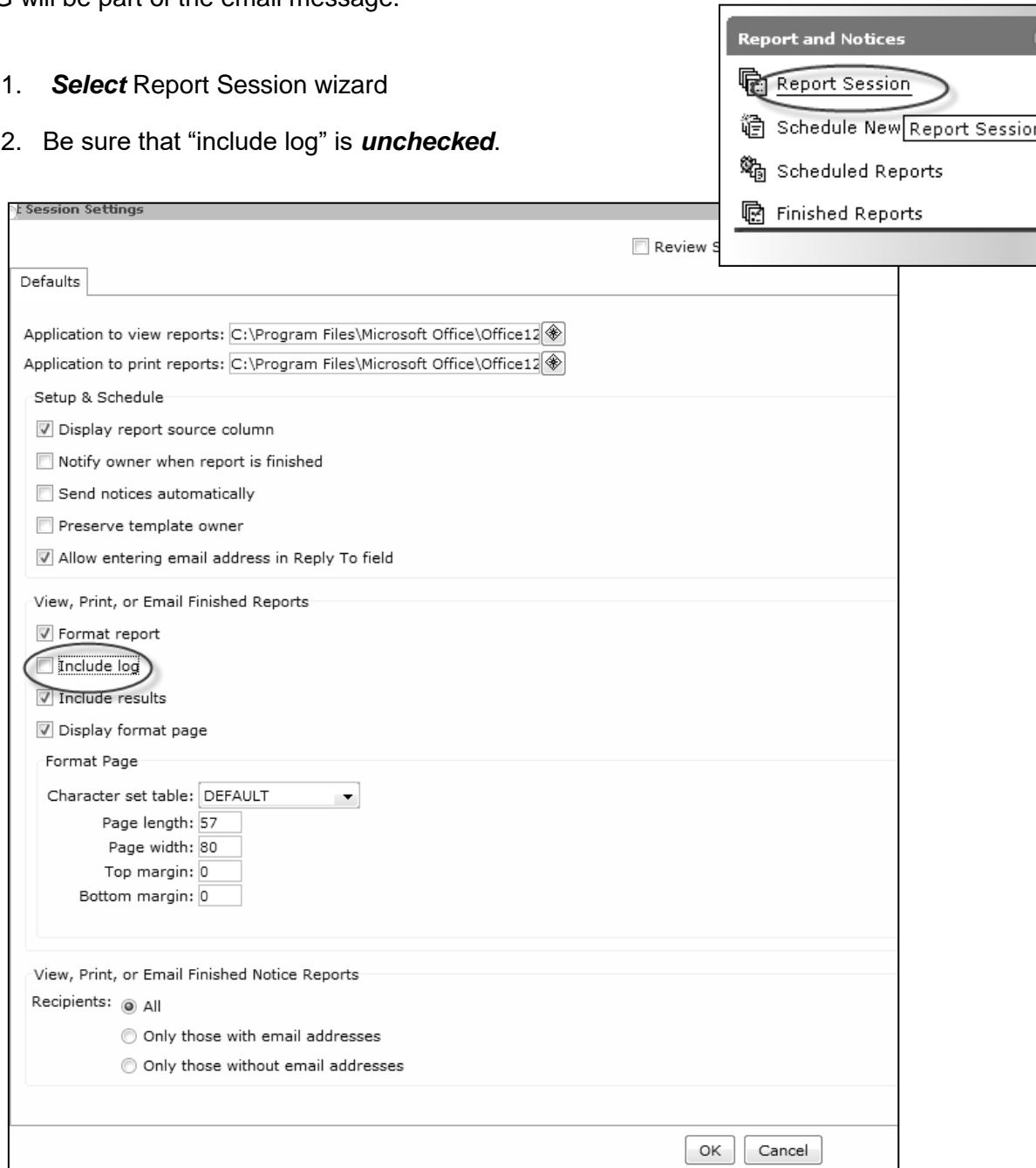# Send formatted reports without LOG via email

Set up report as follows:

To remove LOG from output, report session needs to have "include log" unchecked" otherwise the LOG will be part of the email message.

