

Client Account Tasks

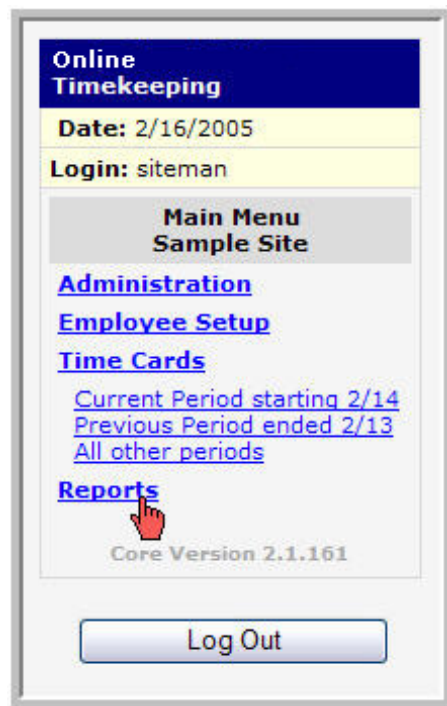
Daily Auto Email

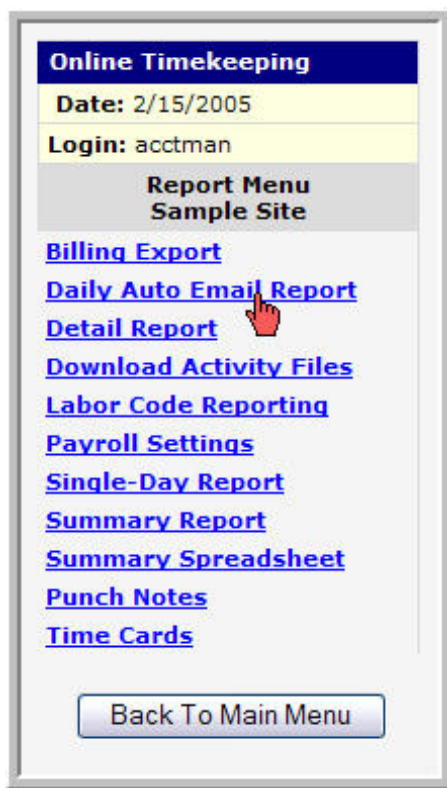


With daily auto e-mail subscriptions, a report can be sent regularly to a specified e-mail address. The report can be run either for an entire company or for a specific department or location using the filtering feature.

Note: If you have subscribed to and are not receiving your daily report, a web filter may be interfering with the delivery and consequently needs to be investigated.

- 1 To receive your daily e-mail report you will need to subscribe. You can set up a subscription by selecting the *Reports Menu* located in the *Main Menu* (see illustration 1.1). From this *Reporting* menu, click the *Daily Auto E-mail Reports* link to complete the subscription (see illustration).





- 2 From the subscription screen, you may operate in several ways: view your current subscriptions' status, specify the delivery time for the e-mails, activate or deactivate existing subscriptions or click the *(add new)* link to create a new subscription. You may activate limitless subscriptions without charge.

To view a sample report, utilize the provided link above the table.

- 3 As indicated in the subscription frame, the report may be filtered to contain certain arrangements of information as specified by the subscriber, such as department, location or by supervisor.

To delete a subscription, select the address link indicated in blue and utilize the *Delete Record* link (see illustration above).

- 4 Once saved, the subscription will be activated and available each morning at the specified email address.

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