



Tip of the Month – January 2003

E-mailing FRx Reports

Are you sick and tired of printing FRx reports to paper and then delivering the reports to their owners? Well FRx has an aspirin for your headache. You have the ability to e-mail FRx reports based on the units in the Tree. To accomplish this, you will need to do the following:

- You must be using a Tree in the Report
- Open the Tree
- In column P (Security/E-mail) enter the e-mail address(es) to which you want that unit to be sent
- Save the Tree
- In the Report Catalog, click the 'Output' tab
- Click on the 'E-mail Options' tab
- Click the checkbox next to 'Enable E-mail'
- Click the 'Use Tree' box
- Run the report

Note: If the recipient does not have the drill-down viewer software, you will need to send the file as an excel file under the 'Output' options tab.

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