How to Email a Report

1. Please open your preferred web browser and go to the following URL:
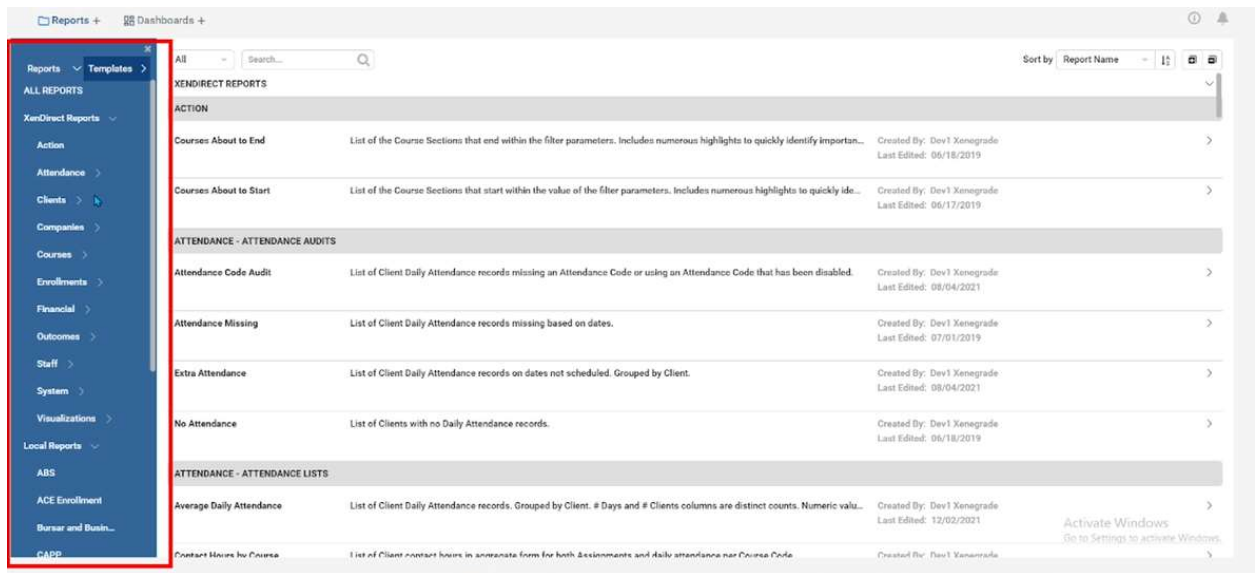   https://laguardia.xendirect.com/login
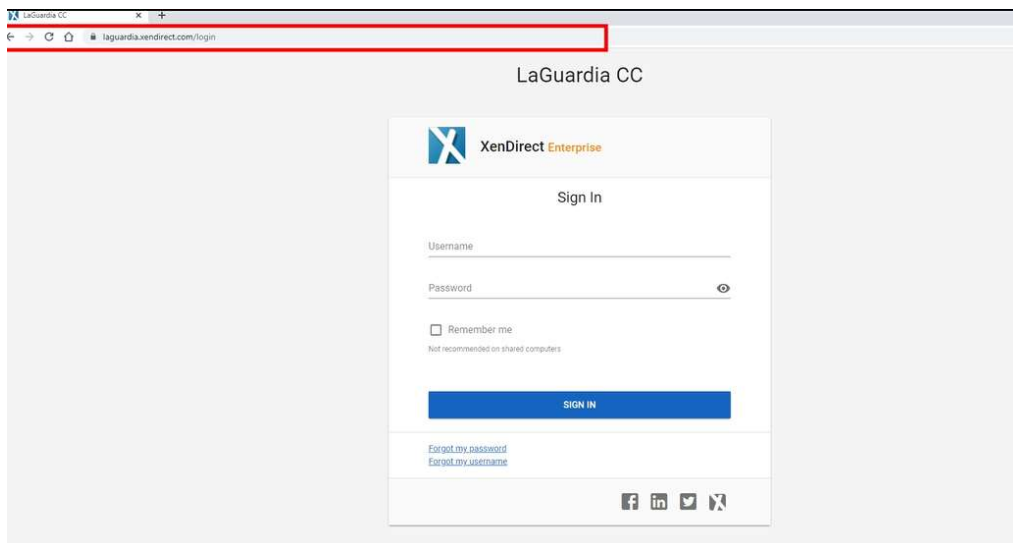
   a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.
