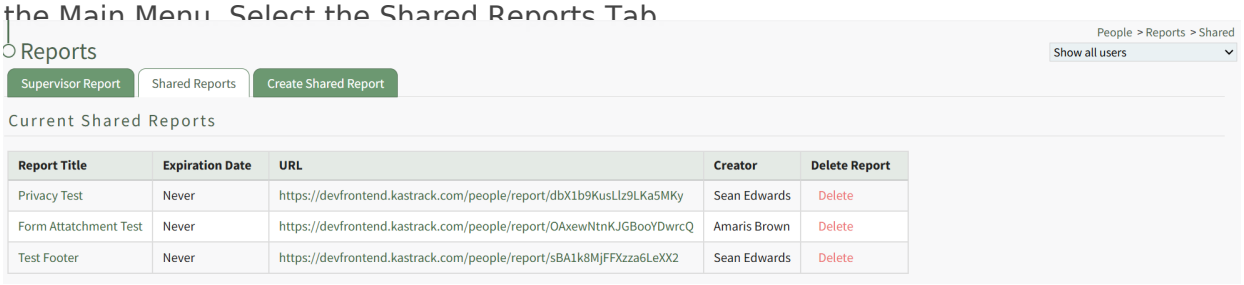
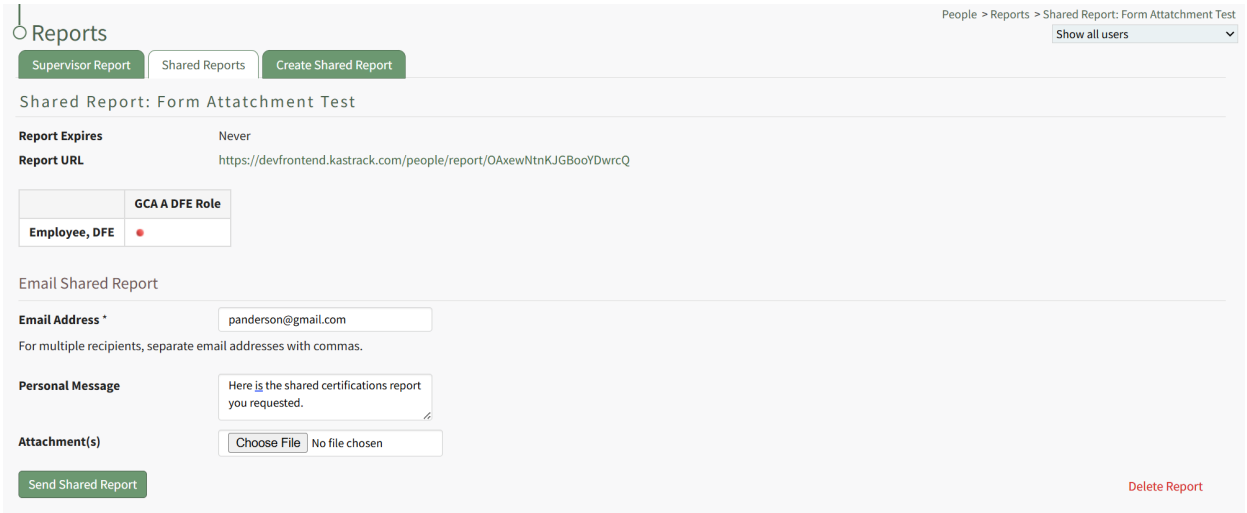
Send a Shared Certifications Report via Email

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



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



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