How to automatically email a detailed printing report for a specific device or devices

This Report Export emails a list of every job printed or copied on the printers you choose, for example every month. It uses the steps in *How to set up automatic emailing of reports*, with these report settings:

1. Create a Report Export as described in *How to set up automatic emailing of reports*: give it a name, choose the Email Send Account and recipients, and choose the schedule (for example **Monthly**, day 1).
2. On page 3 of the **Report Export** window, choose **Usage Reports > All Usage Reports > Grouped by Device & Serial Number**, then click **Next >**.
3. On page 4, choose these settings:
   - Under **Report type**, choose **Detailed (Show every transaction)**.
   - Under **Time Period**, set **Show data from** to the length of the period, for example 1 **months** for a monthly report.
   - Under **Include data**, tick **Print** and **Copy** (and **Fax** and **Scan** if you want them).
   - Click the **Filter Devices** tab, tick **Filter devices**, and tick the printers.
4. Click **Finish**.
5. To check it straight away, right-click the Report Export and click **Execute now** (see *How to set up automatic emailing of reports*).

A detailed report can be long. **Excel - Data Only (*.xlsx)** as the **Export file format** makes it easier to sort and total.

Related articles

- *How to set up automatic emailing of reports*
- *How to open a detailed printing report for a specific device or devices*

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