Appendix G
Emailing Your T.O.M. Reports as Word, Excel, Text or Other Files.

One part of a report's job is to assist you in communicating information about your Transportation Department to other individuals. T.O.M. has a handy dimension to it's reporting capabilities that will allow you to do this in an easy electronic fashion. T.O.M. allows you to email a report to another person as a file attachment to that email.

T.O.M. allows you to email your T.O.M. Report as a file attachment to the email in the following formats:

- Microsoft Word
- Microsoft Excel
- HTML
- Microsoft Access Snapshot
- Text file

NOTE: This T.O.M. Feature will only work if your default email client on your computer uses a 'MAPI' email standard. This feature will not work if your default email client uses another standard besides MAPI such as 'POP3'. T.O.M. will automatically try and send this file attachment to whatever email client you have designated as your 'default email client' on your computer.

Most your T.O.M. Reports allow you to attach the reports as a file to an email. The following is an example of how you would do this. For this example we chose to email a Money Owed Report as an Excel Spreadsheet. First we would select the Money Owed Report and enter reporting parameters. Then we would tell T.O.M. that we want to email the report as a file attachment. To do this we click on the Email Report Check box found in the Other Section of the Money Owed Report Screen and then click the Print button (Figure G- 1).   NOTE: Clicking the Preview button will NOT cause the report to be emailed as a file attachment.

Figure G- 1 - Instructing T.O.M. to Email the Money Owed Report as a File Attachment.

First, Click on the Email Report Checkbox to tell T.O.M. to email the report as a file attachment.

Then click on the Print button (Preview will NOT cause the report to be emailed).

The Output to What File Type screen will then display asking you which type of file you want to email your report as (Figure G- 2). NOTE: Rich Text Format or RTF is used and understood by Microsoft Word. If you want to save your report as a Word document then select Rich Text Format. HTML is a format you would choose if you want to post your report to a Webpage on the Internet or Intranet. MS-DOS Text is simply a text file that will write the report with just the characters and spaces. All the fonts will be changed to single font. All formatting like bold or underline will be dropped.
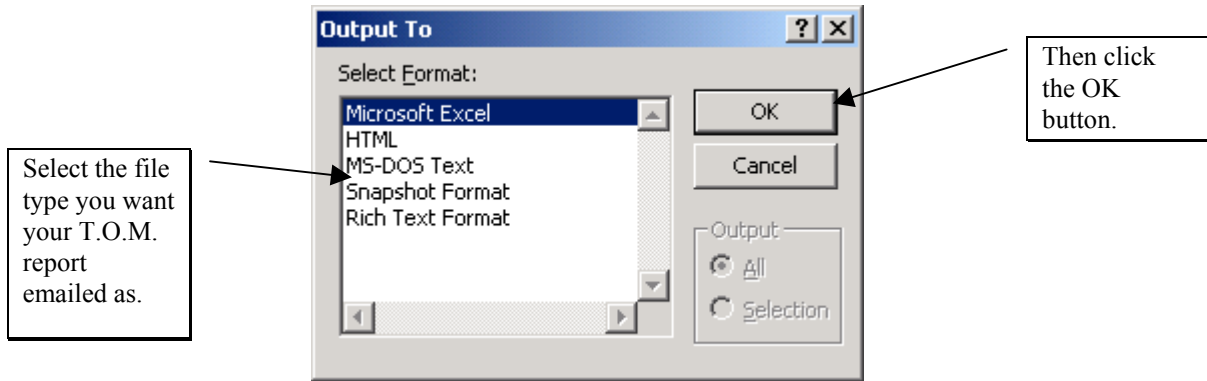
Select the file type you want your T.O.M. report emailed as.

Then click the OK button.

