

Add a Recipient for Usage Reports

- To add a person's email address to your account to receive the reports of your usage, add them to your report recipients.
1. From your company dashboard, select the **Reports** tab.
 2. Select a report listed on the left side, and click on the **Recipients** tab.
 3. Click on the **Add Company Recipient** button at the left, and fill out the form. Toggle the reports you wish for them to receive.
 4. This will add the new recipient to the **Available Recipients** column. Click the Green **+** button to move the person to the "Automatic Recipients" on the left column. This is where you will see all active recipients for that report.
 5. **SAVE** the change on the confirmation pop-up.

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