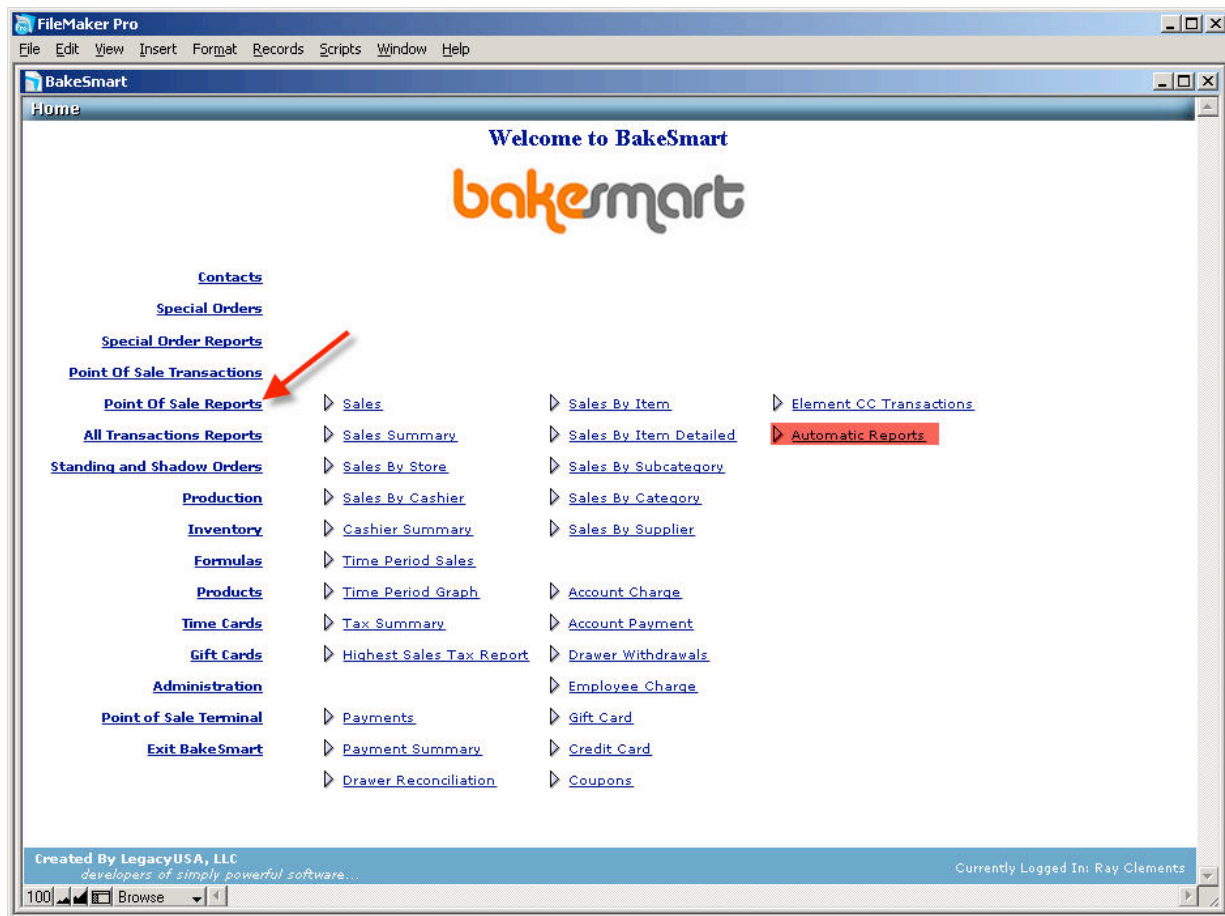




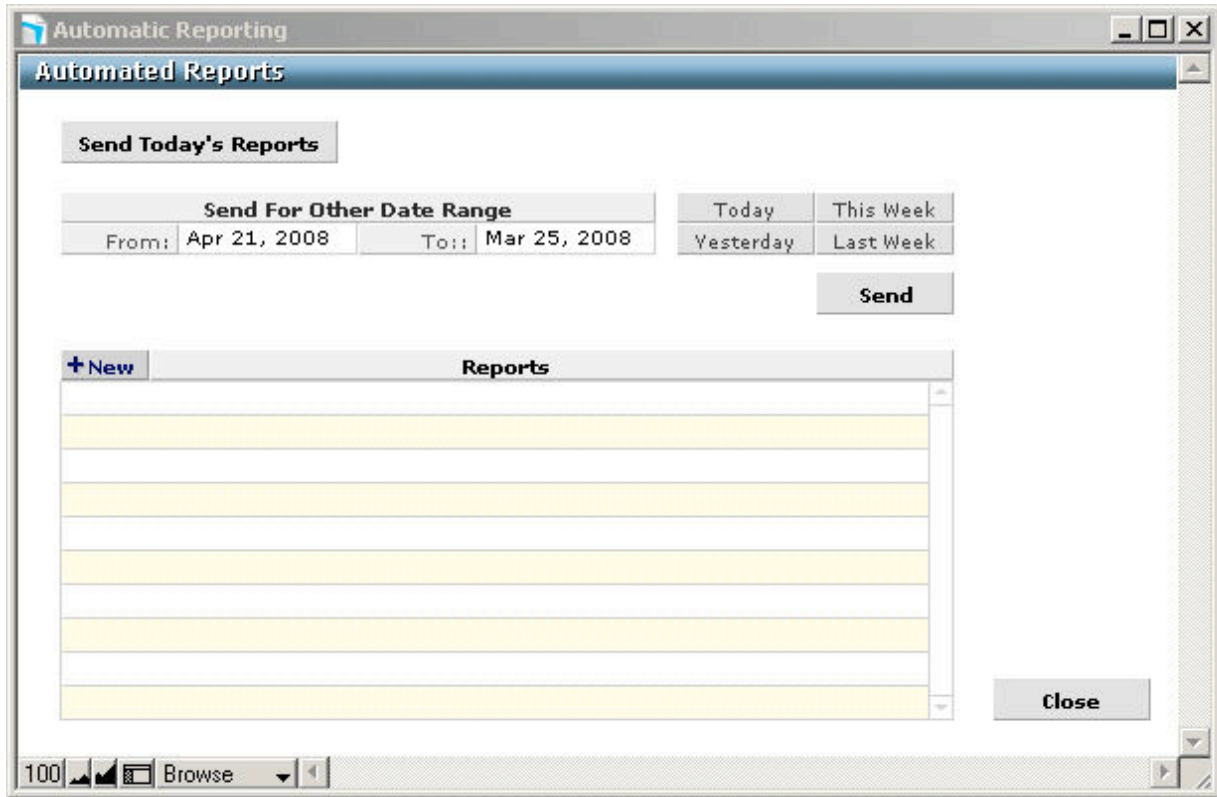
Automatic Report Generation and E-Mail

This article will explain how to set up automatic report generation. You will also be able to email these reports to a specified recipient.

To create and send automatic Point of Sale reports click on “Point of Sale Reports” then “Automatic Reports” from the main menu of the BakeSmart Main system.



From the “Automatic Reporting” screen click the “New” button to set up a new Automatic Report.



After clicking the "New" button you will be presented with the Report Options screen. Here you will be prompted to select a report and recipient for the report.

