

Getting the end of day report emailed to you

Go to "Management"

image1613651051209.jpg

Go to "Occasional Menu"

audit 2.jpg

Go to options

audit 3.jpg

Click on the "Reports" tab

email eod 1.jpg

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

email eod 2.jpg

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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