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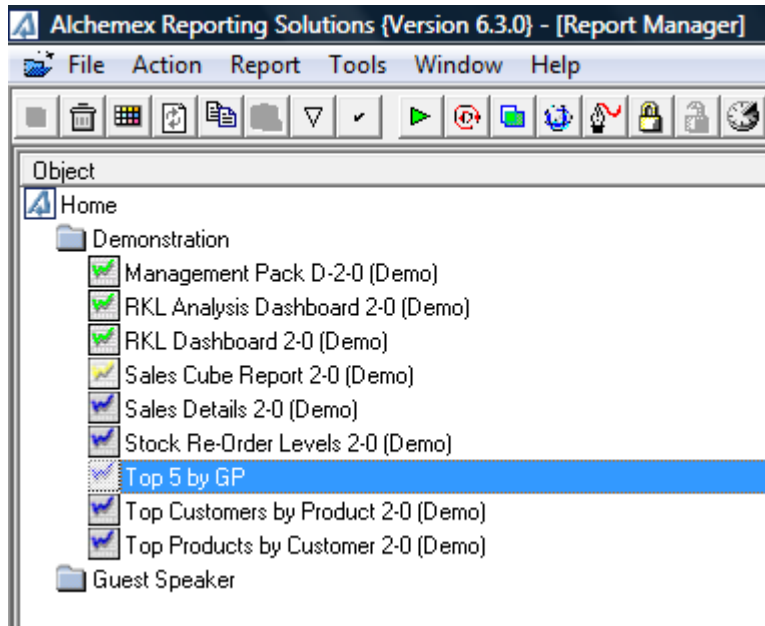


## Auto e-mailing reports

Did you know that you can automatically distribute any Alchemex report once it has been run, to a distribution list of your choice? Why would you want to do this? It often happens that information rich reports, that could help your organisation, are sitting on some ones desk – if only they could be easily distributed to the right people – effortlessly.

Here's how it is done!

1. Open your report manager.
2. Select the report that you want to setup for e-mailing automatically once it has been run.



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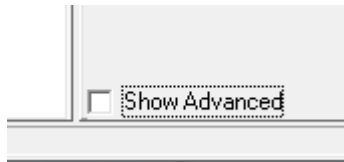




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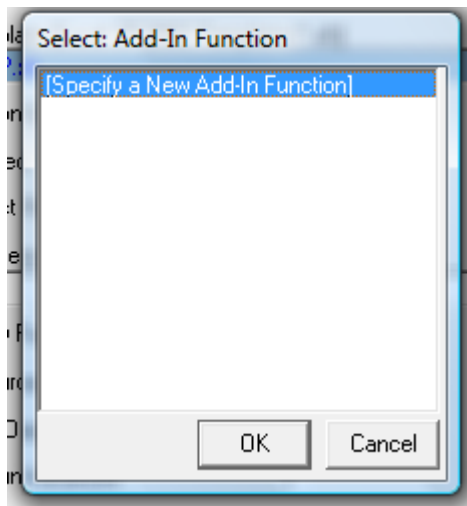
3. Select the check box to **Show Advanced** Properties of a report – it is at the bottom of the **properties tab** window.



4. Select the button to **'Run Add-ins'** - this will be listed in the **properties** window of the report.



5. Select the option to **'Specify a New Add-in Function'** and select **OK**.



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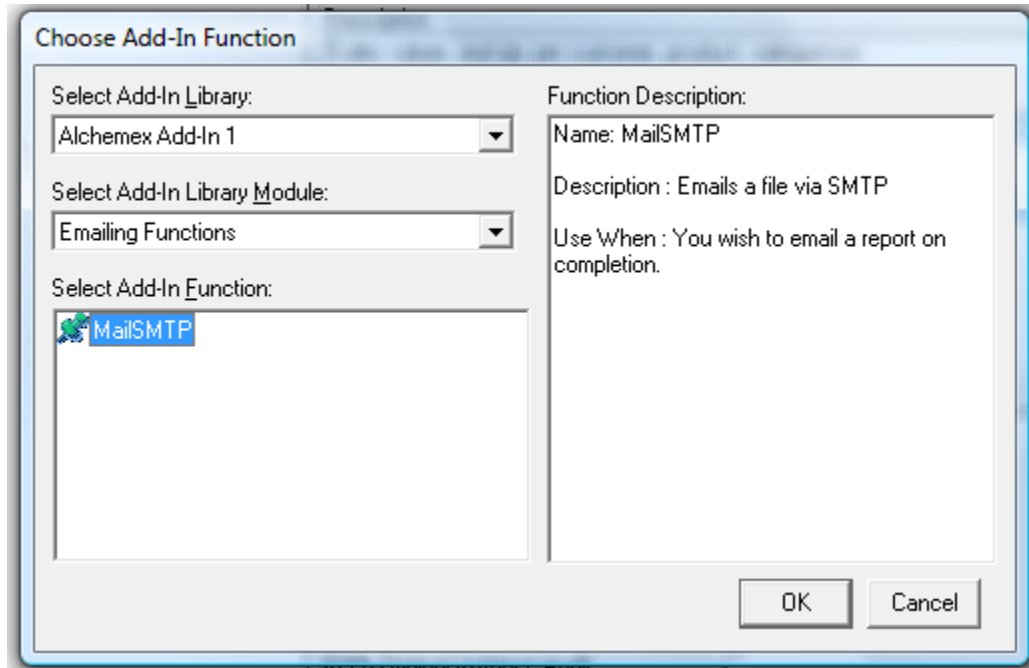




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6. A box will appear as follows



Select the **Add-In Library**, and **Add-in Library Module** as shown above. Select the **Add in Function** followed by the **OK** button.

7. A box will pop up asking you to enter all the relevant details for emailing – see below

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This will include details about your mail SMTP server which you must get from your Mail administrator, as well as the 'from' and 'to' addresses. To send to multiple e-mail addresses, use a colon in between addresses. Ensure that when you give the report a name that you include the ".xls" extension as well. Scroll down on this window to see more available options.

- When you have entered your details, select **OK** and you will see that a string has been added into the "**Add-Ins**" box in the properties window of your report.
- Execute the report, and it will automatically be e-mailed to the selected recipients.

```
Run Add-Ins  
PLPLUGA.E.MailSMTP(MySMTPServ13,myfriend@as978asd9.co.  
Generate Output File
```

- OED (Quite Easily Done!)