Setup Report

Setup New Automated Report

Report Name: Sales By Store

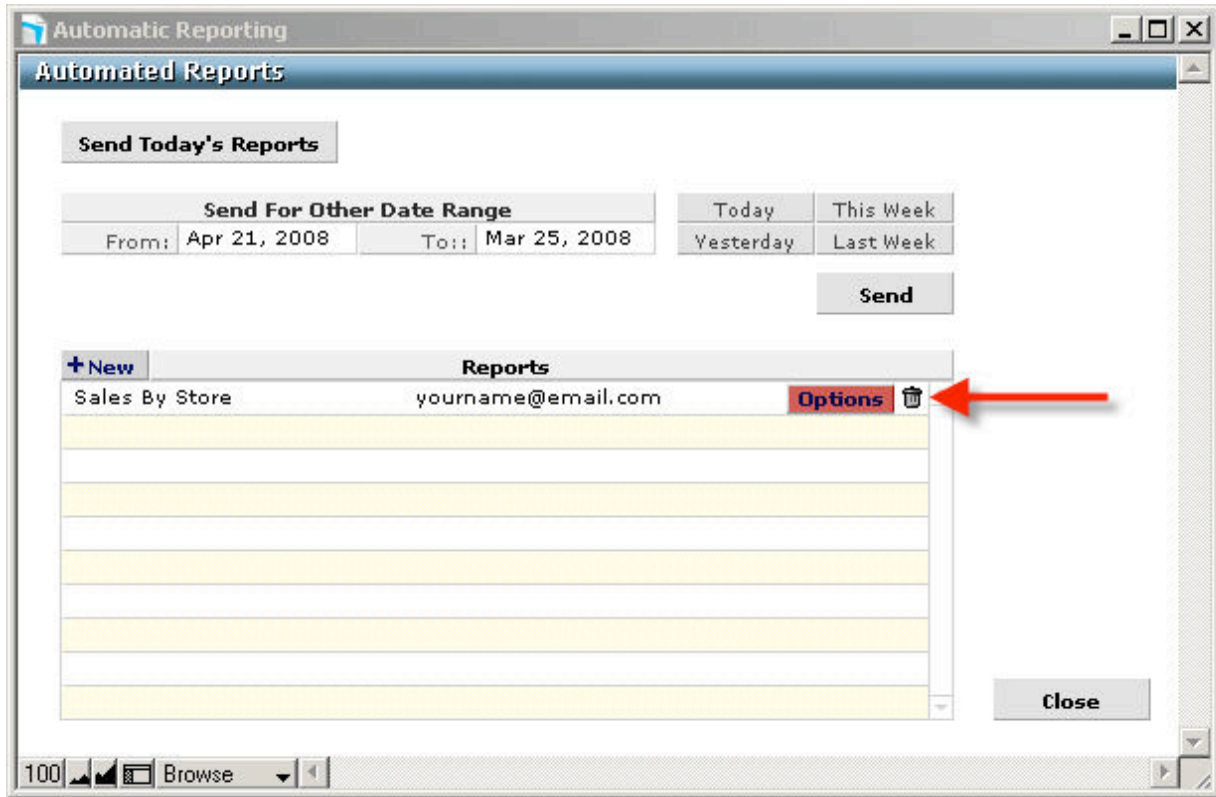
Email Report To: yourname@email.com

Report Options

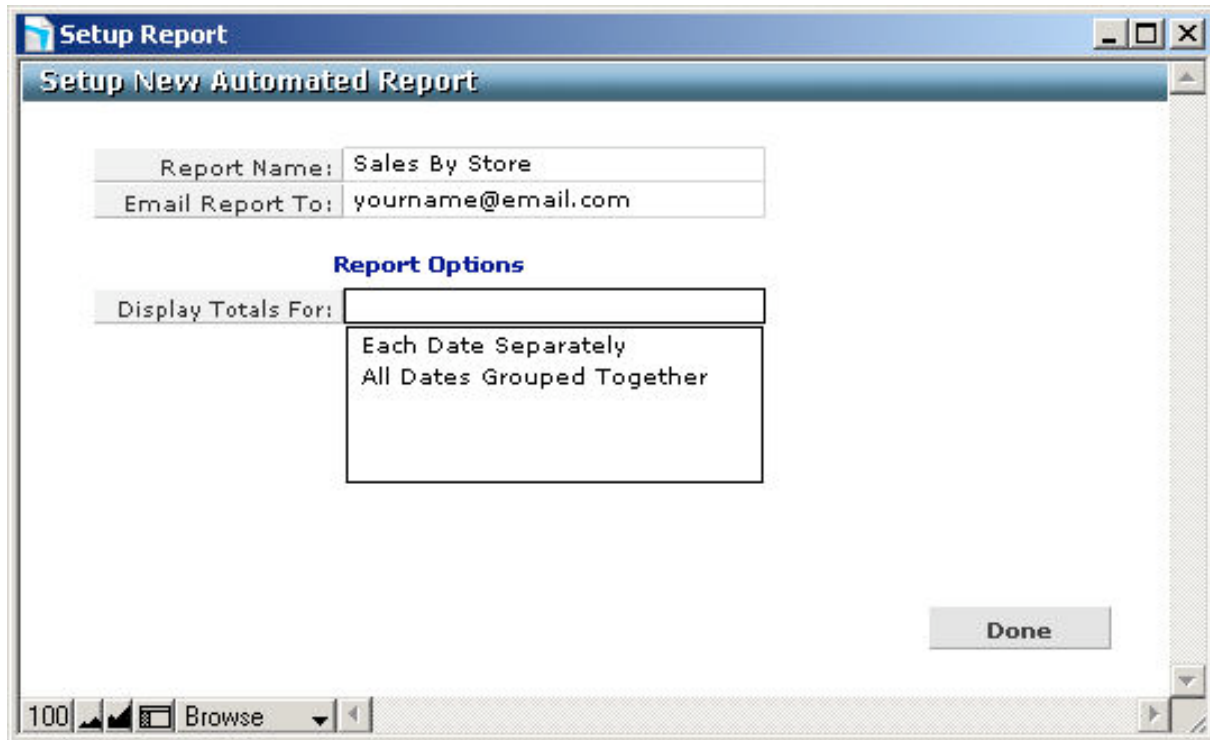
Done

100 Browse

Click the “Done” button when you have finished entering information about the report request and the recipient.



You now have the ability to click the "Options" box next to the Automated Report entry and set "Report Options" for that particular report.



Setup Report

Setup New Automated Report

Report Name: Sales By Store

Email Report To: yourname@email.com

Report Options

Display Totals For:

- Each Date Separately
- All Dates Grouped Together

Done

100 Browse

Once you have finished with the setup you have the ability to click the “Send Today’s Reports” button at the top of the screen to send a report for Today only or you can enter a date range for the report you wish to have generated and click the “Send” button.

After you click “Send Today’s Reports” or “Send” for a custom date range BakeSmart will generate the report and use your computers default mail program to send the report.

Your recipient(s) will receive an email from you titled “Automated Reports from BakeSmart”.