Print, Export, or Email a Report

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Overview

This guide will help you produce a controlled report copy whose content and scope match the reviewed on-screen result.

A portable copy is created or submitted; it can leave Muhasib's access controls and must be handled accordingly.

Who can do this

You need access to Report view plus separate PrintReports/export/email permissions where enforced.

Before you start

Check filters, totals, data classification, recipient/destination, format, printer/page size, filename, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open and filter the report → Print/Export/Email action.

Print, Export, or Email a Report

Step 1: Review the on-screen report and record filters/time

Step 2: Open preview when available

Step 3: Confirm headings, filters, page breaks, totals, and sensitive fields

Step 4: Select approved printer, folder, format, or verified email recipient

Step 5: Produce/send once

Step 6: Open the output or verify controlled receipt

Check your work

Output row count/totals and scope match the on-screen report and reach only the intended destination.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Check PrintReports permission when Print is hidden.
- Do not resend after an email timeout until delivery evidence is checked.

Related guides

- Set Report Date, Company, Location, Terminal, and Entity Filters
- Email a Muhasib Report Safely
- Resolve Muhasib Printing Setup Problems

What to do next

> **Set Report Date, Company, Location, Terminal, and Entity Filters**.

Revision #0
Created 2026-09-04 09:20:54 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed