Why am I receiving several emails per hour for my reports?

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Symptom

- Emails generated for OLIB Reports every 15 minutes

Applies to

- OLIB 9.0 (Service Pack 11 onwards)

Resolution

For all enabled reports check that the frequency type and value has been set:

1. Go to OLIB Reports > Reports.
2. Search for the report which is generating emails.
3. On the Report Scheduling tab ensure that a Frequency Type is selected and a Frequency Value is entered.

Additional information

Documentation about scheduling reports can be found on page 58 of the OLIB 9.0 Service Pack 11 Training Manual