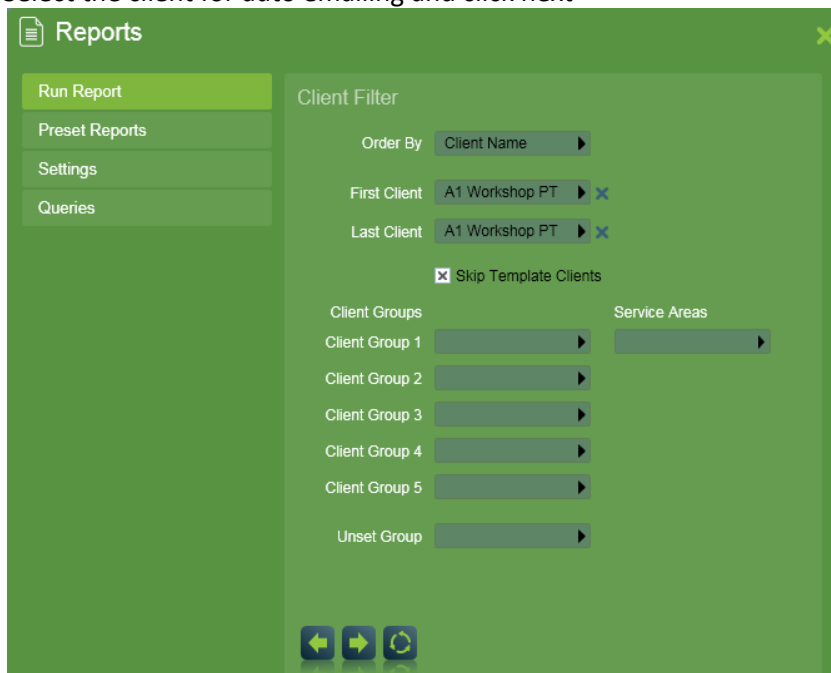


## Automatic Emailing Report

1. Setup up email task under **System -> Task -> Task Setting**
2. Set up auto emailing under **Report -> Run Report**
3. Select the type of report to auto email and click on next to continue. e.g. Log Report



4. Select the client for auto emailing and click next



5. Ignore the date filter page and click next. Under the Run Report page, select Automatic and under the output type, select either:-
  - a. EmailPDF - Email in PDF format
  - b. EmailWord - Email in Microsoft Words format
  - c. EmailXL - Email in Excel format

Enter the recipient email address and the content of the email. Click next to continue.

Reports

Run Report Manually

Manual  Automatic

Output Type: EmailPDF

Email: aaron@the.man

Email Message: Monthly Email Report for AAA

6. Enter the
  - a. Description - Name for the report
  - b. First Run Date - First date & time to run the report
  - c. Days, Month - Frequency of the report
  - d. Computer - PC to send out the report

Click on the save icon to complete

Reports

Save Report

Description: AAA MONTHLY REPORT

First Run Date: 01/05/2012 00:00:00

Days: 0

Month: 1

Computer: AARON-PC