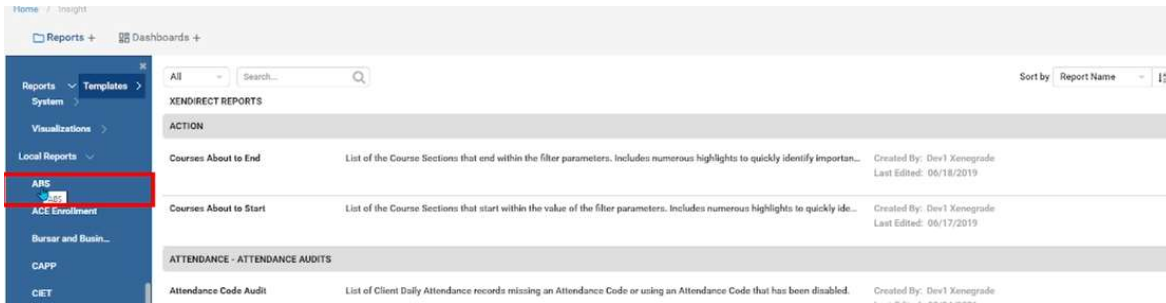
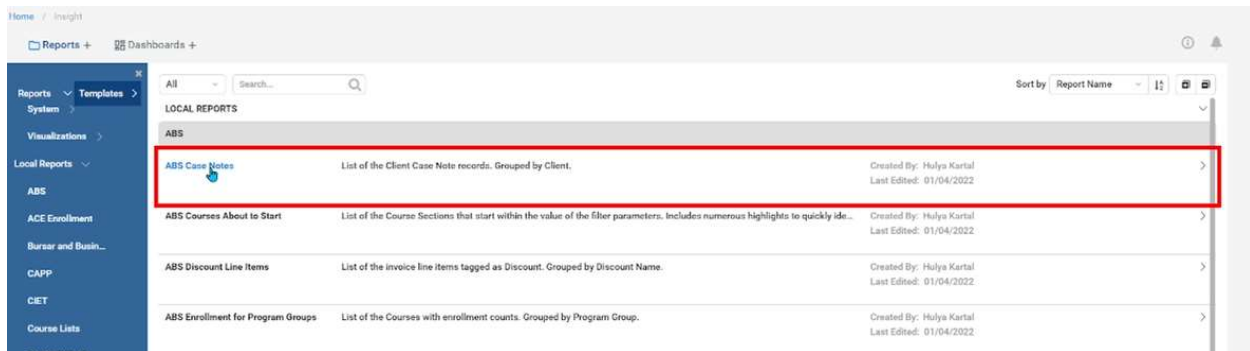2. Once logged select **Insight** on the left side menu
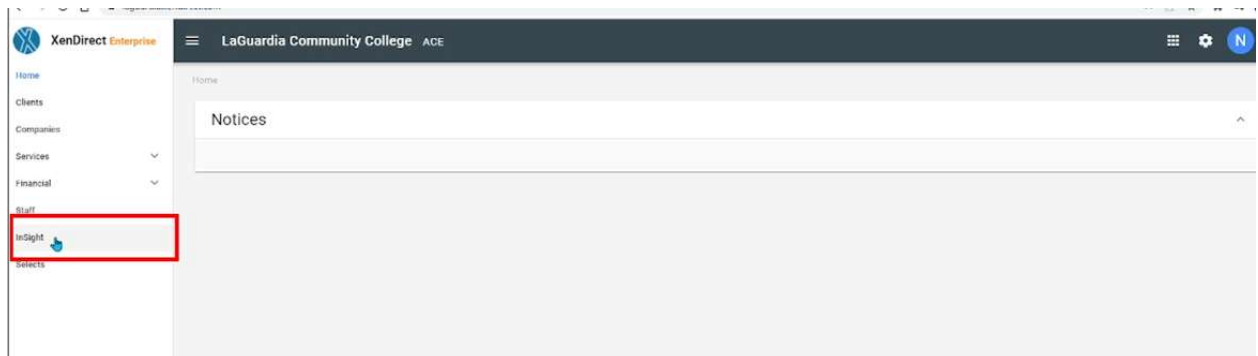
3. The left side will display a list of available reports according to your program.
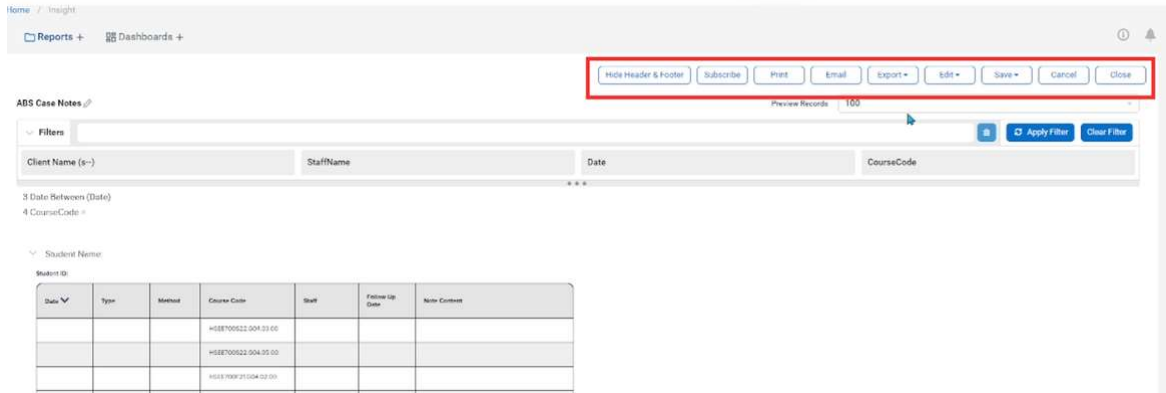

