



Media Reports E-Mail Report File

The media report file can be e-mailed from within the FairPlus! program. An Internet connection must be available.

1. After creating the media report file, click the **Email Media Report File Now** button. See Figure 1.
2. The *Subject* field defaults to "Media Report". The message text includes the wording, "Media report as of MM/DD/YY HH:MM:SS." Make any desired changes to the subject and the message text.



Click the **Check Message Spelling** button to spell check the message.

Click the **Clear Message Text** button to clear the text shown in the message field.

Email Media

Actions...

Connect / Disconnect Email Now!

Emails Attempted... Exit / Cancel

Possible Recipients:

- Media0 jsmith@trib.com
- Media1 info@k2tv.com

None All

Subject: Media Report

Message Text: Media report as of 6/17/02 10:47:19 AM

Browse for email message file: Check Message Spelling Load Last D.M. Email Message

Clear Message Text Save Current D.M. Email Message

Browse for attachment file:

Attachment (File): C:\CKV\Fairplus\WY\files\Media.txt

Connection Status: LAN / DSL

Figure 1. Email Media Report

3. Click the **Save Current D.M. Email Message** button to save the message text so it can be used again. Click the **Load Last D.M. Email Message** button to load a saved message.
4. The path for the media file is shown in the *Attachment File* field.
5. Highlight the **recipients** in the *Possible Recipients* list. Click the **All** button to send the e-mail to everyone in the list.
6. Click the **Connect/Disconnect** button when using a dialup modem. This button does not become active with a LAN/DSL connection.
7. Click the **Email Now!** Button when it becomes active.
8. A confirmation e-mail message is sent to the user's e-mail account with the subject "Your media report emails have been sent." The message shows which media reports were e-mailed.