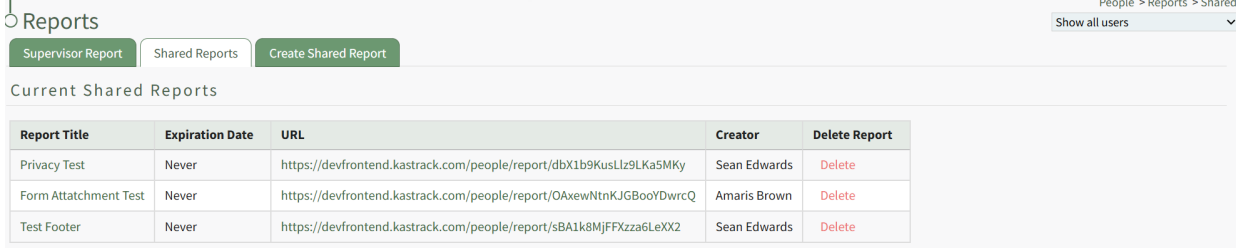


Send a Shared Certifications Report via Email

To send a shared certification report via email, open the Reports Page in the People Module from the Main Menu. Select the Shared Reports Tab.



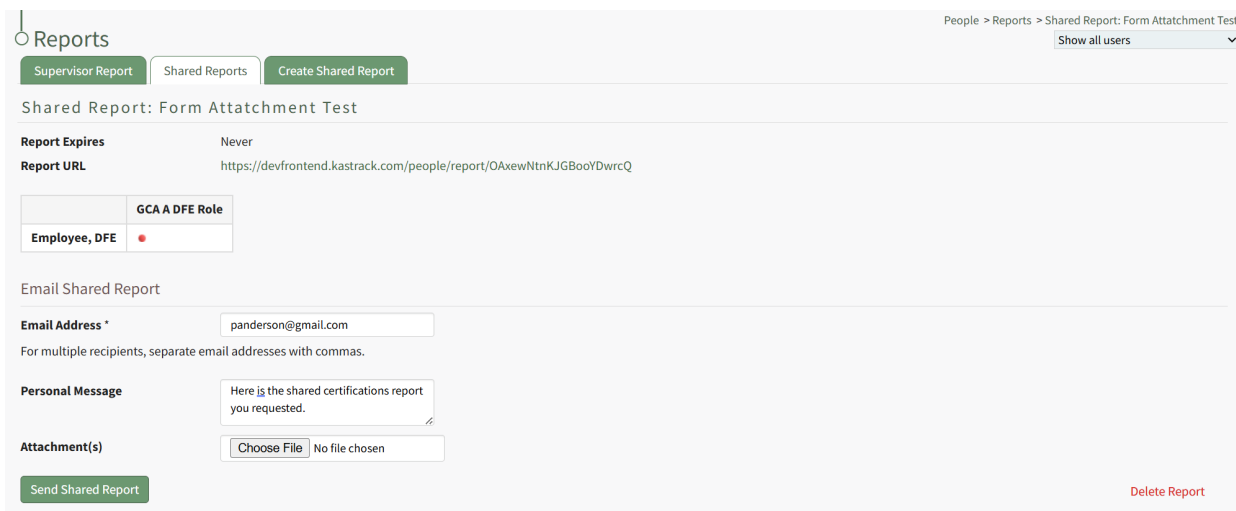
People > Reports > Shared
Show all users

Supervisor Report Shared Reports Create Shared Report

Current Shared Reports

| Report Title | Expiration Date | URL | Creator | Delete Report |
|----------------------|-----------------|---|--------------|---------------|
| Privacy Test | Never | https://devfrontend.kastrack.com/people/report/dbX1b9KusLz9LKa5MKy | Sean Edwards | Delete |
| Form Attachment Test | Never | https://devfrontend.kastrack.com/people/report/OAxewNtnKJGBooYDwrcQ | Amaris Brown | Delete |
| Test Footer | Never | https://devfrontend.kastrack.com/people/report/sBA1k8MjFFXzza6LeXX2 | Sean Edwards | Delete |

Click the title of the shared report you wish to email, opening a specific Shared Report Page.



People > Reports > Shared Report: Form Attachment Test
Show all users

Supervisor Report Shared Reports Create Shared Report

Shared Report: Form Attachment Test

Report Expires Never
Report URL https://devfrontend.kastrack.com/people/report/OAxewNtnKJGBooYDwrcQ

| GCA A DFE Role |
|----------------|
| Employee, DFE |

Email Shared Report

Email Address * panderson@gmail.com
For multiple recipients, separate email addresses with commas.

Personal Message Here is the shared certifications report you requested.

Attachment(s) Choose File No file chosen

Send Shared Report Delete Report

Input the email address(es) of the individuals you would like to share the shared certification reports with, using commas to separate email addresses as needed. Include a personal message and any desired file attachment(s). When done, click the "Send Shared Report" button.

Text appears above the button stating, "You successfully shared this report with panderson@gmail.com."

Revision #2

Created 2026-01-18 15:15:33 UTC by Mitzi Orkus

Updated 2026-01-26 18:27:32 UTC by Mitzi Orkus