

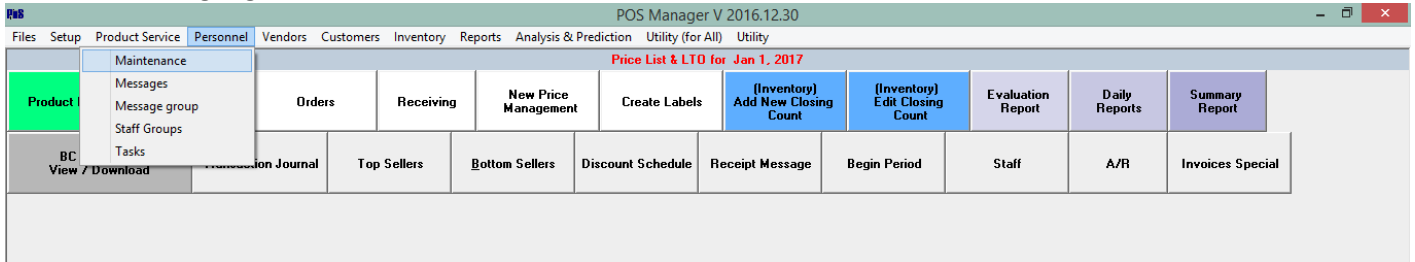


Tip-Sheet Setting-up Automatic Email Reports

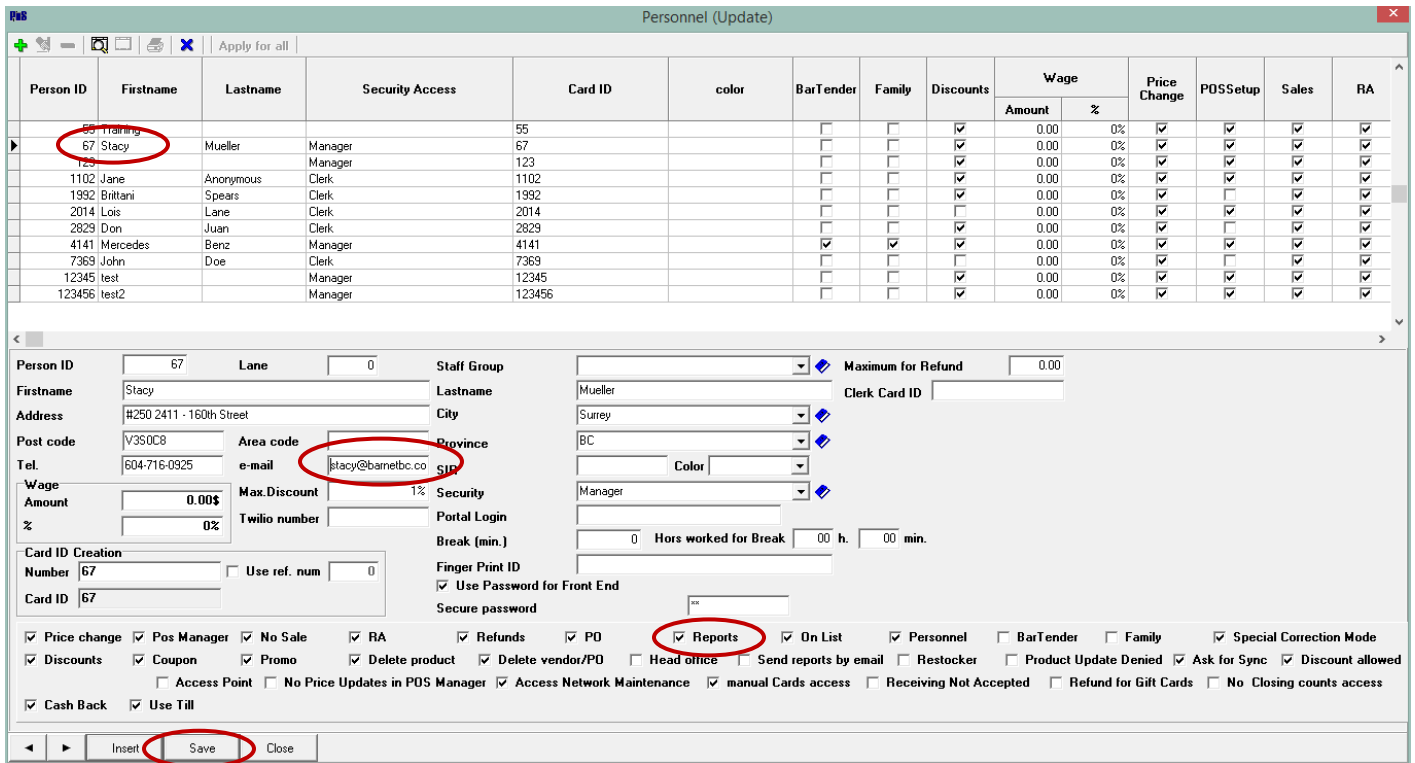
This Tip-sheet covers setting-up selected reports to be emailed to specific people, daily.

