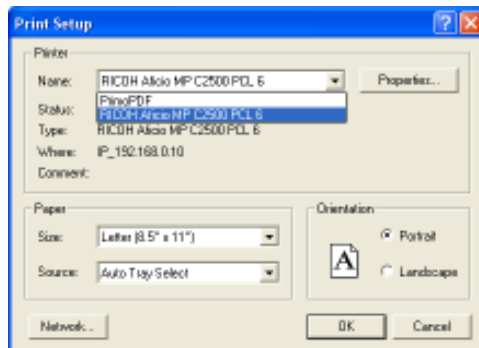


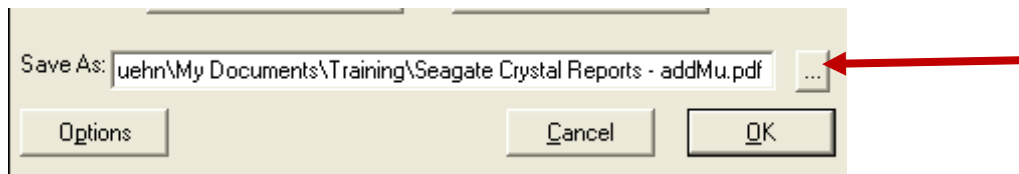


Email Reports – PDF generator

To email rations, we suggest using a PDF generator (for a free download, go to www.primopdf.com). If a PDF generator is already on your system, click on the icon with the printer and the wrench (the printer setup button). Select the PDF generator from the **Printer Name** drop down box. Click **OK**.



Once this has been set up, click on the printer button. Click **OK** to send this report to the PDF generator. The PDF generator information will appear. A **Save As** box will display with a default directory and name. Navigate to the desired directory in which you will save this file by clicking on the box with three dots.



Provide a descriptive name for this file in the **File Name** field and click **Save**.



Click **OK** within the PDF generator program and the document will be created. At this point, a new window will appear with the report.

To send this file, navigate to this folder using Windows Explorer and attach it to an email.

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