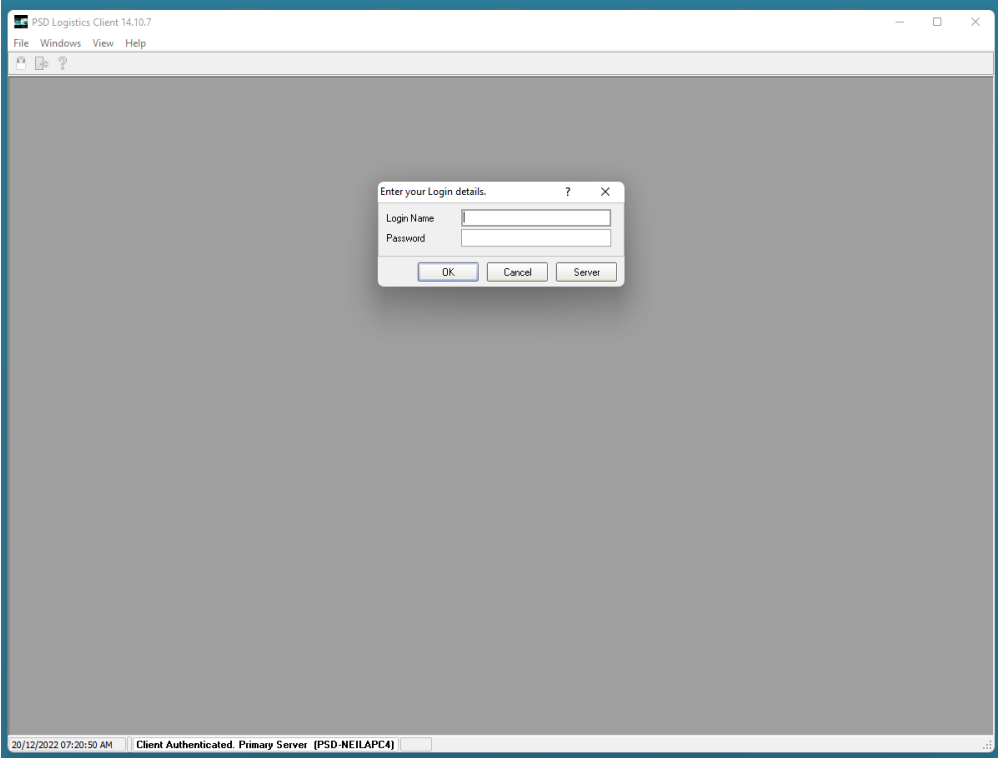



# How To Configure An Operator To Receive Reports

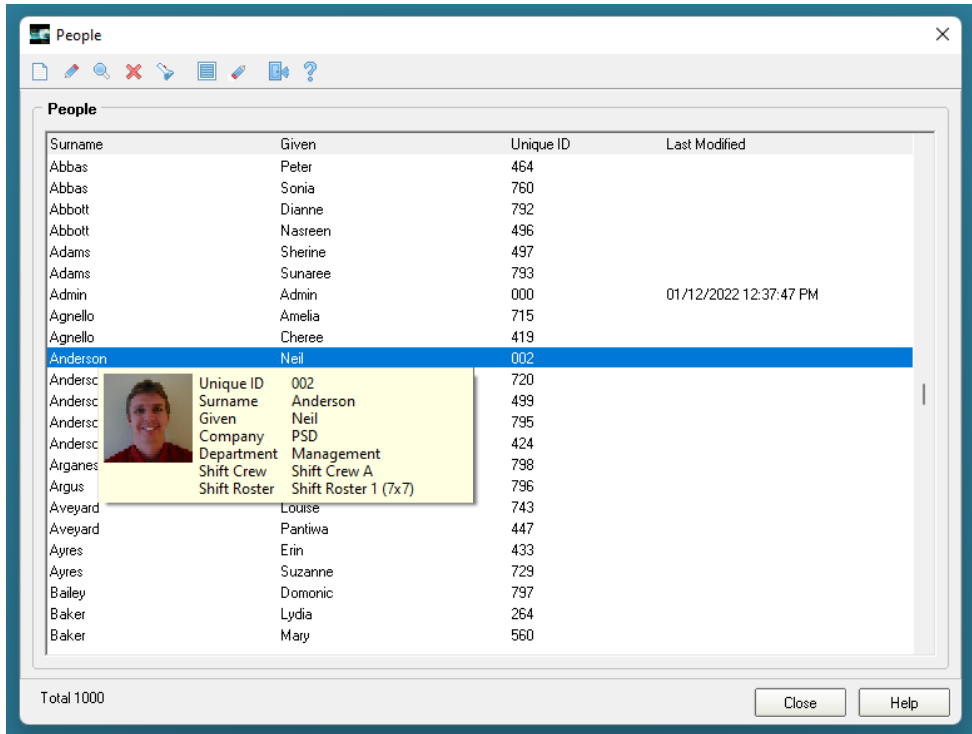
Last Updated 20/12/2022

## Solution

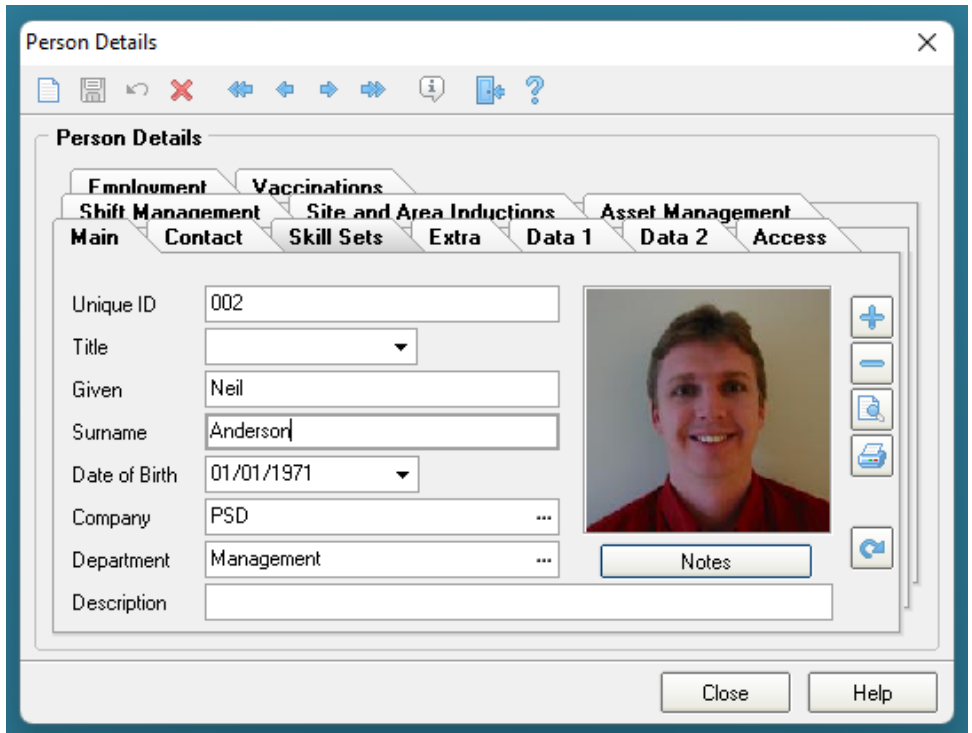
Step	Action
1	<p>Open a PSD Logistics Client by running PSDLogisticsClient.exe using “Run As Administrator”.</p> <p>The default folder for this application is C:\Program Files (x86)\PSDLogistics\Client\.</p> 
2	<p>Click the hammer icon, or select “Admin” -&gt; “Logon As Administrator” to log in as a PSD Logistics administrator. If these options are not available, you do not have sufficient permissions to perform this operation. If this is the case, contact your PSD Logistics administrator.</p> 

