How to automatically email a device meter reading report

A Report Export can email the printers' meter readings on a schedule, for example to the printer supplier on the first of every month. For the common steps and how to test it, see *How to set up automatic emailing of reports*.

1. In Resource Manager, click **Scheduled Tasks** > **Report Exports**, then click **Add**.
2. On the first page, enter a **Report Export name**, for example *Monthly meter readings*, and the email details (**Account**, **To**, **Subject** and **Message**). Choose the **Export file format**; **Excel - Data Only (*.xlsx)** or **CSV (*.csv)** suit a supplier who imports the readings. Click **Next >**.
3. Under **Schedule Pattern**, choose **Monthly**, day 1 of every month, and click **Next >**.
4. In the tree, click **Device Readings** > **Counter Values**, and click **Next >**.
5. Under **Report Type**, choose one of:
   - **Show every reading for each device:** every reading in the period (printers are read every hour by default, so this is a long report).
   - **Show the last reading for each device:** the latest reading when the report runs. This is usually what a supplier asks for.
   - **Only show the difference in counter totals between the first and last readings:** what each printer did in the period.
6. Under **Time Period**, set **Show data from** to 1 **months** prior to the execute date. (The last reading report needs no period.)
7. To include only some printers, click the **Filter Devices** tab, tick **Filter devices**, and tick the printers.
8. Click **Finish**.

To check it straight away, right-click the Report Export and click **Execute now**, as described in *How to set up automatic emailing of reports*.

Related articles

- *How to set up automatic emailing of reports*
- *How to open a device meter reading report*
- *How to create an Email Send Account*

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