

How To: Save a report or listing so it can be emailed

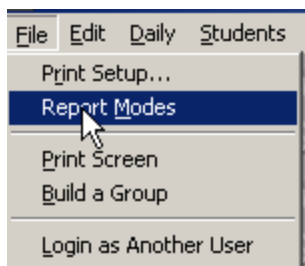
Go to File—Report Modes—click Enable Final Destination—click Enable Final Printer

Now run your report, print to screen like always—another box appears—click on the Export Tab at the top of the box—select the drive where you want this stored—select the file on the drive—enter the name of your file followed by .txt—click OK—another box pops up—click Export and then close. Your file is not saved on your computer or the server.

You can now open your file using Notepad (go to Start—Programs—Accessories) or Word. I recommend using Notepad—you will have less editing to do. You can add to it and resave to email or just email it as a .txt file.

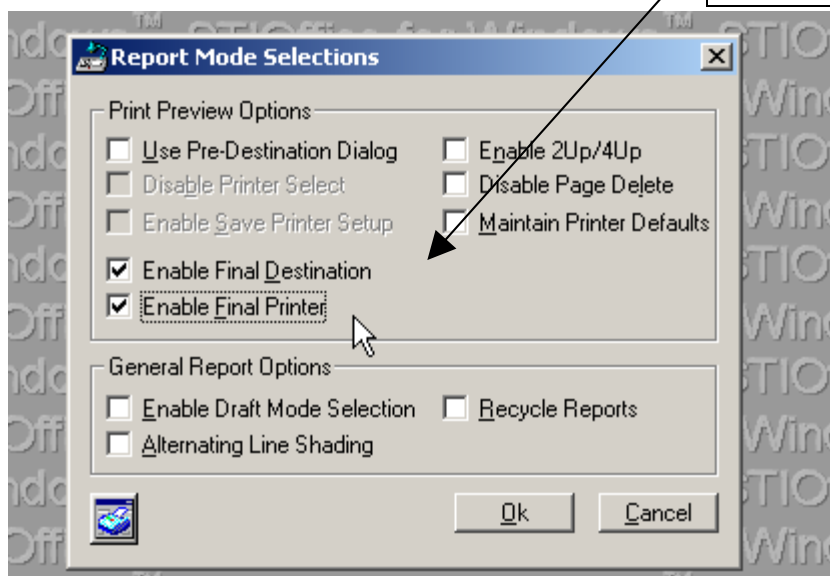
Screen Shot Directions

In STI, click on File—Report Modes

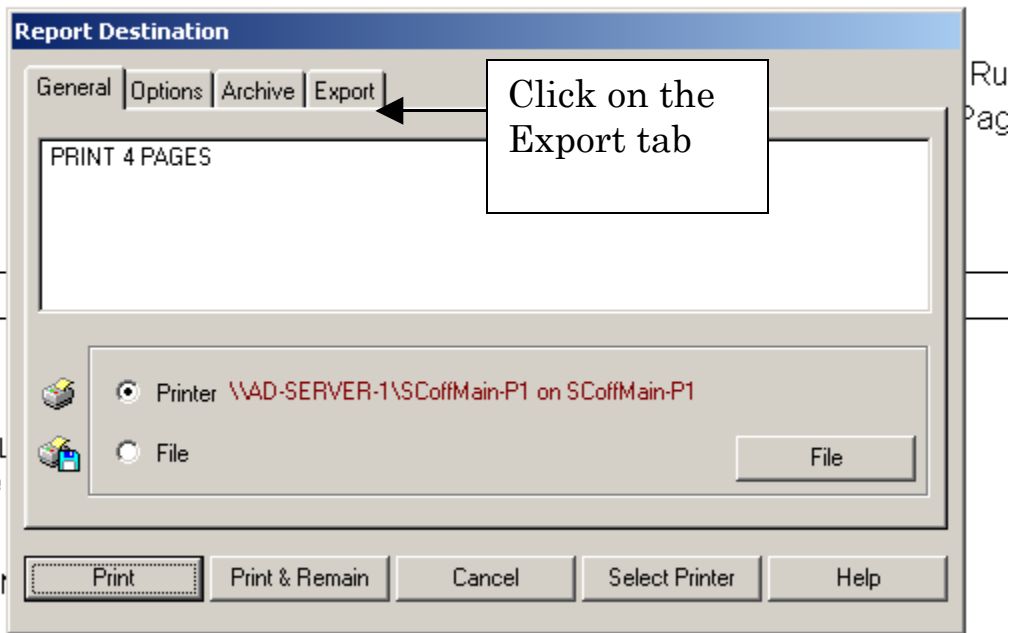


Click on Enable Final Destination

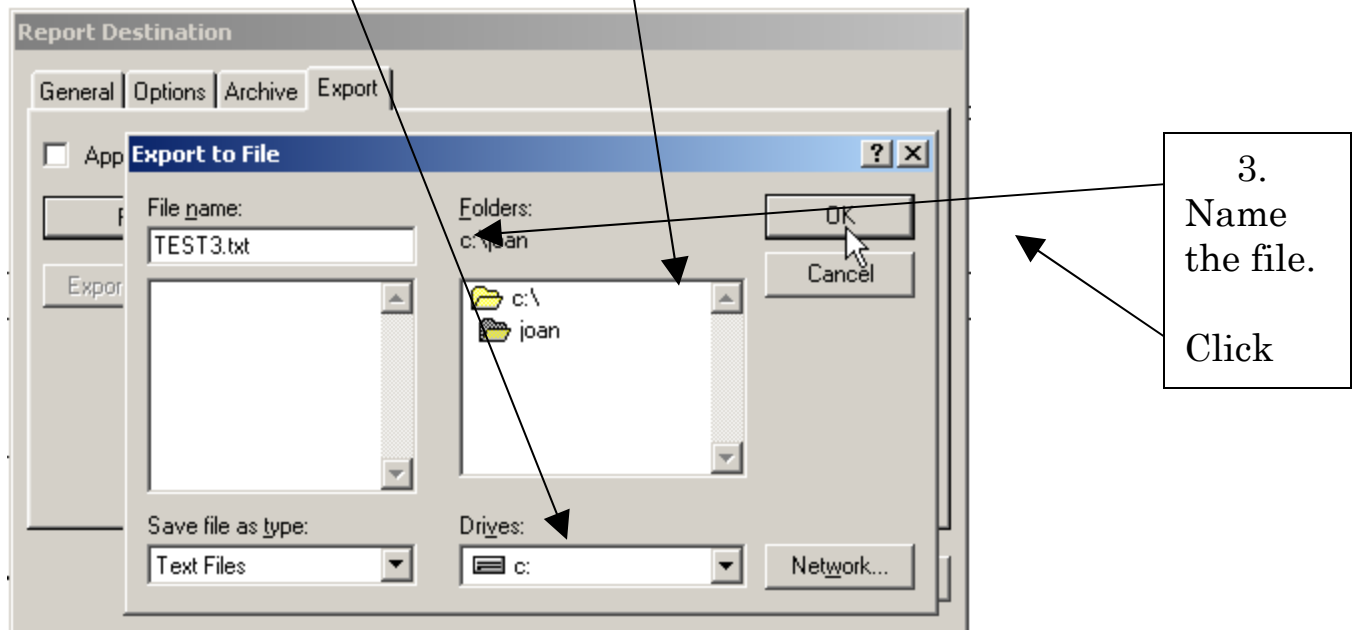
Click on Final Printer

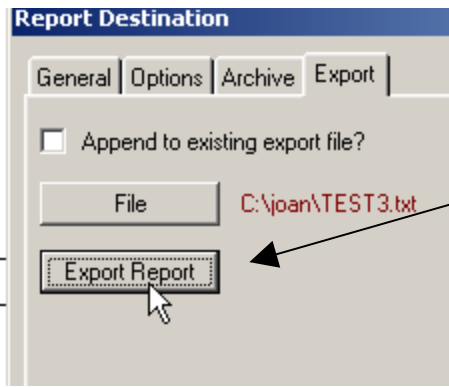


Run your report, click on the printer button



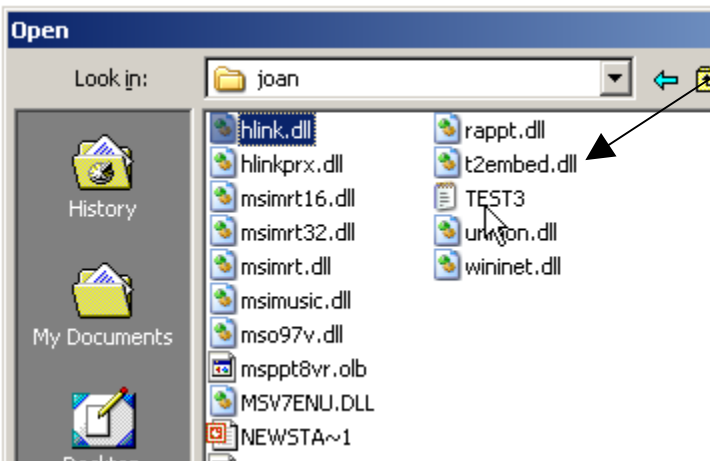
1. Choose the Drive Letter where the File will be saved.
2. Choose the folder on the drive





Click
Export Report

Open Notepad (Go to Start—All Programs--Accessories) or Word and then open your file.



This is what the result will be
in Notepad