   a. If you do not have access to a report please contact your program manager or director for access.
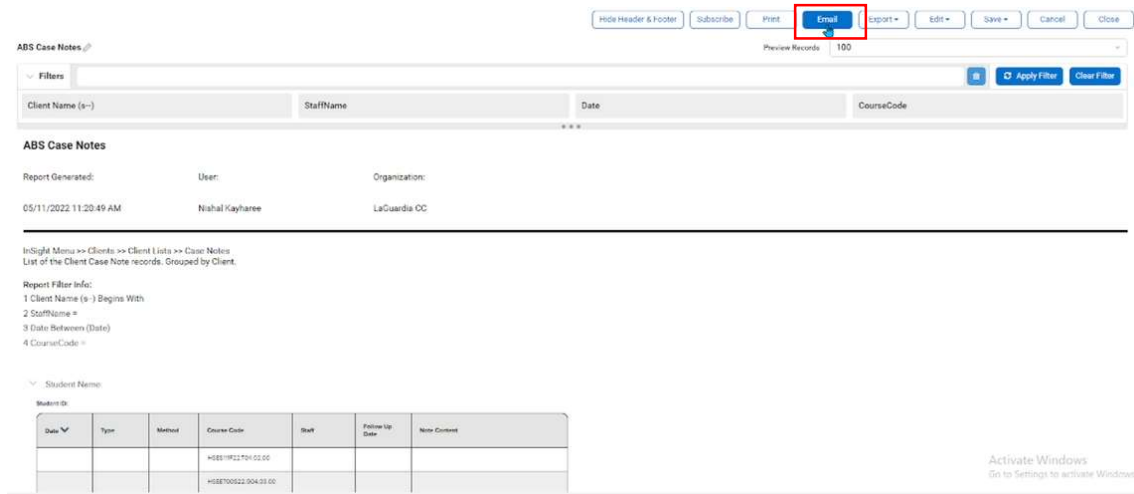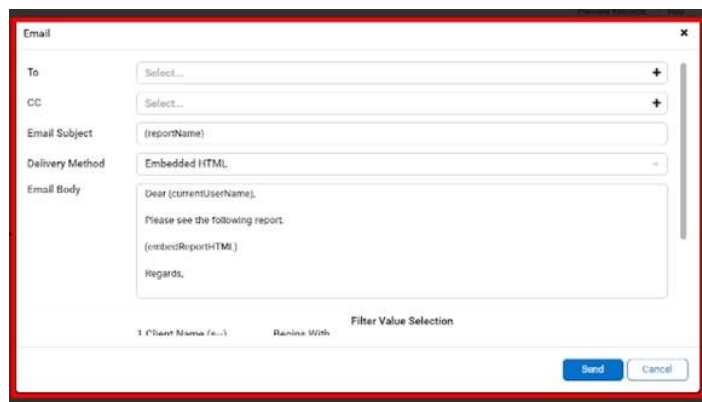

4. Select the report.

5. Once the report is opens the top right side will display available features for the report.

6. From the options select **Email.**

7. The Email option will display for you to enter the recipients emails by pressing the (+) on the right side and select from the list of staff and if you like you can edit the email body.

8. The Delivery Method option will embed the report into the body of the emails in an HTML format. The Attachment option simply attaches the report as a file and you will need to select the format.

9. The attachment option will have the option to send the report in Word, Excel, PDF or CSV format.

For further info, please visit the Xendirect Knowledge Base page:

https://xenegrade.kayako.com/article/551-email-schedule-and-subscribe-to-reports