ATVS: How to Use Email with a Report

1. Create the report with a valid email address and click the [icon] Run Report icon.

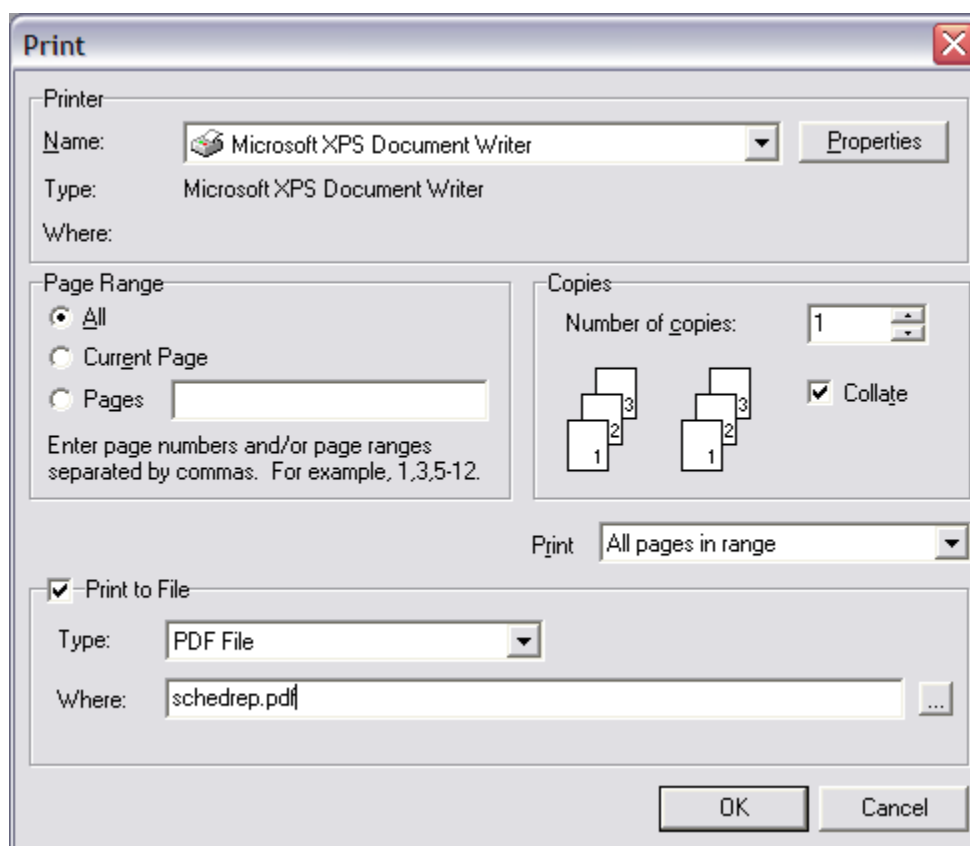2. Click on the [icon] **Print** **Print** button
(see *Figure 936*).

Figure 936: Clicking on Print button

3. Check the **Print to File** box. We highly recommend selecting the **PDF File** on the **Type** drop down menu. You may also use Bitmap File.

4. Enter a filename with extension in the **Where** field, and this file will be generated in the ATVS folder then emailed (within seconds) to the account defined in the settings of the report.

Note: Depending on the type of report being created, selecting the non-PDF/Bitmap File format types may result in a blank file due to complexity of formatting. The PDF/Bitmap File types are the closest almost exact copy of the report format when it is shown on display-only after running. Bitmap may generate in larger file size.