

Rerun Cardholder Usage Report

iConnectData (ICD) > Reporting > Report Scheduler

In the event you need to rerun the Cardholder Usage report and send it back out to your cardholders, follow the steps below.

1. In ICD menu bar, select **Payment Center > Available Credit Info.**



2. Once you're in the Report Schedule module, ensure that the correct Account Code and Customer ID are selected. Then, click **Rerun**.

Cardholder Usage Information
Display Set-up

Account Code: QQ100 - PRODUCTION TEST

Customer ID: BSNR7 - PWR GRAPHICS

Customer ID Drop Down Sort by: Customer Name Customer ID Number

Customer ID:	Name	Cycle	Del Type	Email	
BSNR7	PWR GRAPHICS	Monthly	Email	nogoodemail@email.com	<input type="button" value="DELETE"/> <input type="button" value="RERUN"/>

3. Select the month for which you would like the Cardholder Usage Report rerun and resent. Then, click **Submit**.

Note: If only one card needs the report, enter the card number in the **Card Number** field.

Cardholder Usage Information
Rerun Set-up

Customer ID: BSNR7

Card Number:

Enter a card number if the Rerun is card specific.

Requestor Email (Optional):

The email address on the set-up document will be used if left blank.

Monthly Dates: