

Emailing CHIP-AZ Reports

How do I email a CHIP-AZ report such as an Injury Incident Report to someone?

Several Options:

From Injury Incident screen while viewing the incident you wish to email, click the printer icon in the middle of the screen.

A preview of the report will display.

1. From the Tool Bar at top of screen, select File, Send To, Mail Recipient
 - a. A 'Send' dialogue box will display.
 - b. Select 'Rich Text Format' from the Select Format list and click OK.
 - c. Depending on your environment, a new email message with the file attached will display.
2. From the Tool Bar at top of screen, select File, Export
 - a. A dialogue box will open.
 - b. Select 'Desktop' on the right.
 - c. Select 'Rich Text Format' in 'Save as type:' drop down list.
 - d. Change file name to your preference.
 - e. Select 'Export'
 - f. The file will be placed on your desktop.
 - g. Begin an email and attach the file from your desktop.
 - h. Remove the file from your desktop or move it to another location.

By formatting the report as 'Rich Text' the graphics are lost.

If the you and the receiving party have the MS Access 'Snapshot Viewer' installed, you can use format of 'Snapshot format' in place of Rich Text to preserve the graphics.

If you as the sender do not see Snapshot format as an option, it needs to be installed as a MS Access option.

If the receiving party does not have MS Access installed, the stand alone Snapshot viewer is available for free download at:

<http://www.microsoft.com/downloads/details.aspx?amp;displaylang=en&familyid=B73DF33F-6D74-423D-8274-8B7E6313EDFB&displaylang=en>

Hope this helps.