## How To Configure An Operator To Stop Receive Reports

Last Updated 20/12/2022

## Solution

Step	Action
1	Open a PSD Logistics Client by running PSDLogisticsClient.exe using "Run As Administrator". The default folder for this application is C:\Program Files (x86)\PSDLogistics\Client\.
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	P5D Logistics Client 14.10.7 – C × File Windows View Help
	Enter your Login details.       ?       X         Login Name
2	Click the hammer icon, or select "Admin" -> "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.

Step	Action
3	Select "Setup" -> "Reports" -> "Reports On Demand".
	Double click on the appropriate Report On Demand to open it.
	Report On Demand Details
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	Report On Demand Details
	Name Time Sheets Data On Demand
	Report Folder Time Sheets Reports
	Report Name Time Sheets Data On Demand
	Search Values Send Report To Operators Triggered Automatic
	Field
	From Date Start of Previous Month
	To Date End of Previous Month Person
	Time Sheet Process
	Department
	Generate Values Add Value Modify Value Remove Value
	Test
	Save Close Help
4	Select the Send Report To tab sheet
	- Report On Departed Details
	Name Time Sheets Data Un Demand
	Report Name Time Sheets Data On Demand
	Courte Volume Court To Downton Trinonal Antonetic
	Send Report To
	⊙ Email ◯ Printer(s) ◯ File
	Generate Linique File Name, V Compress (Zinned Folder)
	Format PDF -
	Directory (On Server)
	E-mail Group 4-dministration E-mail Group
	Test
	Save Close Help
1	

Step	Action
5	Click the Email Group "" button. This will display the "Select Email Group" window.
	Select E-mail Group
	Select E-mail Group
	Name Administration E-mail Group
	O.H.S. E-mail Group
	Total 3 Select Close Help
6	Click the Edit button (pencil) to edit the email group.
	E-mail Group Details
	E-mail Group Details
	Name Administration E-mail Group
	E-mail Recipients
	Surname Given Company Department
	Anderson Neil PSD Managemen
	Add Remove Remove All
	Last Group Load Group Save Group
	Select the person who no longer needs to receive these reports and click the
	Remove button.
7	Click Save and Close until back to the main PSD Logistics screen.