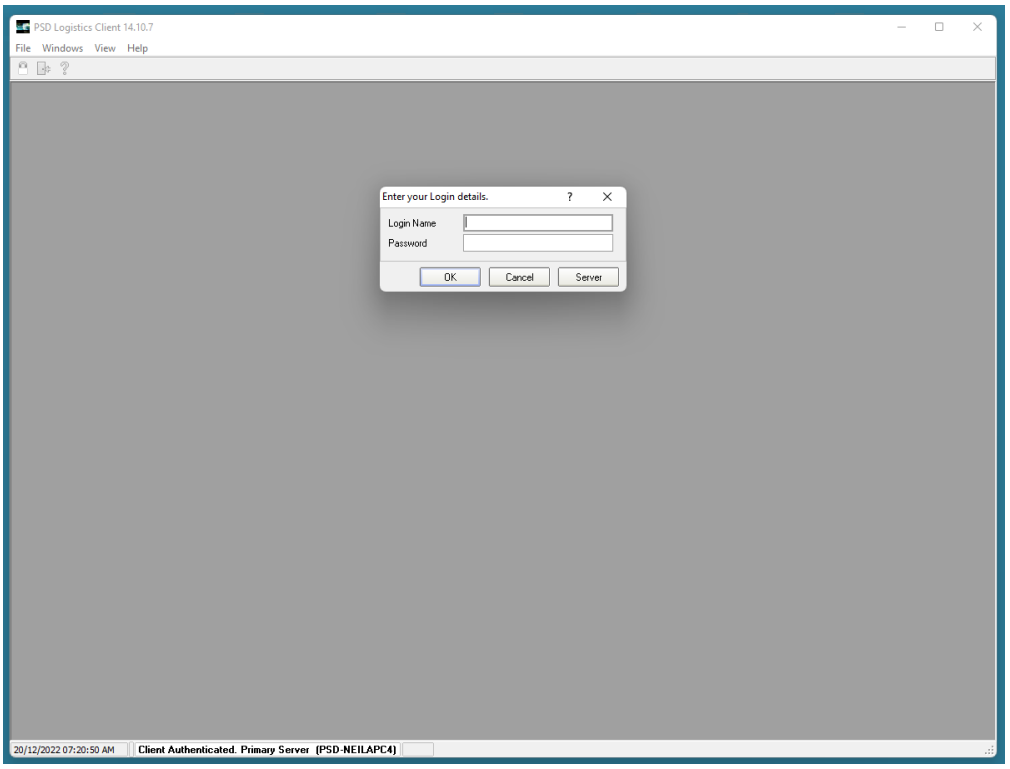
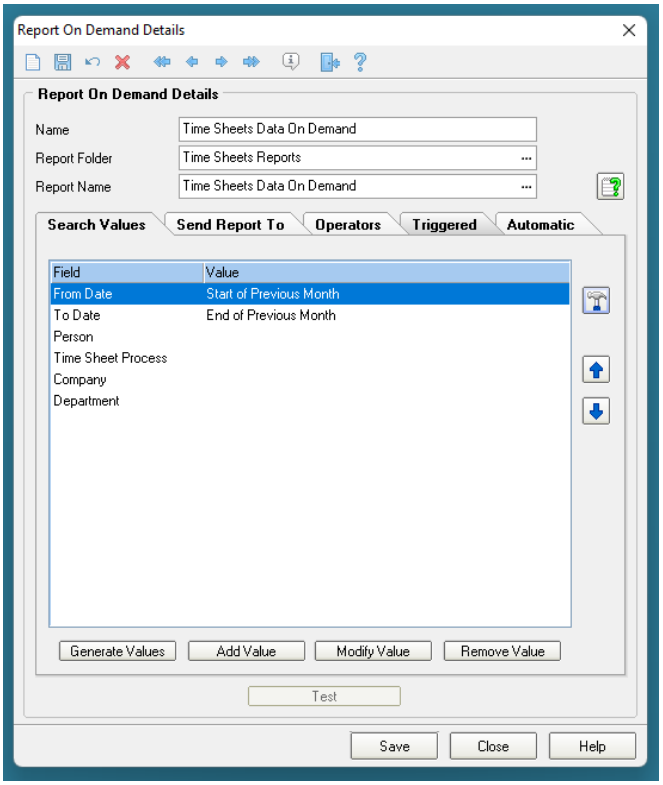
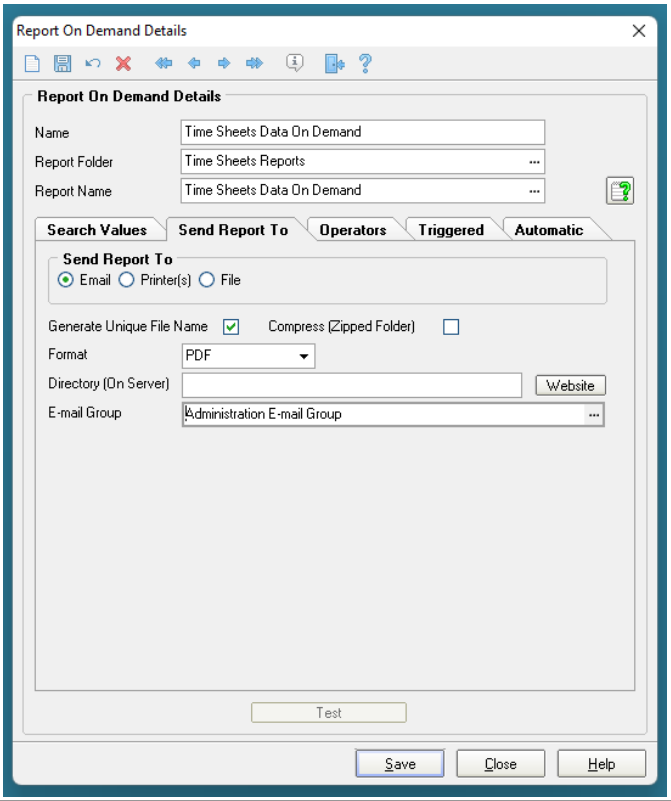
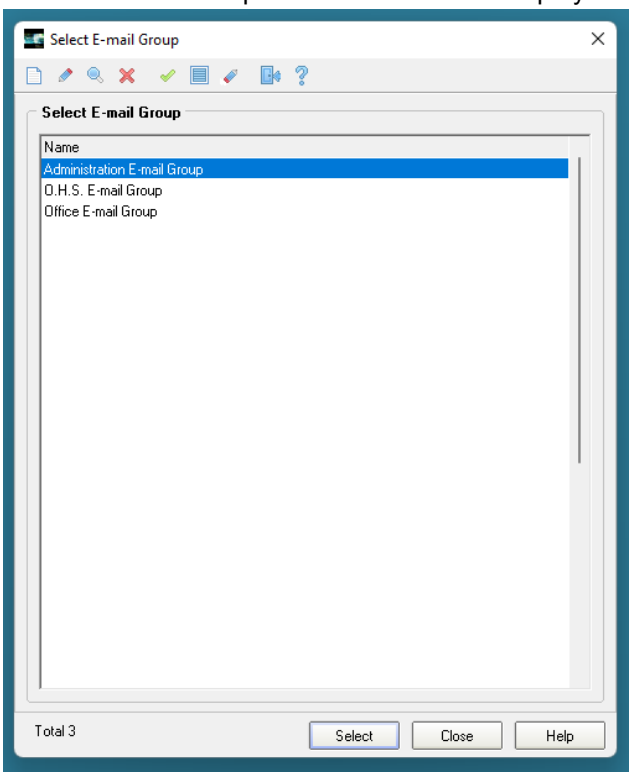
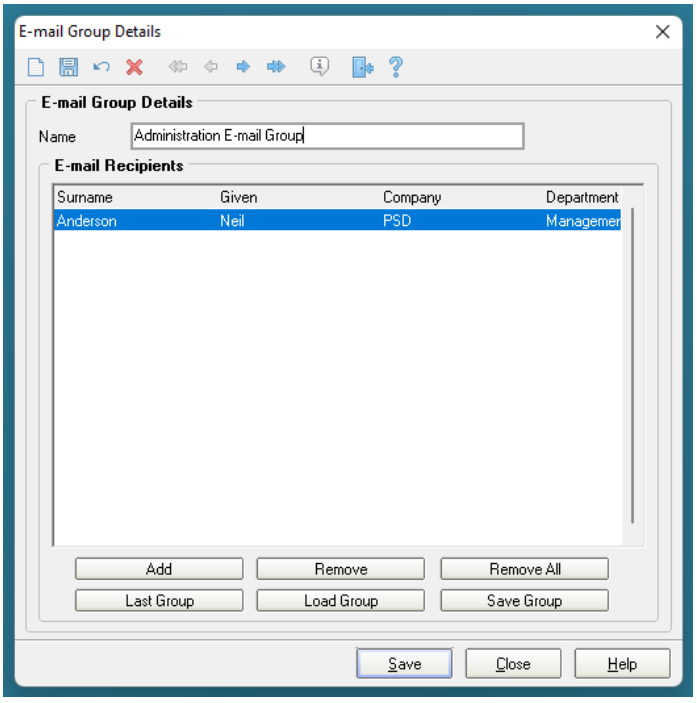
How To Configure An Operator To Stop Receive Reports

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\. 
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. 
4	Select the Send Report To tab sheet 

Step	Action
5	Click the Email Group "..." button. This will display the "Select Email Group" window. 
6	Click the Edit button (pencil) to edit the email 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.