

**Menu 16.5 and 16.6**  
**"Paper-less" Day-End**  
**Phase I**

**Objective:** To enable users to distribute day-end reports in a variety of ways including multiple printers, e-mail and a no print option.

**Implementation:**

1. Print Menu 16.6. EOD Report Xref File Listing. This will list the reports with their ID#'s for you (EOD.XREF ID)
2. Use Menu 16.5. EOD Report Xref Maintenance and enter the company #, dash, and the report ID#. The Report Name, Printer # it is currently being printed to and the number of copies will already be filled in for you.
  - a. You can change the printer#. Or if you don't want it to print at all, put an N in that field.
  - b. You can also change the number of copies.
  - c. You can fill in up to 4 e-mail addresses to have the report e-mailed to.
3. Initially, both day-end procedures will run, so that each store can verify the outcome.
4. When you are comfortable with the outcome of the "paper-less" day-end go to menu 12.1.1 and change the printer # in field 38 to 'HS'. This will get normal day-end reports to stop printing.
  - **Make sure to do this for all companies in your system.**

**Below is an example of what the maintenance screen looks like:**

```
EOD.XREF ID      ----- (Enter CO#-rpt# )
1. RPT.NAME....:
2. Email.Addr1.:
3. Email.Addr2.:
4. Email.Addr3.:
5. Email.Addr4.:
6. Printer#....:          (N=don't print, separate prt#'s by a ';')
7. No.Copies....:
```