

# PRECISION CAMPUS TUTORIALS

## 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.

The screenshot shows the Precision Campus interface with the 'Explore Enrollments' report. On the right side, a red circle highlights five icons: a search icon, a print icon, a download icon, an email icon, and a refresh icon. A red arrow points to the email icon.

**Explore Enrollments**  
Limits:

Student Type	2013 Fall	2014 Fall	2015 Fall	2016 Fall
Continuing Student	0	2,303	2,931	3,167
First-time Student	1,611	475	150	52
First-time Transfer	1,109	335	75	23
High School/Spec Admit	356	141	33	10
Returning Student	99	33	14	8
<b>Total</b>	<b>3,175</b>	<b>3,287</b>	<b>3,203</b>	<b>3,280</b>

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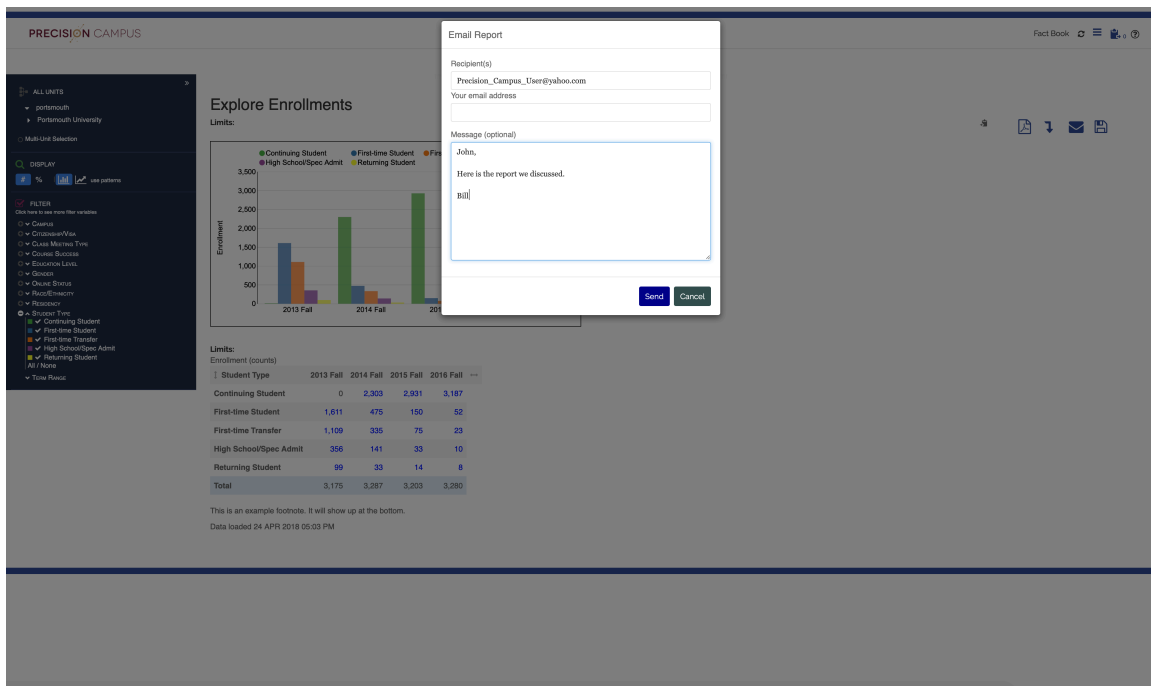
2) When you click on the Email Report button, a window will appear.

The screenshot shows the same Precision Campus interface as above, but with an 'Email Report' dialog box open in the center. The dialog box contains the following fields:

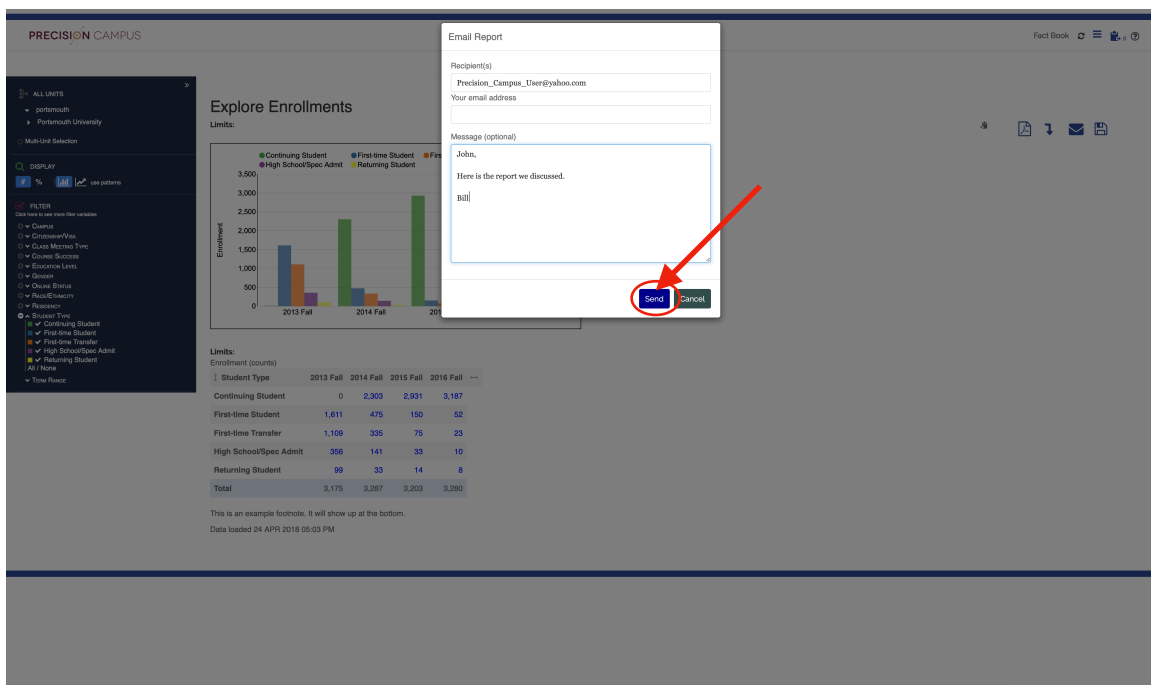
- Recipient(s):
- Your email address:
- Message (optional):

At the bottom of the dialog box are 'Send' and 'Cancel' buttons. A red circle highlights the dialog box.

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.



4) Click the 'SEND' button.



5) Precision Campus will notify you that your email has been sent.

The screenshot shows the Precision Campus dashboard. At the top, a green notification bubble says "Email sent" with a checkmark, highlighted by a red circle and an arrow. Below this is the "Explore Enrollments" section, which includes a bar chart and a data table.

**Explore Enrollments**

Limits:

Enrollment

Student Type	2013 Fall	2014 Fall	2015 Fall	2016 Fall
Continuing Student	0	2,303	2,831	3,187
First-time Student	1,811	475	150	52
First-time Transfer	1,109	335	75	23
High School/Spec Admit	358	141	33	10
Returning Student	99	33	14	8
<b>Total</b>	<b>3,175</b>	<b>3,287</b>	<b>3,203</b>	<b>3,280</b>

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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.

The screenshot shows a Yahoo! Mail inbox. An email from "Precision Campus" is selected. The subject is "Explore Enrollments.pdf from Ginger Crosbie". The email body contains a "Preview" button, which is circled in red with an arrow pointing to it. Below the preview button, there is a "Download" icon and a "Print" icon. The email content is partially obscured by a large grey area, likely a placeholder for the PDF report.