



QA Studio: Email QA Studio Reports and Graphs

October 2009

Spotlight Feature: Simplify communication between departments, management, suppliers and customers.

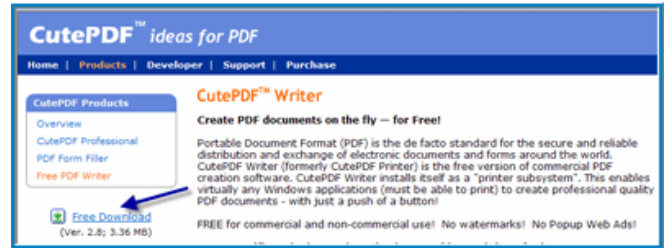
Save any QA Studio report or graph as a PDF file and attach to an email. For example: A daily report on the incoming raw milk quality can easily and routinely be generated and saved as a PDF file. The PDF file can be attached to an email and sent to the raw milk supplier.

- Keep suppliers informed of incoming product quality determined by in-house testing.
- Keep suppliers aware of possible quality issues due to specific routes, producers, tankers, etc.

Effective and meaningful communication can help improve quality.



There are several programs that can be used to generate PDF files. One program can be obtained from <http://www.cutepdf.com/>. CutePDF is a **free** program that can be downloaded and will turn QA Studio graphs and reports into PDF files.

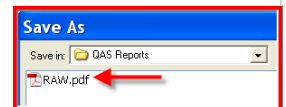
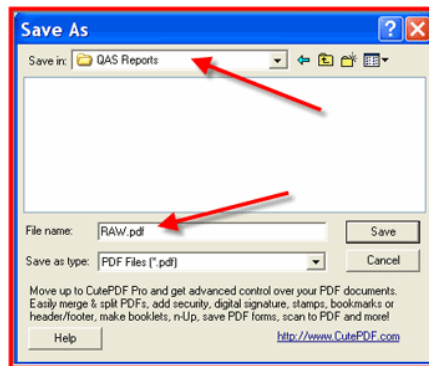


CutePDF Writer can create PDF documents.

Do not look for any application to run. Just print your document using CutePDF Writer (select CutePDF as the printer in the Job Setup) to get the PDF output.

For Example: To print a Raw Micro report to send to a raw milk supplier:

1. **Find the data** > In the Raw Program window > Click Find > Enter a start and end date > Select other criteria such as the Supplier > Click OK.
2. **Select the report (or graph)** > Go to Raw Program menu > Raw Reports > Micro > Select the desired report > Click from the list > Click Print.
3. **Select to print to a PDF file** > If the report is set to go to screen view first, and the view appears satisfactory > Click the printer icon in the top left hand corner. A Print Job Setup window will open > Select CutePDF Writer (or the PDF writer available at your facility).
4. **Name the PDF file** > The Save As window will appear > Select where the report is to be saved and the name of the report (or graph). For example: for the location select My Documents > QAS Reports file (if you have a QAS Reports folder set up) > and name the file RAW.pdf (example only).
6. **Email the report (or graph)** > Open the program used to send emails > Prepare an email and send the RAW.pdf file as an attachment.
7. **Receiving the report (or graph)** > The PDF file should be easily opened by the recipient without having to have QA Studio. Changes can not be made to the file by the recipient.



Benefit to QA Studio User: QA Studio reports and graphs can be emailed easily to *simplify communication*.

Workshops offered by Randolph Associates, Inc.

Pasteurization Workshop
DATE: December 7 - 10, 2009
LOCATION- Murfreesboro, TN

Workshops offered by Randolph Associates, Inc.

Dairy Technology Workshop
DATE: February 8 - 11, 2010
LOCATION- Birmingham, AL