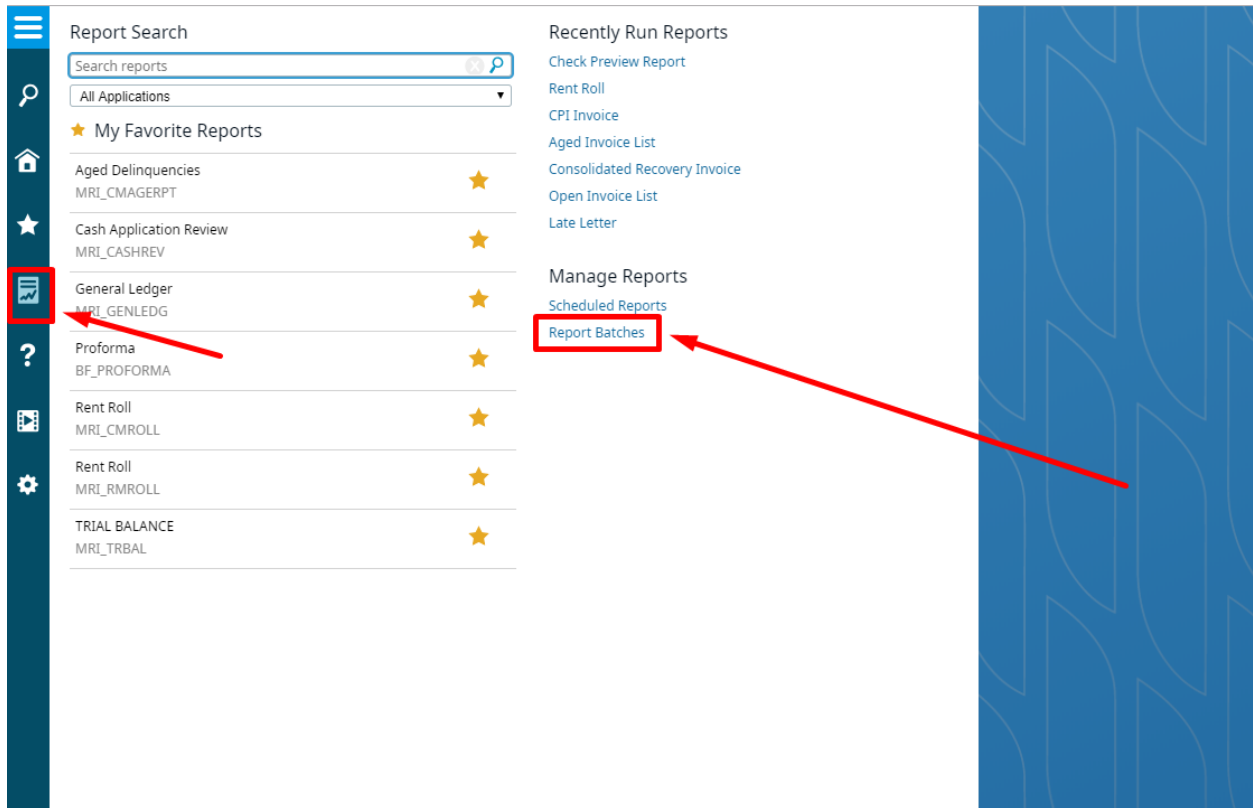




# Emailing a Combined Report Batch

In MRI for the Web, users can now email a combined report batch as a PDF attachment to a list of email recipients!

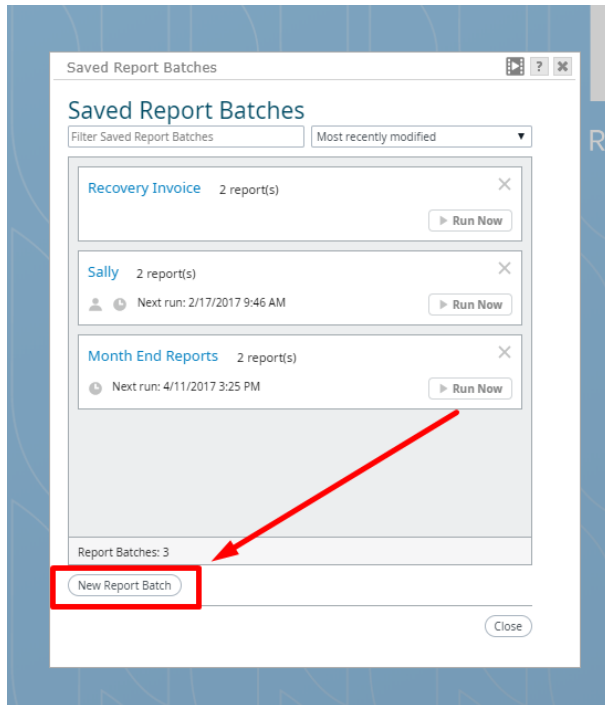
First, click on the **Reports Icon**, then on **Report Batches**.



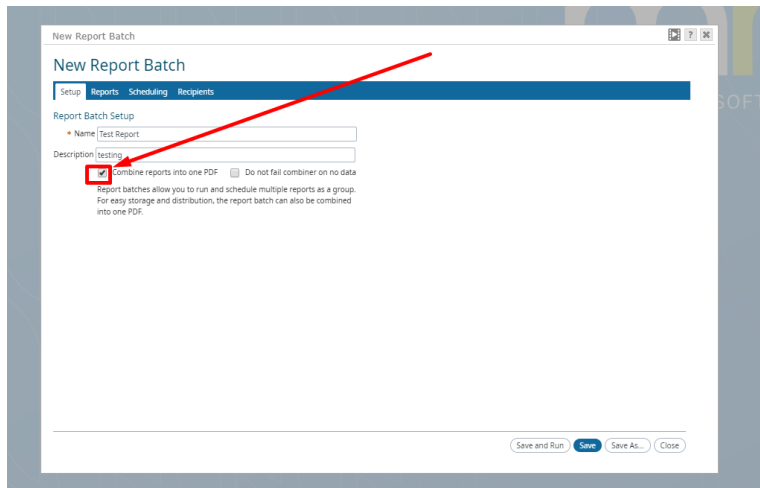


# Emailing a Combined Report Batch

Then, click **New Report Batch**.



Enter in your new reports information, and **check the Combine reports into one PDF box!**





# Emailing a Combined Report Batch

Once you do, a new **Recipients tab** will be added, where you can further customize your email settings and list of recipients

A screenshot of a web application window titled "New Report Batch". The window has a blue header bar with four tabs: "Setup", "Reports", "Scheduling", and "Recipients". The "Recipients" tab is selected and highlighted with a red box. Below the tabs, there are several input fields: "To" (containing "test@test.com"), "Subject" (containing "This is a test"), and "Attachment Name". Below these is a large text area labeled "Message" containing the text "Testing". At the bottom right of the window, there are four buttons: "Save and Run", "Save", "Save As...", and "Close".