**Step**    **Action**

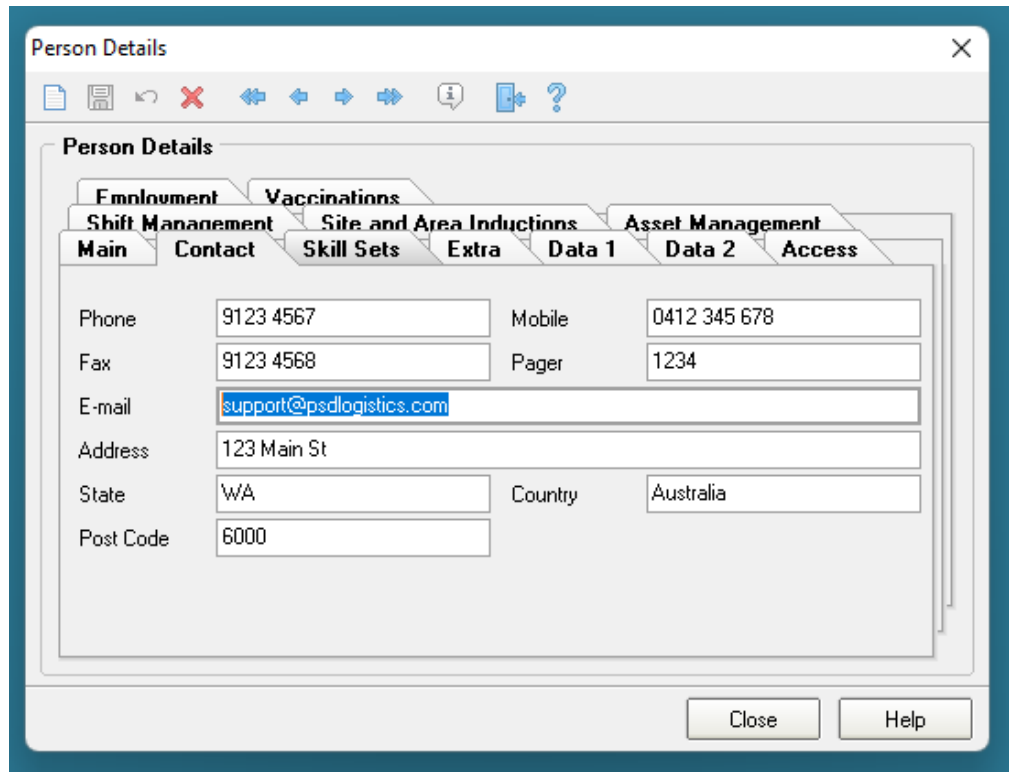
3    Select "View" -> "People".



4    Select the person to receive reports and click "Edit"



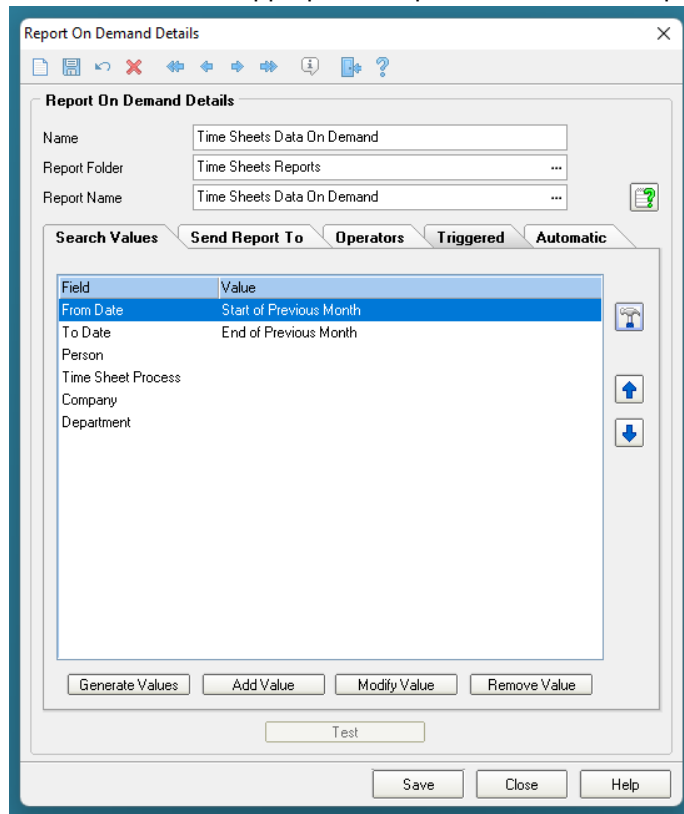
- 5 Select the Contact tab sheet and either enter their email address, or verify that it is correct.



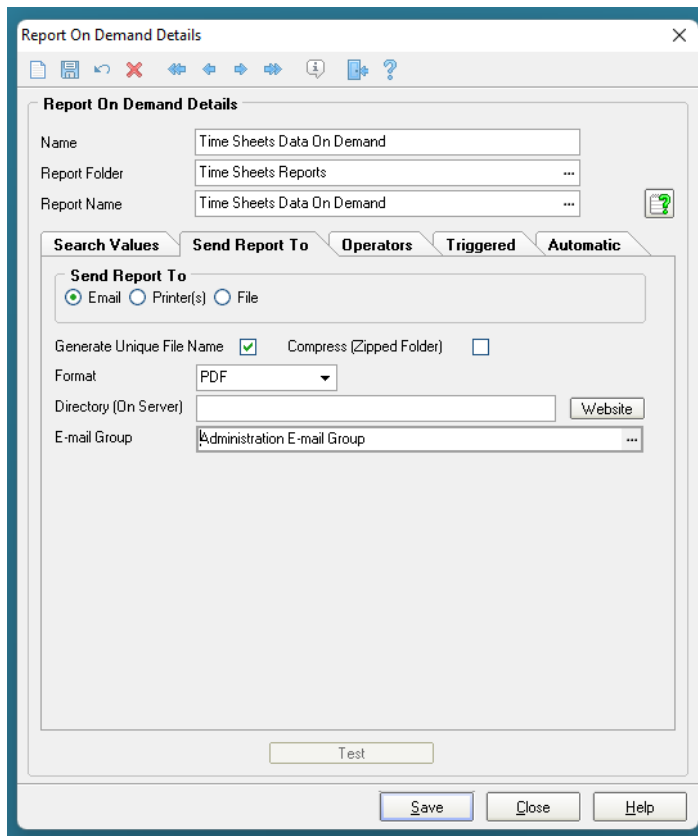
- 6 Click Save and Close until back to the main PSD Logistics screen.

