

Get a daily e-mail report from any table filter

Any saved table filter can be linked to the “**Send daily filtered email report**” scheduled job. Once linked, you receive a daily e-mail with the filter’s current matching rows attached as a spreadsheet — great for “send me everything that matches X every morning”.

This guide covers **linking** only. If you don’t have a saved filter yet, first create and save one — see [Creating and saving table filters](#). It works on any table you have access to (Products, Sales orders, Work orders...).

1. Open the filter panel and find your saved filter

On the table, open the **filter panel** (funnel icon, top-left). Your saved filters are listed on the right, each with a row of icons. On the filter you want, click the **clock icon** — “*Link to scheduled job*”.

Done! A small badge on the filter shows it's linked. From the next scheduled run you'll receive a daily e-mail with the matching rows as a spreadsheet, sent to your own address.

The screenshot displays a software interface for managing products. On the left, a sidebar contains various icons for navigation. The main area is divided into several sections:

- Filters:** A list of filters on the left, including 'Available for purchase', 'Available stock', 'Average carton package weight', 'Average delivery time', 'Average plastic package weight', 'Average use', 'Average writeoff', 'BC', 'BOM Price', 'Calibration required for valid warranty', 'Price template (depicted)', 'Product classification', 'Product development status', 'Product hierarchy tags', 'Product line', 'Product type', 'Production price', 'Profit area tags', 'Project', 'QC recalibration interval in months', 'Receipt warehouse location', and 'Release date'. The 'Product type' filter is selected and marked with a small 'x' icon.
- Selected filters:** A section titled 'Selected filters' showing the 'PRODUCT TYPE' filter with a dropdown menu set to 'Product'.
- System filters:** A section titled 'System filters' with buttons for 'Create system filter & link to job', 'Reset column layout', 'Reset visible columns', and 'Reset filters and sort'.
- Table:** A table with columns: 'SKU', 'PRODUCT TYPE', 'SHORT NAME', 'PRODUCT CLASSIFICATION', 'REVISION STATUS', 'PRODUCTION PRICE', and 'STOCK'. The table lists various products with their respective details.

At the bottom, a status bar indicates 'Showing 1 to 50 of 9136 entries' and a pagination control shows '1' selected.

3. Stop or manage a report

Click the same **clock icon** again. Jobs the filter is linked to are listed under “*Already linked to*” — click **X** next to a job to stop that report. You can re-link it any time.

Link to scheduled job

Already linked to:

Send daily filtered email report



SELECT SCHEDULED JOB

Choose a job...



Link filter

Good to know

- The e-mail always reflects the filter's **current** criteria and visible columns — edit the filter and the next report updates automatically.
- The report is sent to **you**, and only includes rows you have permission to see.
- Need a different frequency or recipient? Those are managed by an administrator.

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