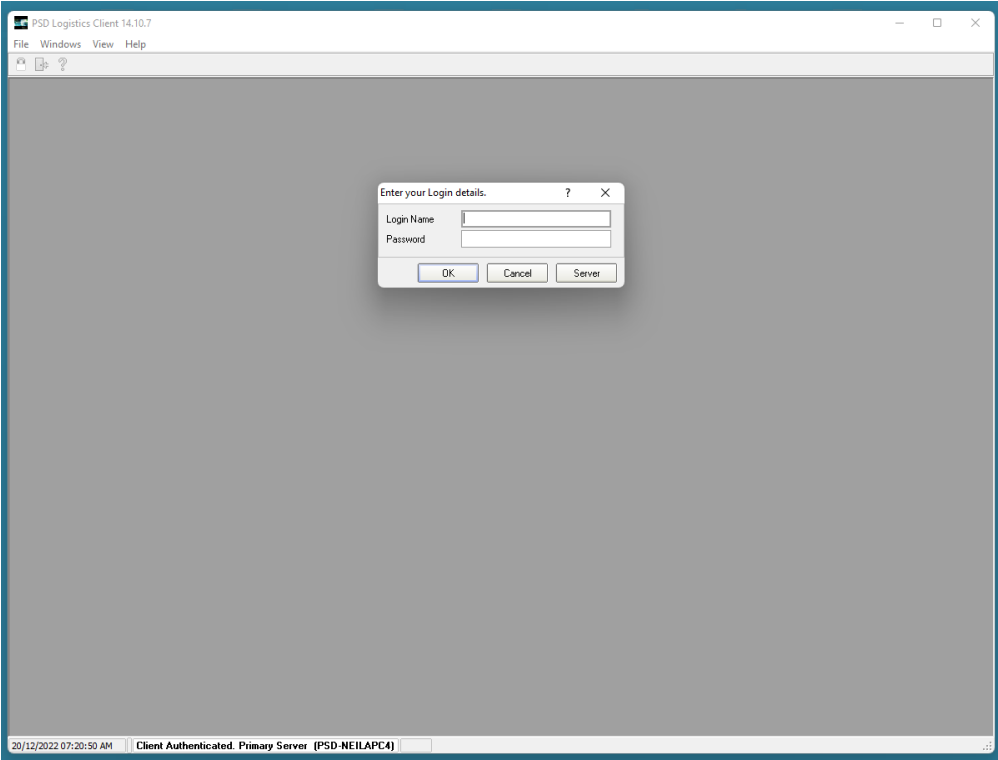

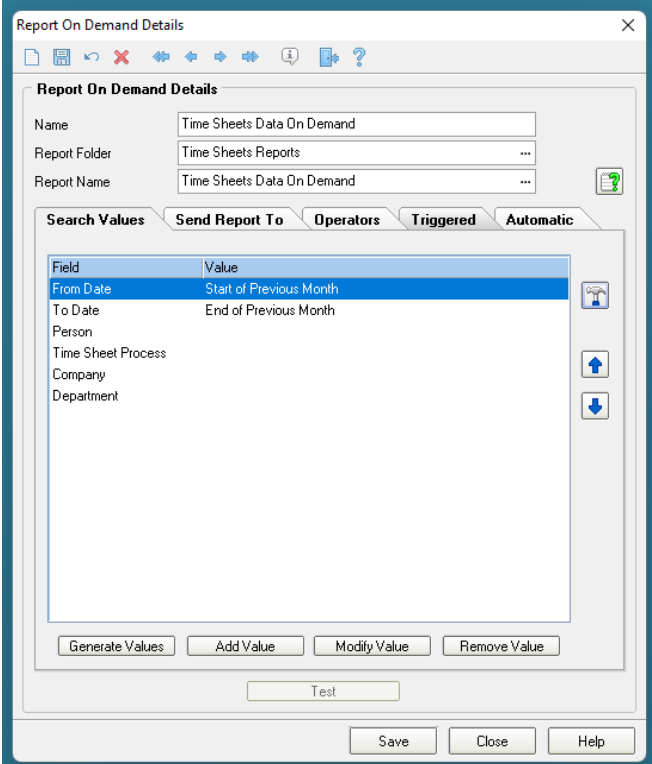
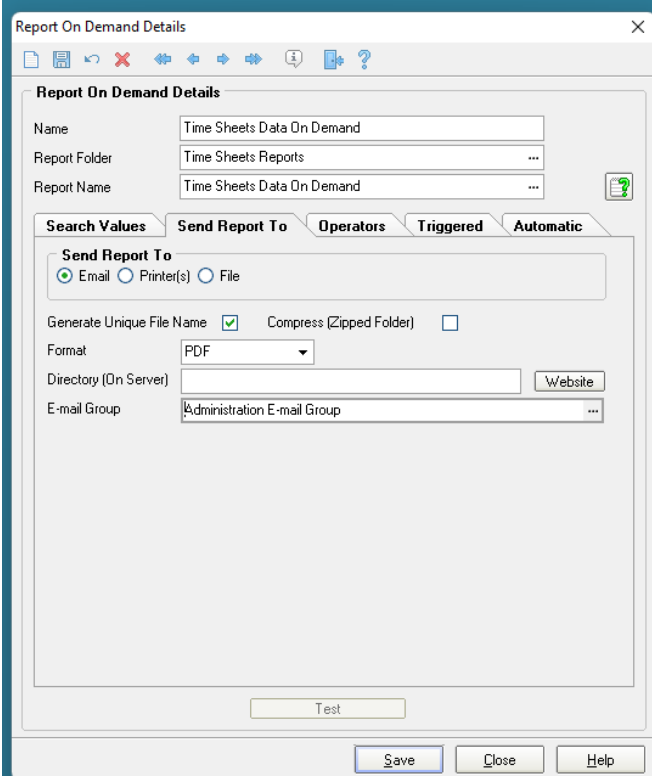


