Send in an Export Report

1. From the main menu, click on [Reports].
2. Click on [Export Report].
3. Fill out the teal pop-up accordingly; use the Export Report page for assistance.
4. A pop-up box will appear with a file path to where a text file was export to; remember this location. You may want to write it down or take a picture of your screen.
5. Email a copy of this text file to your tax district representative. If you are unsure of how to attach a copy of the text file to an email, refer to the steps below.

Emailing a Text File

1. Open your email.
2. Compose a new email.
3. Attach the text file
    1. **On Mac**
        1. Click the paperclip looking icon near the top right.
        2. Using the file path created in step 4 above, navigate to the text file.
        3. Select the file (The file name is the last part of the path).
        4. Click Choose File
    2. **Through Gmail**
        1. Click the paperclip looking icon near the bottom of the new message box.
        2. Using the file path created in step 4 above, navigate to the text file.
        3. Select the file
        4. Click Open.
    3. **Other Emails**
4. With the file now attached, type up the email like you usually would and send it.

How to Find the Text File

Example File Path: C:\Users\Matt\Documents\TaxCollection\2020\Muni2120200529.txt

Each "\" separates different pages in a computer. To navigate to this particular file, these would be the steps:

1. Click the dropdown arrow next to "This PC"
2. Click on OS (C:)
3. Click on Users
4. Click on Matt
5. Click on Documents
6. Click on TaxCollection
7. Click on 2020
8. Finally at the last folder with all of the text files from TaxColl2k, now find "Muni2120200529.txt" making sure that the file is correct (names may have many numbers and look similar)

From:
https://grandjean.net/wiki/ - **Grandjean & Braverman, Inc**

Permanent link:
https://grandjean.net/wiki/tax_coll/send_in_an_export_report

Last update: **2020/05/29 20:19 UTC**