

## **Data Refresh Schedules for Worksheets I, II and III Reports**

### **Data Refresh for Worksheet I**

- Worksheet I data for reports is refreshed at the top of the hour from 8:00 a.m. to 8:00 p.m. seven days a week (Example: 8:00 a.m., 9:00 a.m., 10:00 a.m., etc.)

You will need to wait 20 minutes after the refresh cycle for the data to appear in the report. This means data entered and saved into a Worksheet I form by 9:00 a.m. should be available in the report at 9.20 a.m.

### **Data Refresh for Worksheet II**

- Worksheet II data for reports is refreshed every 15<sup>th</sup>, 30<sup>th</sup>, 45<sup>th</sup> and 55<sup>th</sup> minute of the hour  
(Example: 8:15 a.m., 8:30 a.m., 8:45 a.m. and 8:55 a.m.)  
Refresh cycles are from 8.15 a.m. to 7:55 p.m. seven days a week.

So this means data entered and saved into a Worksheet II form by 8:45 a.m. will be captured by the 8:45 a.m. refresh and will display in a report you run at 8:50 a.m. (notice you will need to wait 5 minutes after the refresh cycle for the data to appear in the report.)

### **Data Refresh for Worksheet III**

- Worksheet III reports display real time data