- 7 Select "Setup" -> "Reports" -> "Reports On Demand".

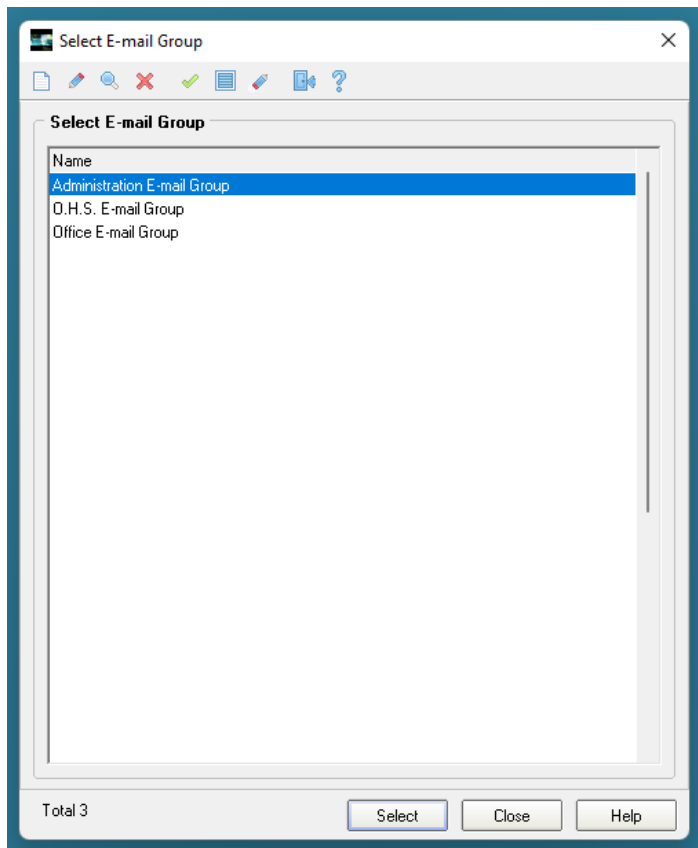
Double click on the appropriate Report On Demand to open it.



8 Select the Send Report To tab sheet

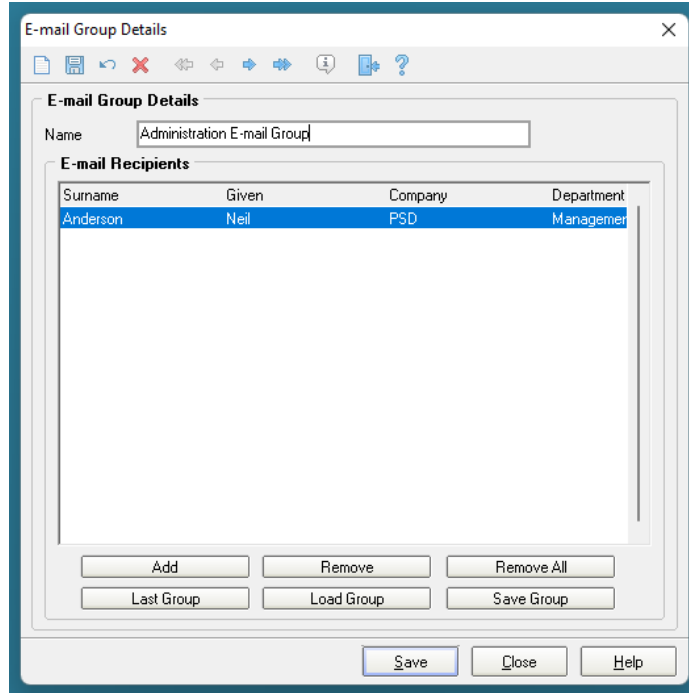


9 Click the Email Group "..." button. This will display the "Select Email Group" window.



10

Click the Edit button (pencil) to edit the email group.



11

Click the Add button, and add the person who needs to receive these reports.

12

Select "Save" and "Close"