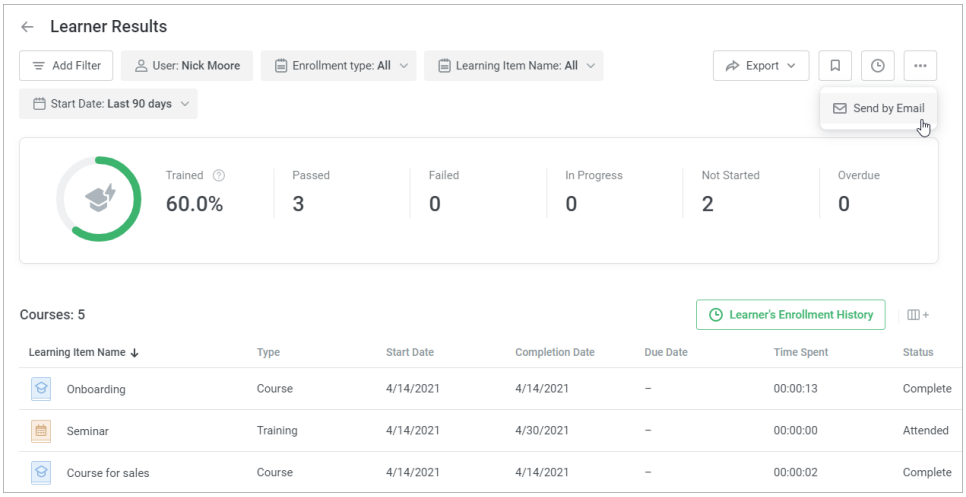
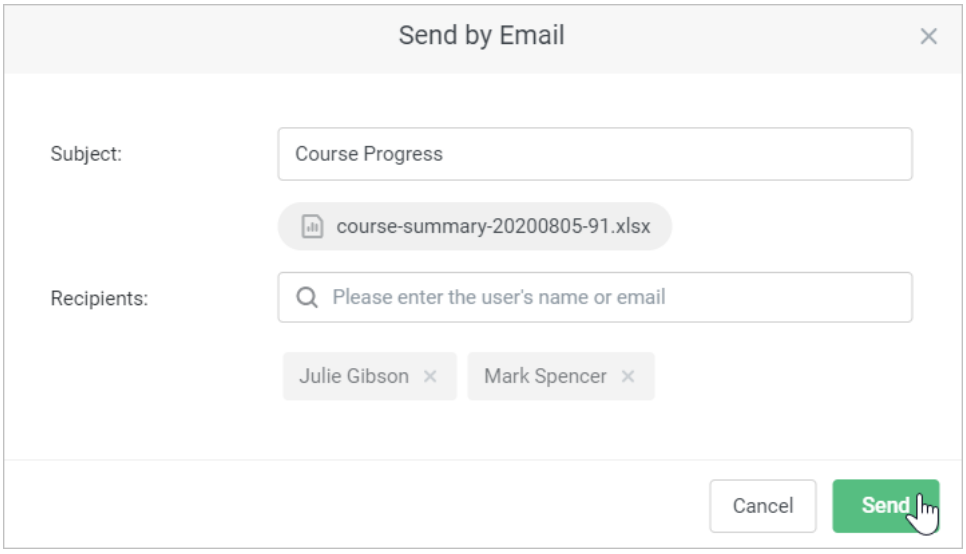
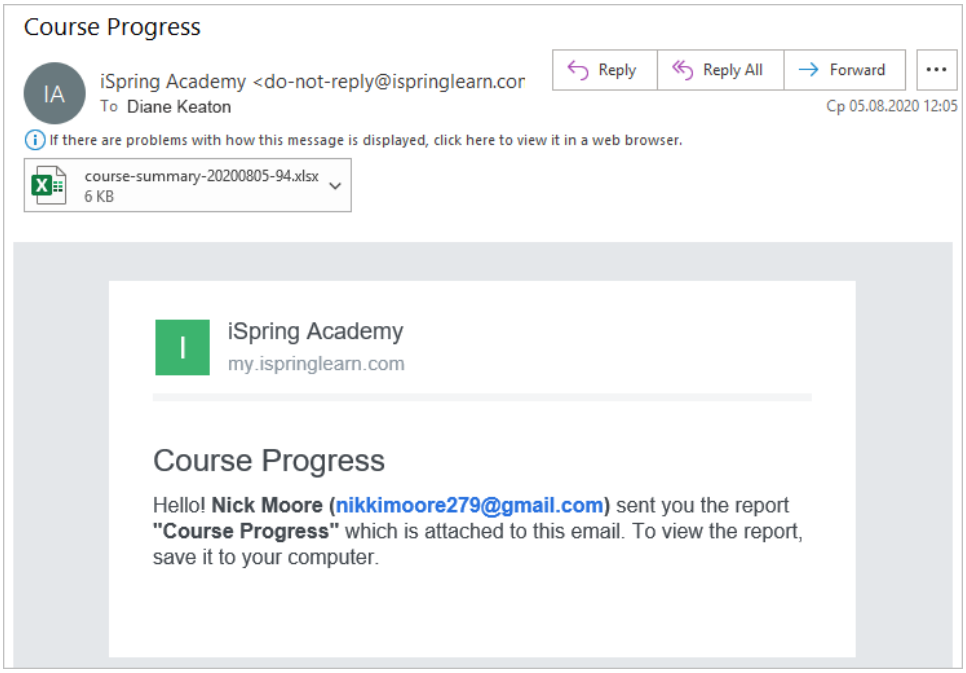
Sending a Report by Email

Send a report to your colleagues' or employees' emails to show learners' progress on a course or provide information on training attendance.

1. Run a report, click and select **Send by Email**.
   The report will be sent in its present condition: with currently set filters, columns, and sorting.



2. In the **Send by Email** window, specify the email subject and recipients. Next, click **Send**.
   You can select a user assigned to any role as a recipient. *Department Administrator*, *Publisher*, and a user with a custom role enabled to view reports can add recipients from the departments they managed and their subsidiary departments.



3. The email with the attached report will be delivered to recipients. They will be able to download the report and save it on their computers.