Getting the end of day report emailed to you

Go to "Management"

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Go to "Occasional Menu"

audit 2.jpg

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Go to options

audit 3.jpg

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Click on the "Reports" tab

email eod 1.jpg

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At the top left is a drop down that chooses where the report goes.

email eod 2.jpg

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There is a place at the bottom in the middle to enter the email address for either end of day or end of week reports. For multiple addresses separate them with a ;

email eod 3.jpg

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