Figure G- 2– The Output To What File Type Screen that Allows You to Specify What Type of File You Wish to Have Your T.O.M. Report Emailed As

Your default email client software then displays (in this example it is Microsoft Outlook Express) (Figure G- 3).   Your default email address is filled in the From section and your T.O.M. Report is attached as a file in the format you selected. All you need to do now is fill in the To: email address, the subject and any additional email notes and send the document with the report attached. It's that easy!
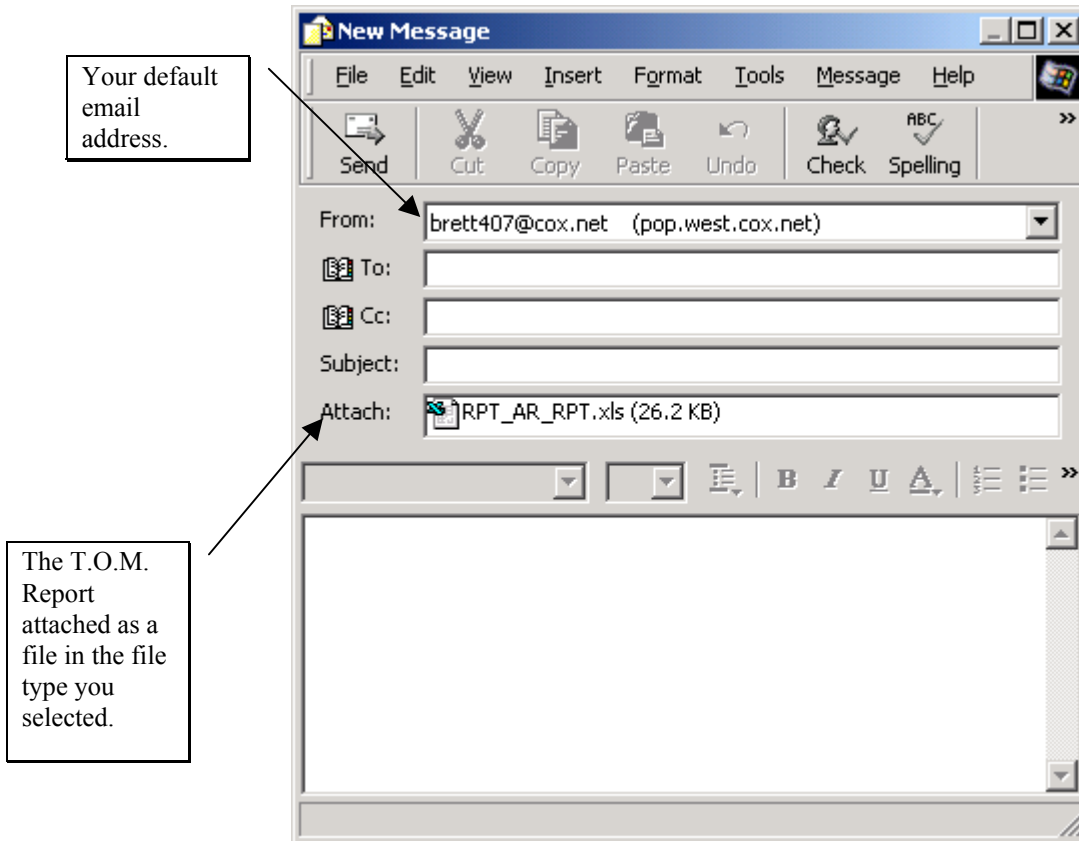
Your default email address.

The T.O.M. Report attached as a file in the file type you selected.

Figure G- 3- Your Default Email Client Software then Displays With Your T.O.M. Report Attached as a File in the Format You Selected.

You are then returned to your report screen to either exit or print the report normally or email it to another recipient.

NOTE: Almost all of T.O.M.'s reports have this feature. Sometimes the Report to File Check box will not be in the same place depending on the complexity of the report's screen. If the Report to File Checkbox is not on the report's main screen then you should find it either in the Other or Sorting tab of the report's screen.

NOTE: You will find that on some of these file formats your T.O.M. Report does not retain all of the same formatting and style that it prints in. This is to be expected. Not all file formats accommodate some of the text formatting that is available in T.O.M. Report Writer.

Excel especially will have a tendency to have a blank sheet of nothing but page headings. If you scroll to the RIGHT you will find your T.O.M. Report with all of the data.

What if my Email Client isn't based in the MAPI format? Can I still email my T.O.M. Reports as file attachments? Yes!

If your computer's email does NOT use the MAPI format then this feature will not work. HOWEVER, you can still save your report as a file and then launch your email program and send the save report as a file attachment yourself. The Email Report option simply saved you the second step of launching your email and attaching the report file.