



My Email Reports

Help Documentation

Scheduled Email Reports

This feature is available in Enterprise Edition only

Email Reports gives you the ability to schedule daily, weekly, or monthly reports and have them emailed to you automatically. Weekly Email Reports are sent every Monday morning, and Monthly Email Reports are sent on the first day of every month (information in the Monthly Reports would therefore be for the month previous). Any Standard or Custom Report is able to be sent via email.

The times at which email reports are sent depends on the time zone setting chosen in Site Import Settings.

To get started, click the Reports button on the main tool bar, then select Scheduled Email Reports from the left tree view.

Adding an Email Report

- Click on the Add Email Report icon from the actions tool bar, or click on the name of an email report to edit it.
- Report - Choose the standard or custom report you want to email.
- Frequency - Choose the frequency with which the email will be sent.
- To - Enter the email address of the recipient. Separate multiple email addresses with semicolons.
- CC (optional) - Enter any email addresses you want to carbon copy.
- Subject (optional) - If you wish to override the default subject of the message, enter the new subject here.
- Message (optional) - If you wish to send a customized message along with the report, enter it here.
- Email Format - Choose the format to send the email. While HTML emails are easier to read, plain text emails are smaller.
- Enable graphical charts - Enable this to have charts placed in the email. Graphical charts are only sent in HTML emails.
- Click on the Save icon on the actions tool bar to finalize the changes.