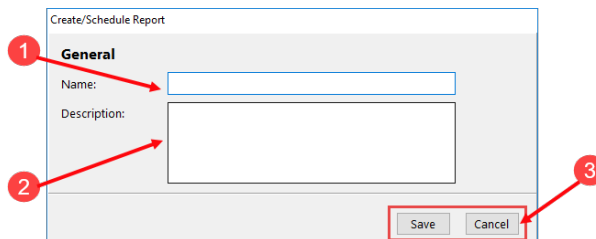


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Create/Schedule Report

**Path: Practice Management tab > Demographic Analysis/Recall button > Create/Schedule Report button**

The Create/Schedule Report window is used to save commonly used Demographic Analysis/Recall reports. This function is available from all tabs in the Demographic Analysis/Recall window. Once saved, the reports are displayed for use in the Saved Reports drop-down menu in the respective tab of the DAR window.



## Create/Schedule Report Map

Number	Section	Description
1	Report Name	The Name field is used to assign a name to the report being saved. This is the name that is displayed in the Saved Reports drop-down menu.
2	Report Description	The Description field is used to summarize what the report includes and what it is to be used for.
3	Function buttons	<ul style="list-style-type: none"> <li>• <b>Save:</b> Saves the report Name and Description and adds the report to the Saved Report drop-down menu.</li> <li>• <b>Cancel:</b> Closes the Create/Schedule Report window without saving any information.</li> </ul>