

## Send formatted reports without LOG via email

Set up report as follows:

To remove LOG from output, report session needs to have "include log" unchecked" otherwise the LOG will be part of the email message.

|  | Report and Notices           |
|--|------------------------------|
| 1. Select Report Session wizard  | Report Session               |
| 2. De ours that "include los" is unchecked                               | 違 Schedule New Report Sessio |
| 2. Be sure that include log is <b>unchecked</b> .                        |                              |
|  |                              |
| t Session Settings   |                              |
|  | v 5                          |
| Defaults   |                              |
| Application to view reports: C:\Program Files\Microsoft Office\Office1   |                              |
| Application to print reports: C:\Program Files\Microsoft Office\Office12 |                              |
| Setup & Schedule   |                              |
| ✓ Display report source column   |                              |
| Notify owner when report is finished                                     |                              |
| Send notices automatically   |                              |
| Preserve template owner  |                              |
| ☑ Allow entering email address in Reply To field                         |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
| Format Page  |                              |
|  |                              |
| Page length: 57  |                              |
| Page width: 80   |                              |
| Top margin: 0  |                              |
| Bottom margin: 0   |                              |
|  |                              |
| View, Print, or Email Finished Notice Reports                            |                              |
| Recipients:  All   |                              |
| Only those with email addresses  |                              |
| Only those without email addresses                                       |                              |
|  |                              |
|  | OK Cancel                    |
|  |                              |



Output of report will need to be "plain text" (RTF format does not work for emailing at this time)

- 1. Select Output Options of report being generated
- 2. Set Report Format to Plain Text

| Report Format     |    |  |
|-------------------|----|--|
| Plain Text RTF    |    |  |
| Portrait Landscar | be |  |
|                   |    |  |

Email address needs to be entered and checked in the Schedule selection – "Format" needs to be checked.

1. Select Schedule option

| $\bigcirc$ |             |                  |        |
|------------|-------------|------------------|--------|
| Schedule   | Run Now (b) | Save As Template | Cancel |

- 2. Select "email to individual(s)" enter full email address / addresses
- 3. Be sure "Format" is checked.
- 4. Enter YOUR email in the "Reply to" entry, so that any reply to this message will be sent directly to you.

| Report name:<br>Schedule | : 5th grade i | tems DUE   | TOMORR     | OW         |       |     |
|--------------------------|---------------|------------|------------|------------|-------|-----|
| I ASAP                   | ) Once 🔘 (    | Daily 🔘 '  | Weekly     | ) Monthly  |       |     |
| Printing/Dis             | tribution     |            |            |            |       |     |
| Send to                  | printer       |            |            | Ŧ          | √ For | mat |
| ☑ Save to                | Finished Re   | ports Wiza | ard        |            |       |     |
| 🔽 Email to               | Individual(s  | s) teache  | r@emailac  | dress.org  | 🗹 🖓 🔿 | mat |
| $\bigcirc$               | Reply t       | o: myema   | ail@emaila | ddress.org | •     |     |
|                          |               |            |            |            |       |     |



## 5. Schedule report as required:



Finished report will display in FINISHED REPORT tab, as well as be sent to selected email address in a readable format.