

Run Automatic Expedite Reports

09/28/2026 8:07 am MDT

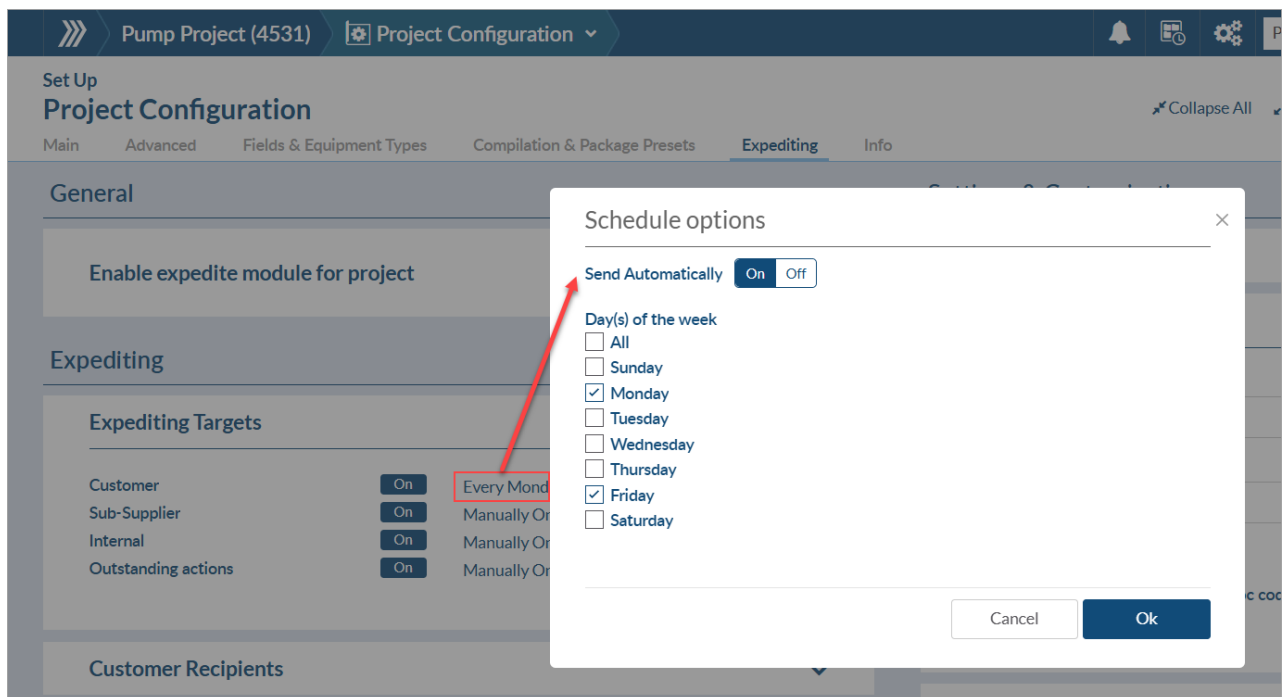
Each [enabled expediting target](#) includes the option to either send emails manually or on a pre-defined schedule:

- **Manually Only** - emails are sent manually from the Expedite Projects page (see article: [Run the Expedite Process and Send Emails](#)).
- **Automatically** - emails are sent on a weekly basis on the selected day(s) of the week. Automatic emails are sent in the morning (8:00 AM in the system-defined time zone)

To begin, navigate to the **Project Configuration** page (Project Menu > Set Up > Project Configuration) and open the "[Expediting](#)" tab.

Set a schedule

To configure a schedule, expand the "Expediting Targets" section. By default, expedite emails will be set to only send manually - click on the **Manually Only** text. From the pop-up, toggle the option from "Off" to "On" and select the day(s) of the week that an email should be sent.



From the "Expedite Projects" page (**Logo Menu > Expedite Projects**), a target which is set to receive automatic reports on a project will be indicated with a blue "A".

