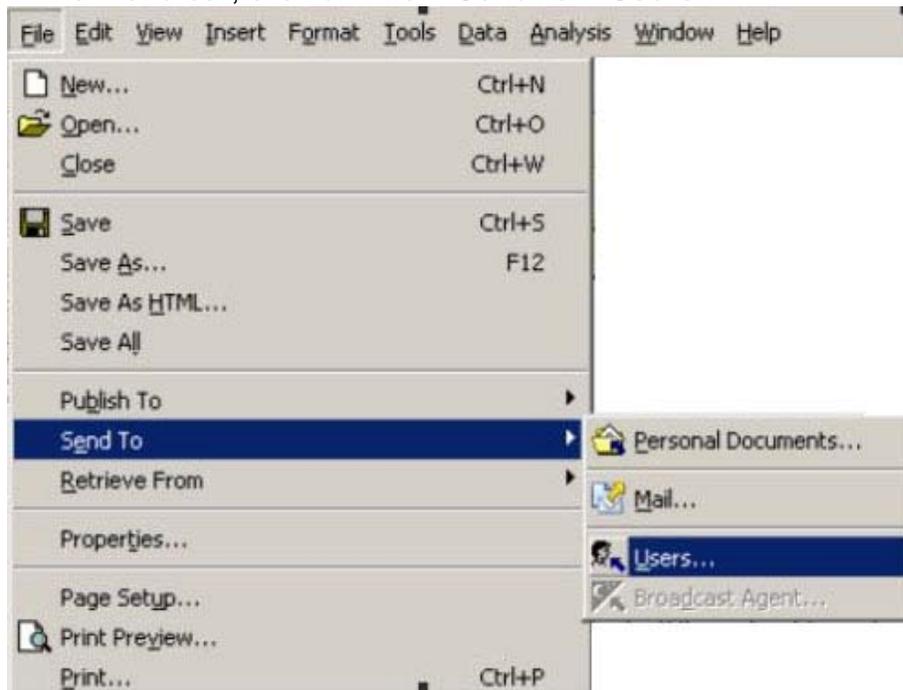
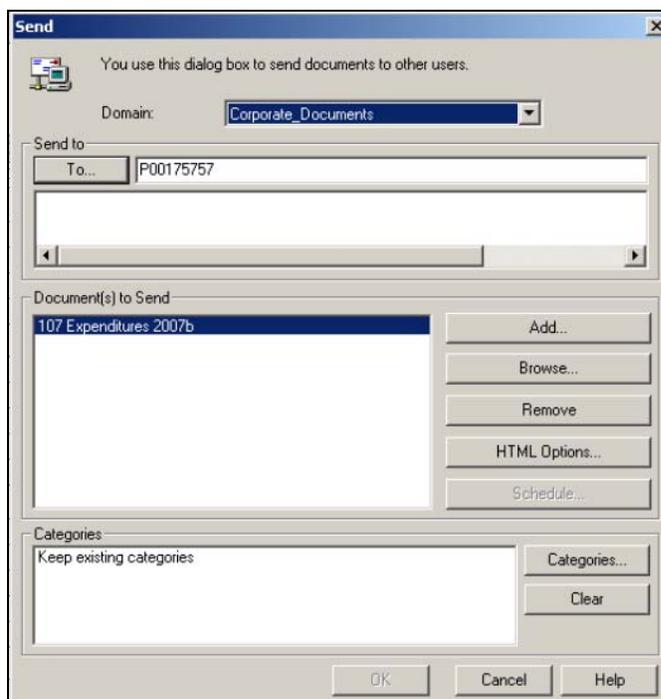


1. **Open** your ZABO report.
2. In the menu bar, click on **File > Send to > Users**.

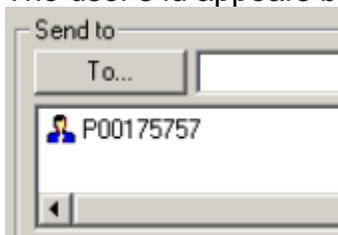


3. Type the user's full Pid into the **To:** field of the Send dialog box. (P+8-digits)

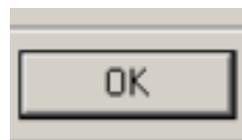
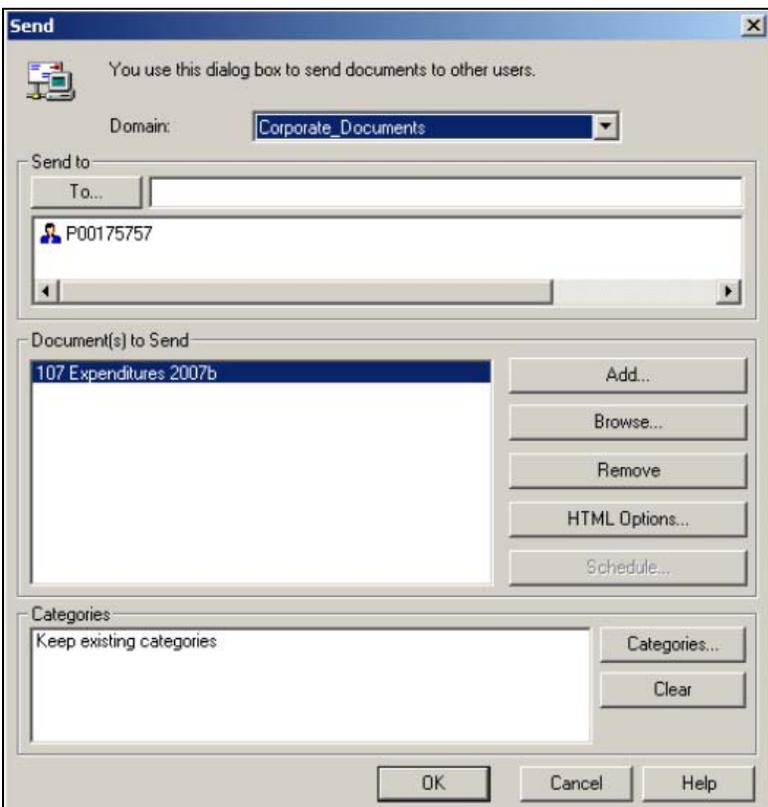


4. Hit the **Enter** key (and wait ...)

5. The user's id appears below the **To:** button.



6. Click the **OK** button at the bottom of the Send dialog box and the report is sent to the user.



7. You will receive a message that your **Export was successful**.

