CC others on a report

Email the completed report to additional people automatically when it's delivered.

Add CC recipients

CC for Reports is in the order window, below **Notes for Technician**, after you confirm your pins.

1. Click **+ Add CC**, then type an email address.
2. To add more people, click **+ Add CC** again. Each address gets its own line.
3. To remove someone, click the **×** beside their address.



What they receive

When the report is delivered, everyone on the CC list gets the same report delivery email you do, with:

- The internal PDF report
- The customer PDF report
- The XML file

Tip

- Enter complete email addresses. Entries without an @ aren't saved.