

How to Add Verify Open/Close User

This document details how to produce a report as a CSV file.

Steps:

1. Load the Report you wish to run
2. Set your report parameters
3. Click Next
4. Enter an override name, destination type of email, and enter the email address for the Report
5. Select TEXT in the dropdown just below the email address field
6. Click Add (This will show in the publishing destinations on the right-hand field.)
7. Click Finish

Result: the report will email to the destination in a CSV format and can be opened in EXCEL.

