

Email a monthly report

Send a PDF summary of a month's package and escort activity to any email address.

The **Reports** tab lists a month-by-month count of packages and escorts at your location. An escort is a visit where staff take someone, such as a courier or contractor, from the front desk to a tenant (see [Log an escort visit](#)). Only Managers see the **Reports** tab.

Before you begin

- You need a Manager account.
- Reports cover the location you're signed in to. To report on another location, switch to it first. See [Choose your organization and location](#).

Review the monthly totals

- 1 Tap the **Reports** tab.

Each row is one month and shows:

- **Period:** the month and year.
- **Packages:** incoming and outgoing packages logged that month.
- **Escorts:** escort visits that month.

The list covers the last 12 months, newest first, and includes the current month so far. Months with no packages or escorts don't appear.

Email a report

- 1 On the **Reports** tab, find the month and tap **Export**.
 - 2 In the **Send Report** dialog, enter the email address to send it to. It doesn't need to be a Supreme Point user.
-  Tap **Send**.

The app shows **Report sent successfully**. The recipient gets an email with the subject "Monthly Report - " followed by the month, such as "Monthly Report - March 2026", with the report attached as a PDF.

The PDF shows the location name, the report period, the date it was generated, and the month's totals for incoming packages, outgoing packages, and escorts.

Note: The totals are calculated when you send the report. If you send the current month's report before the month ends, it covers only the days so far.

Troubleshooting

- **No reports available:** your location has no packages or escorts in the last 12 months.
- **Please enter a valid email address:** check the address for typos.
- **No Reports tab:** you're signed in as an Associate. Ask a Manager to send the report.

See also

- [Log an incoming package](#)
- [Log an escort visit](#)
- [Read your dashboard](#)