Setting permissions for those receiving reports.

From POS Manager go to:

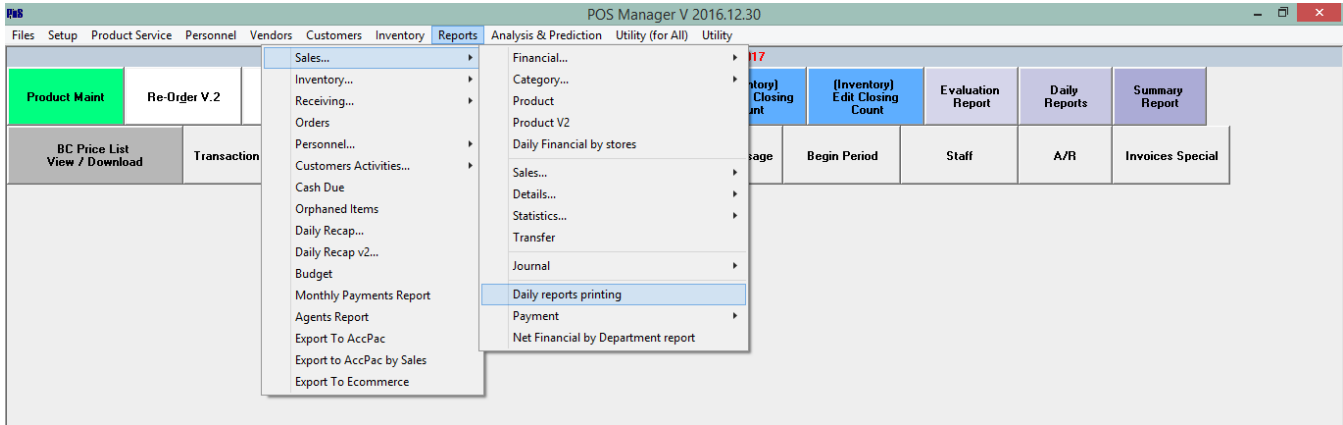


- Select a person to receive reports. (Note: If the person is not location staff, for example, an owner or bookkeeper, you must set them up as staff.)
- Enter the **e-mail** address.
- Tick **Reports**
- Click **Save**



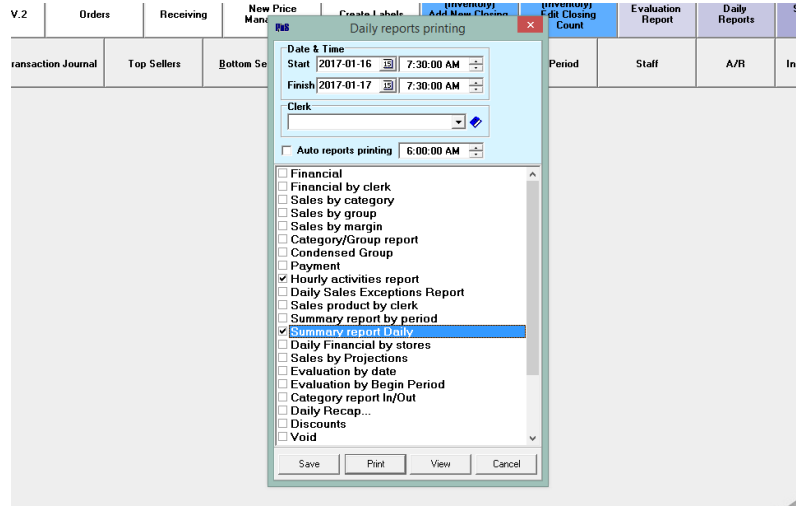
Select Reports to be automatically sent.

If there's no **Daily Reports** speed button, go to >Reports >Sales >Daily Reports Printing

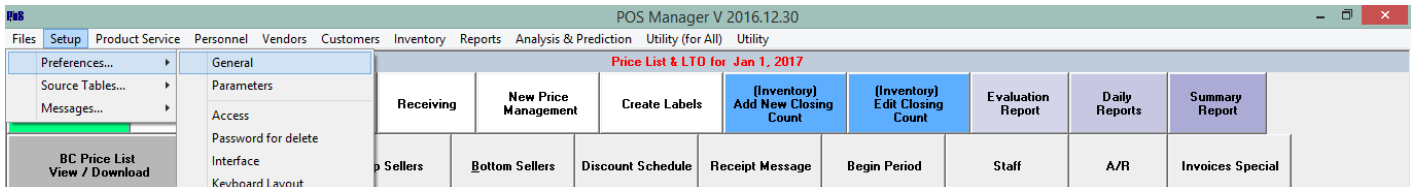


- Select Reports to email
- Click **Save**

Note: All reports ticked will be sent.



Set the systems email permission and time for the report(s) to be emailed. Go to: >Setup >Preferences >General



Select the **General2** tab

- Tick **Send Daily Reports**
- Enter the **Time** for the reports to be sent.
- Click **Save**