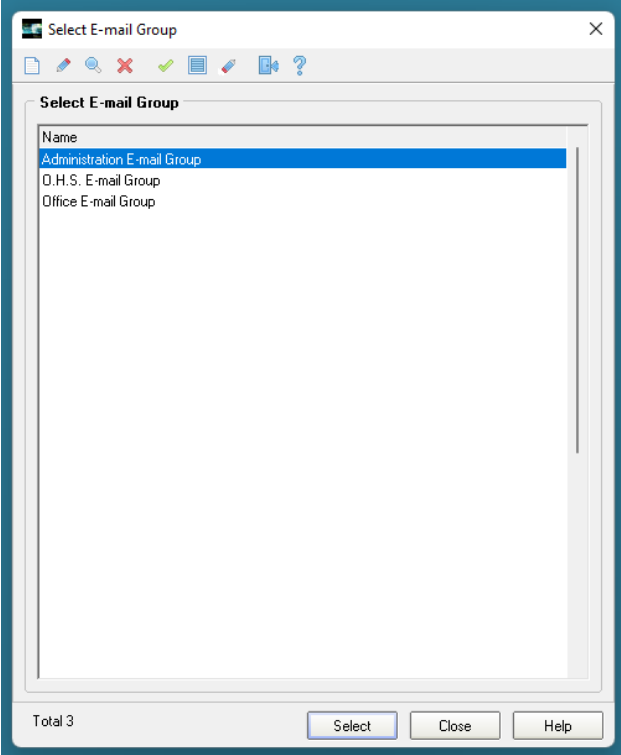
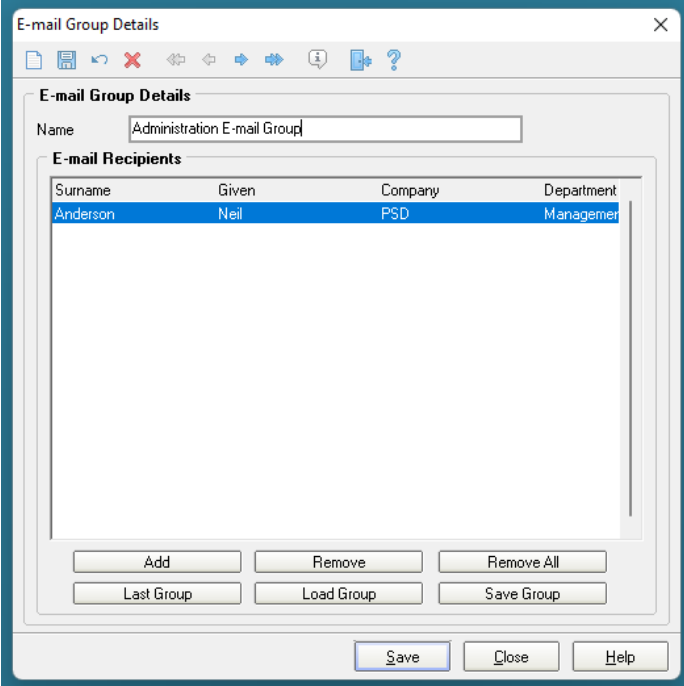
How To Configure An Operator To Stop Receive Reports

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>  <p>The screenshot shows the PSD Logistics Client application window. The title bar reads "PSD Logistics Client 14.10.7". The menu bar includes "File", "Windows", "View", and "Help". A central dialog box titled "Enter your Login details." is displayed, featuring two input fields for "Login Name" and "Password", and three buttons: "OK", "Cancel", and "Server". The status bar at the bottom of the application window indicates the date and time as "20/12/2022 07:20:50 AM" and the authentication status as "Client Authenticated. Primary Server [PSD-NEILAPC4]".</p>
2	<p>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.</p>  <p>A small icon of a hammer is shown in the bottom left corner of the action cell.</p>

Step	Action
3	<p>Select "Setup" -> "Reports" -> "Reports On Demand".</p> <p>Double click on the appropriate Report On Demand to open it.</p> 
4	<p>Select the Send Report To tab sheet</p> 

Step	Action
5	<p>Click the Email Group “...” button. This will display the “Select Email Group” window.</p> 
6	<p>Click the Edit button (pencil) to edit the email group.</p>  <p>Select the person who no longer needs to receive these reports and click the Remove button.</p>
7	<p>Click Save and Close until back to the main PSD Logistics screen.</p>