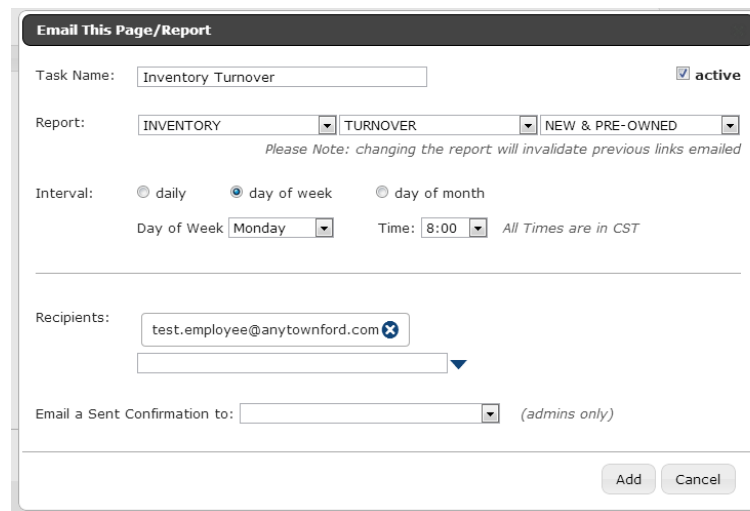
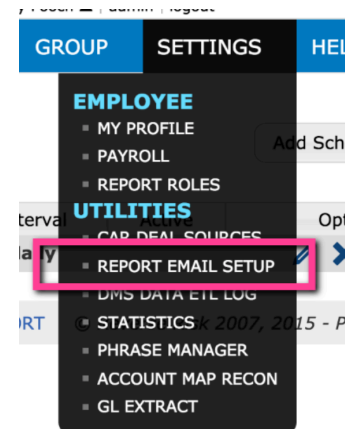


aXcessa™ can help manage your organization by providing key operating information automatically. Included in your system is an automated email delivery system that allows you to schedule report delivery at a desired time – daily, weekly, or monthly. We suggest restricting the access to the Email Scheduler to those with Admin access, as any report can be scheduled from this system, regardless of the users personal access level.

### To create a scheduled report delivery:

- 1) Login to your aXcessa™ system
- 2) Select the *SETTINGS* tab from the menu
- 3) Select “*REPORT EMAIL SETUP*” from the menu
- 4) Click “Add Scheduled Email” button in upper right
- 5) Complete the form and select recipients.

A screenshot of the 'Email This Page/Report' configuration form. The form includes the following fields and options:

- Task Name:** Inventory Turnover (with an 'active' checkbox checked)
- Report:** INVENTORY (dropdown), TURNOVER (dropdown), NEW & PRE-OWNED (dropdown)
- Please Note: changing the report will invalidate previous links emailed*
- Interval:** Radio buttons for daily, day of week (selected), and day of month
- Day of Week:** Monday (dropdown)
- Time:** 8:00 (dropdown) with the note 'All Times are in CST'
- Recipients:** A text input field containing 'test.employee@anytownford.com' with a dropdown arrow below it.
- Email a Sent Confirmation to:** (dropdown) with the note '(admins only)'
- Buttons:** 'Add' and 'Cancel' at the bottom right.

- 6) Click “Add” to complete the scheduling.