

## HOW TO EMAIL REPORTS

1) On the right hand side of the screen there are five buttons. The second button from the right allows you to send a report you've created via email.

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<ul> <li>V Continue Sludert</li> <li>V Frak-Base Sludert</li> <li>V Student Type</li> <li>2013 Fall</li> <li>2015 Fall</li></ul>	ALL UNITS     Portamodit     Portamodit     Portamodit     Portamodit University     Ordanic State     Ordanic State     Ordanic State     Construction     Construction	Limits:	ing Student
Continuing Student         0         2,303         2,931         3,167           First-time Student         1,61         475         150         52           First-time Transfer         1,09         335         75         23           High School/Spee Admit         356         141         33         10		Enrollment (counts)	2015 Fail 2016 Fail
First-time Student         1,611         475         150         52           First-time Transfer         1,109         335         75         23           High School/Spec Admit         356         141         33         10			3 2,931 3,187
High School/Spec Admit 356 141 33 10		First-time Student 1,611 475	
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Returning Student 99 33 14 8		High School/Spec Admit 356 141	I 33 10
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Total 3,175 3,287 3,203 3,280		Total 3,175 3,287	7 3,203 3,280

2) When you click on the Email Report button, a window will appear.

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	First-time Transfer	1,109	335	75	3		
	High School/Spec Admit	356	141	33	10		
	Returning Student	99	33	14	8		
	Total	3,175	3,287	3,203 3;	30		
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3) Input the recipient's email address, your email address, and a brief message. It's important to note that Precision Campus does not connect with any email provider or contact database, so you'll need to know the recipient's email address.

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	First-time Transfer 1,109 335 75	23	
	High School/Spec Admit 356 141 33	10	
	Returning Student 99 33 14	8	
	Total 3,175 3,287 3,203	3,280	
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4) Click the **'SEND'** button.

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	Continuing Student	0	2,303	2,931	3,187		
	First-time Student	1,611	475	150	52		
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	High School/Spec Admit	356	141	33	10		
	Returning Student Total	99 3,175	33 3,287	14 3,203	8		
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5) Precision Campus will notify you that your email has been sent.

6) Once sent, the email should appear in the recipient's inbox. All the recipient has to do is click on the message, and inside they'll be able to click on the PDF and view the report.

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