



Step by Step

## How To

# Add a cc Email Address to Reports

*This How To article explains how to add a cc email address to your inspection reports sent from the app*

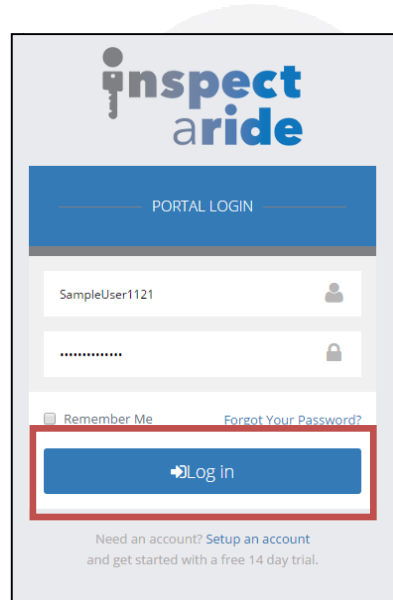
For a complete list of available How To documents visit the Support section of our website: [www.inspectaride.com/support/](http://www.inspectaride.com/support/)

# HOW TO: ADD A CC EMAIL ADDRESS TO REPORTS

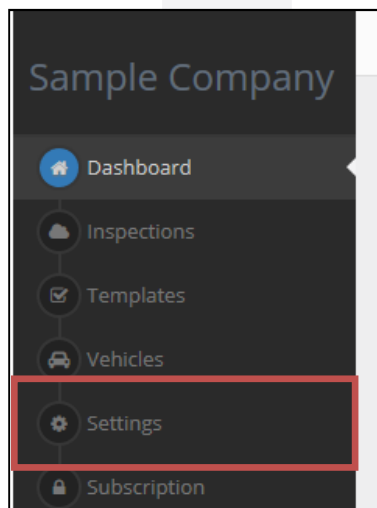
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**Inspection reports that are emailed from the app will go to the email address of the inspector selected on the device. If you have multiple people doing inspections and want all inspection reports to also be emailed to a single location you can do this by adding a cc email address.**

1. The first step is to login to the InspectARide portal. This is done by entering your username and password here: <https://www.inspectaride.com/login>



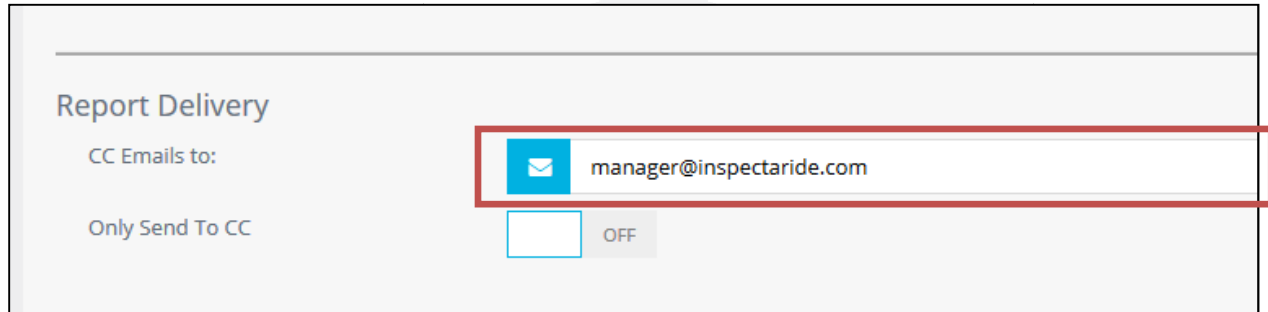
2. Once logged in, go to the 'Settings' section on the left hand side.



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3. Here we have a list of available settings. Scroll down to the 'Report Delivery' section.
4. By default, there is no email address entered into this setting. To add an email address simply tap in the box and type in the desired email address.

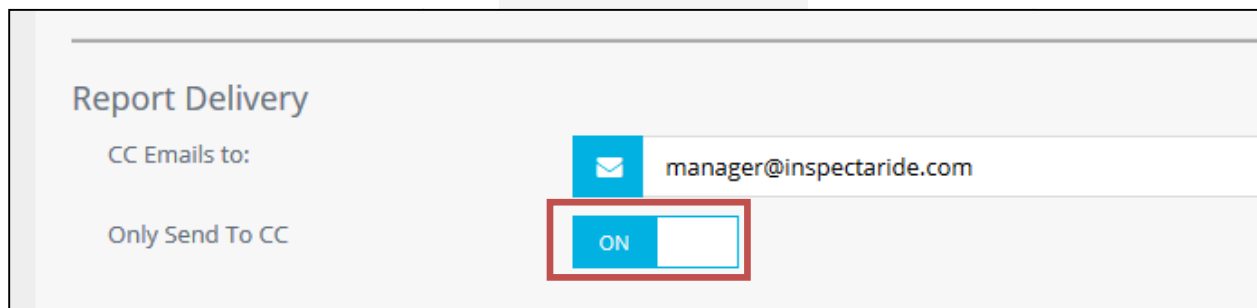


Report Delivery

CC Emails to:

Only Send To CC  OFF

5. If you want the inspection reports to ONLY go to this email, and not to also go to the individual inspector's email address then tap the option for 'Only Send to CC'.



Report Delivery

CC Emails to:

Only Send To CC  ON

6. Any changes made will be saved automatically.