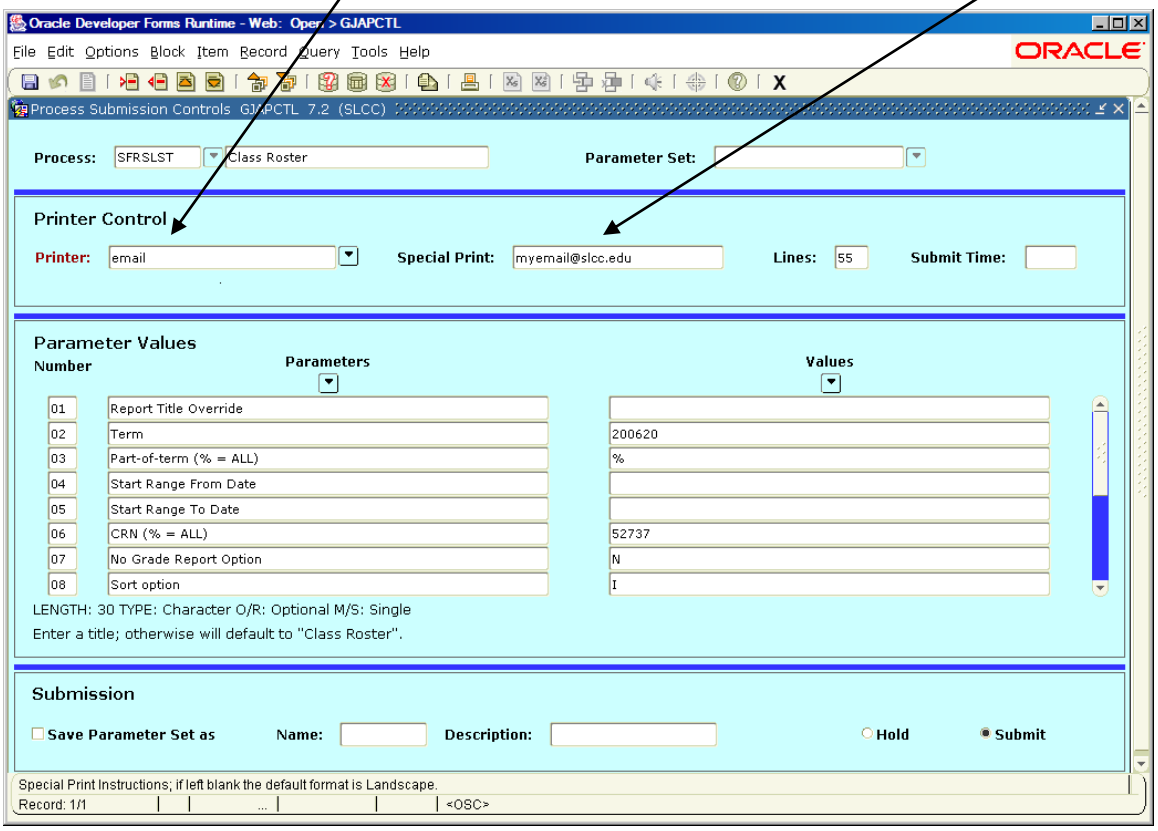
How to Email Yourself a Banner Report

RUN REPORT

1. Run your report as normal through either Direct Access or GJAPCTL.

2. Type "email" as the printer.

3. Enter the email address in the Special Print box to the right of the Printer box.



4. Enter the parameters and submit the job as usual.

5. The report will appear in your email in a few minutes as an attachment.

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