1. *Select* Report Session wizard
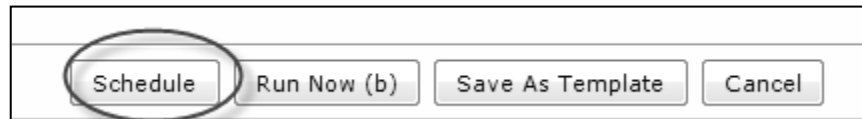
2. Be sure that "include log" is *unchecked*.

Output of report will need to be "plain text" (RTF format does not work for emailing at this time)

1. *Select* Output Options of report being generated

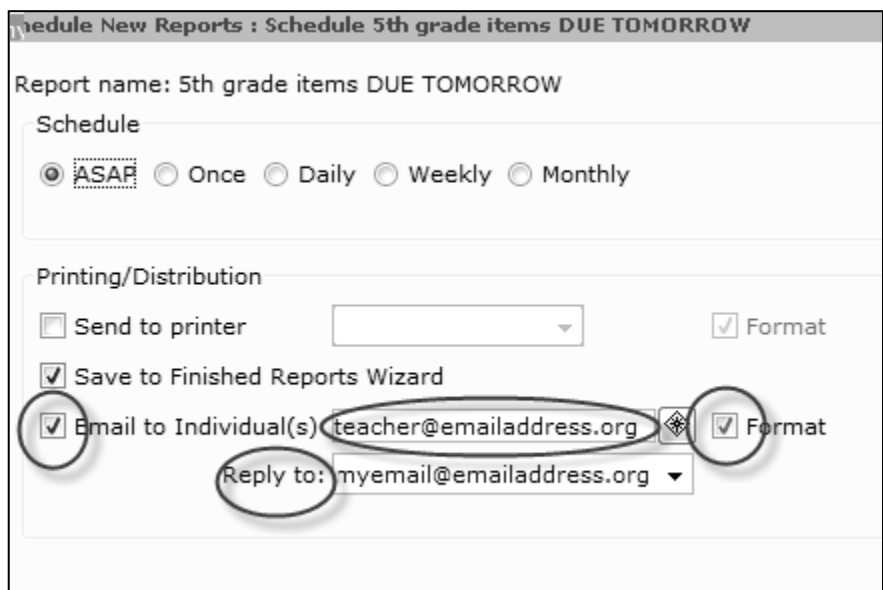2. *Set* Report Format to Plain Text

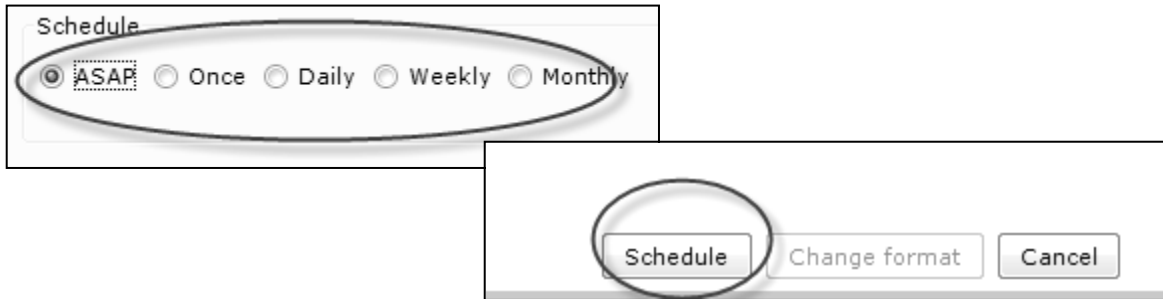Email address needs to be entered and checked in the Schedule selection – "Format" needs to be checked.

1. Select Schedule option

2. Select "email to individual(s)" – enter full email address / addresses

3. Be sure "Format" is checked.

4. Enter YOUR email in the "Reply to" entry, so that any reply to this message will be sent directly to you.

5. Schedule report as required:

Finished report will display in FINISHED REPORT tab, as well as be sent to selected email address in a readable format.