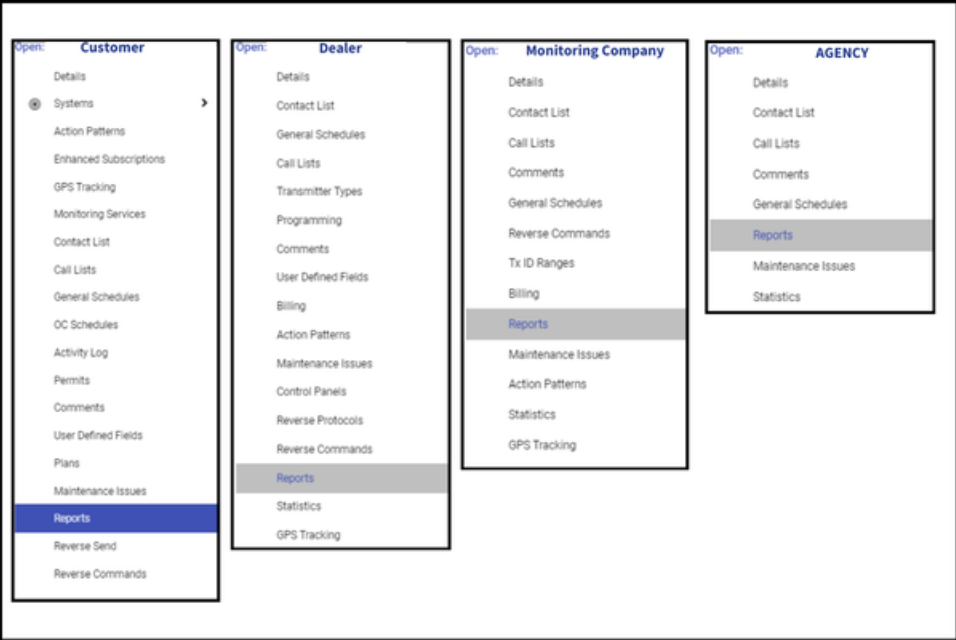# Edit a Scheduled Report

Upon creation of a Scheduled report, the report commits and runs based on the parameters set, based on the configured details. If necessary, changes to existing scheduled reports follow the same process as creating a scheduled report in edit mode.

1. **Load the record** where the report resides.
2. **Navigate to Reports**.

3. **Locate the report to edit**.

4. **Click the pencil (✎) icon**.

System Reports		Scheduled Reports				
Activity	▶	Title	Last Run	Next Run	Interval	User
Maintenance	▶	TEST Cust - Daily Activity		09/17/2024 00:31:00	1 Day(s)	
Master File	▶					Rows: 10 ⌄ 1-1 of 1
System	▶					

5. Follow the instructions found on the Scheduled Reports article to **edit and reschedule the report**.
6. Remember to click the **Save** icon () to commit the change(s).