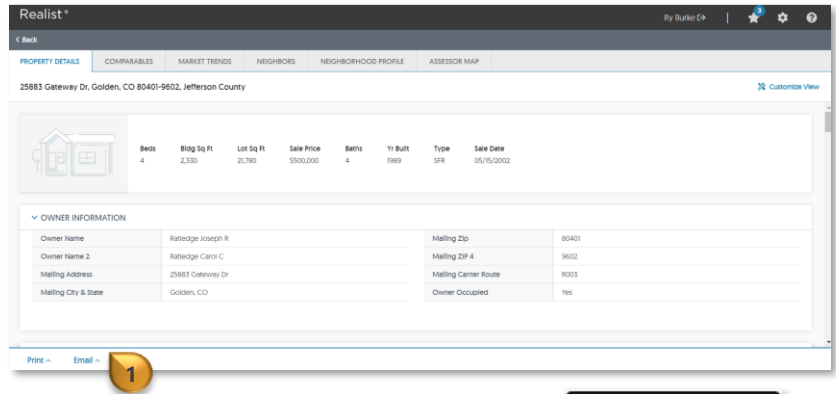
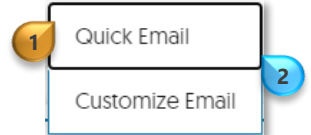


From the Reports screen

Click **"Email"** 1



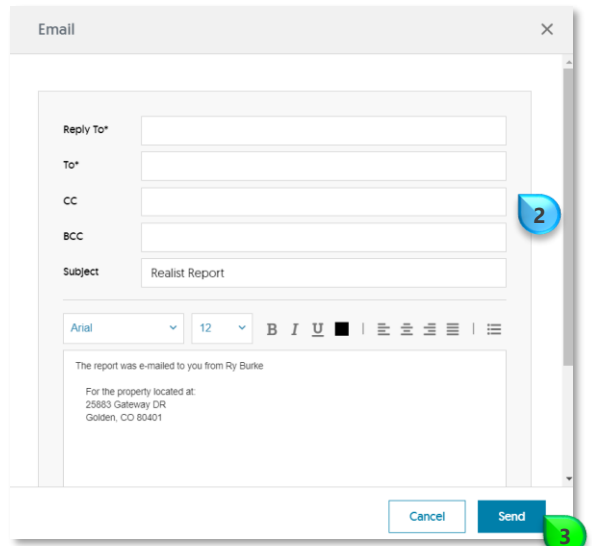
Choose from the available print options 2



Option I

Select **"Quick Email"** 1 to generate a *PDF* of the report you are viewing

Complete the desired fields on the Email screen 2

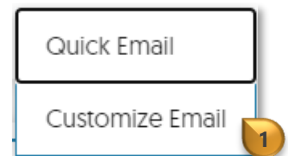



Note: Required fields are indicated with an "*"

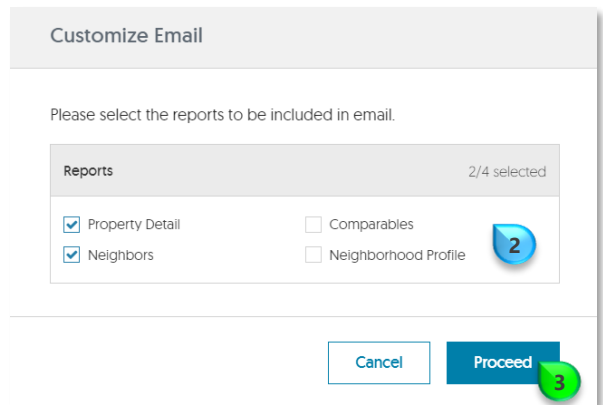
Click **"Send"** 3

Option II

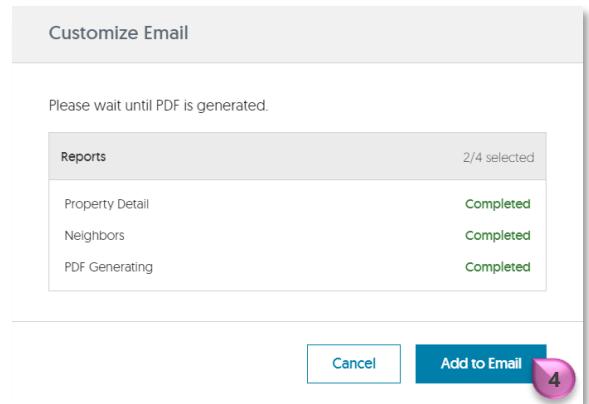
Select **"Customize Email"** 1




Select the reports to be included in the email 



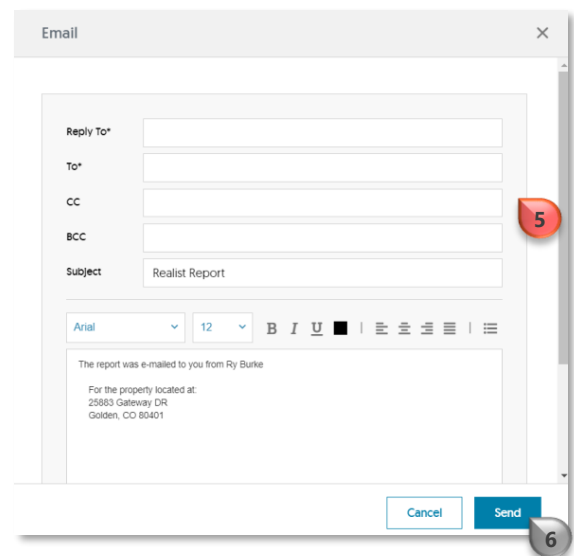
Click **“Proceed”** 



Click **“Add to Email”** 

Complete the desired fields on the Email screen 

Note: Required fields are indicated with an “*”



Click **“Send”** 