WIN INSIGHT: Managing User Reports

1. Log into https://insight.wintn.com. (Fig. 1)
2. The Insight Dashboard will be displayed (Fig. 2)
   Click **Companies**
3. The Company List will be displayed. (Fig. 3)
   Click on your company name.
4. The Company Detail page will be displayed (Fig. 4)
   Click **Contacts**.
5. The Company's Contacts will be displayed. (Fig. 5)
   Click on a contact's Report Routing button.
6. The Report Routing window will be displayed.
   Click on the **Rules** tab. (Fig. 6)
   Click a rule (e.g. "Every Report").
   The rule details will be displayed, with the option to delete.

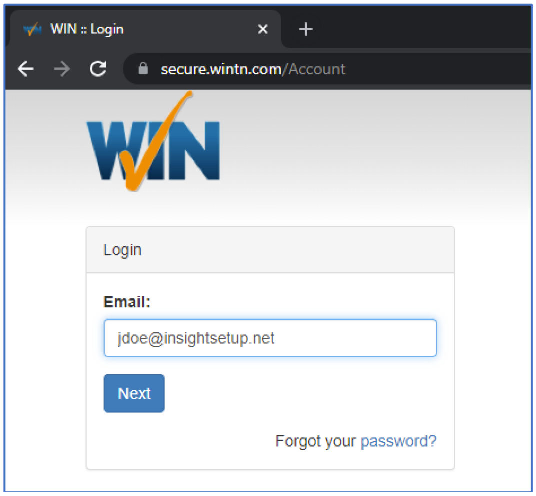


Fig. 1. Login

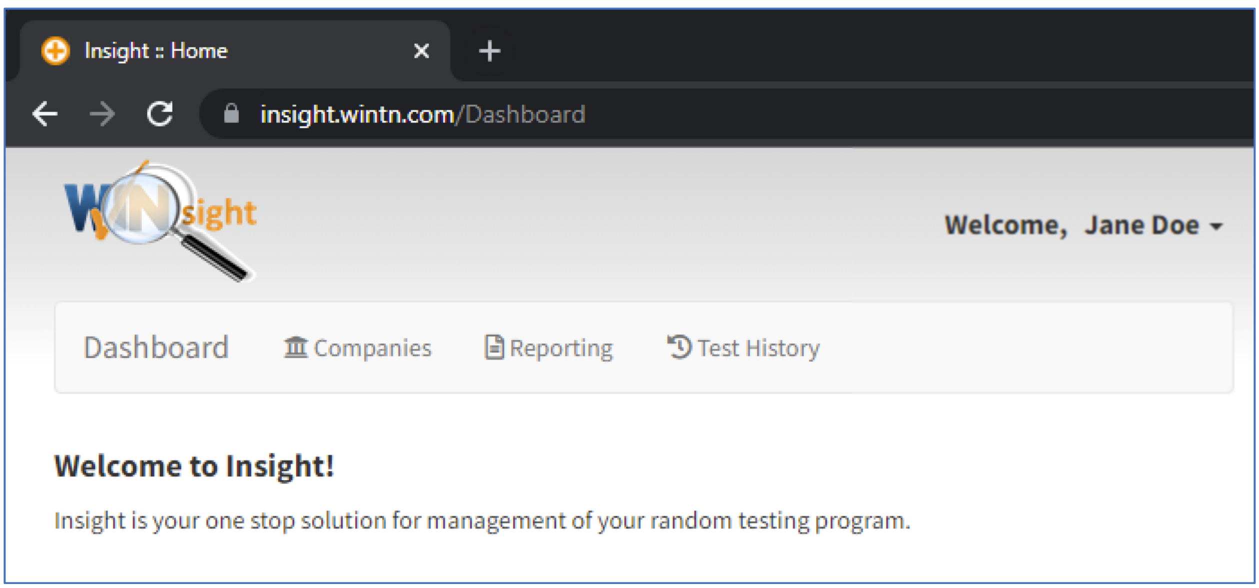


Fig. 2. Insight Dashboard

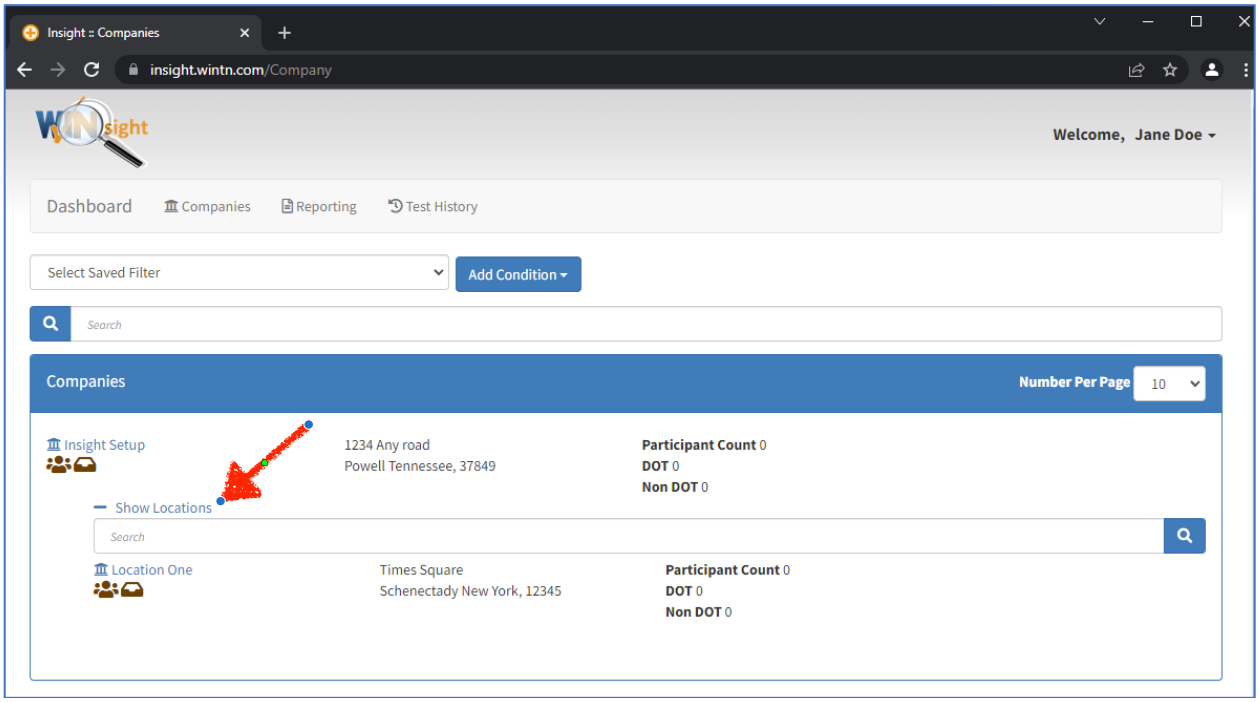


Fig. 3. Company List

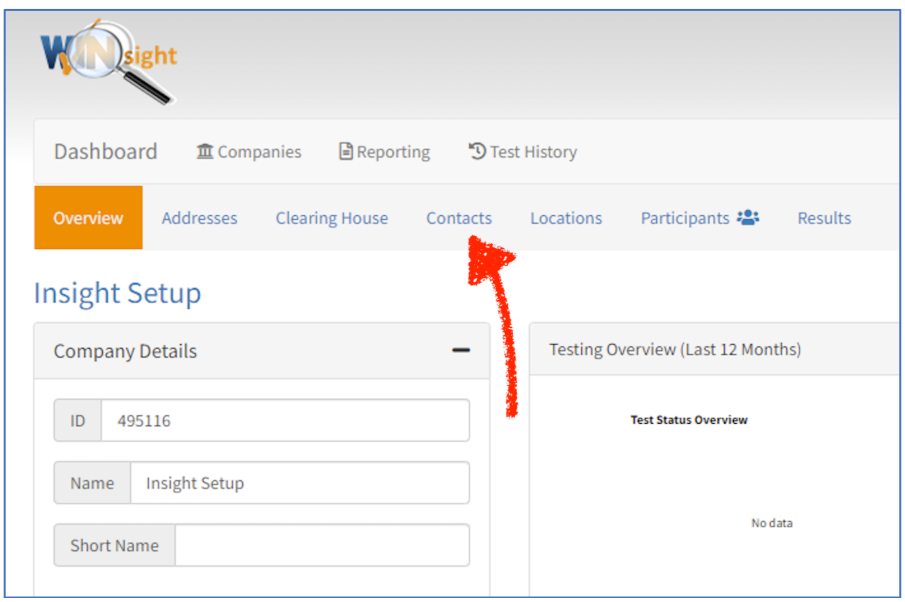


Fig. 4. Company Detail

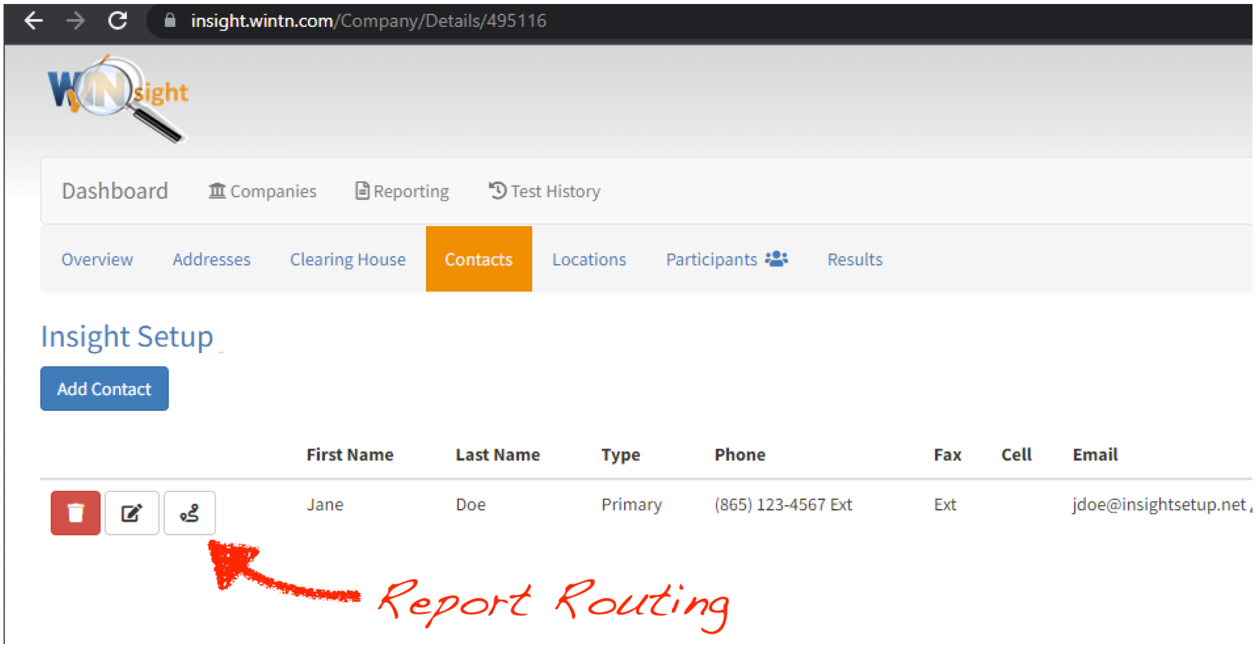
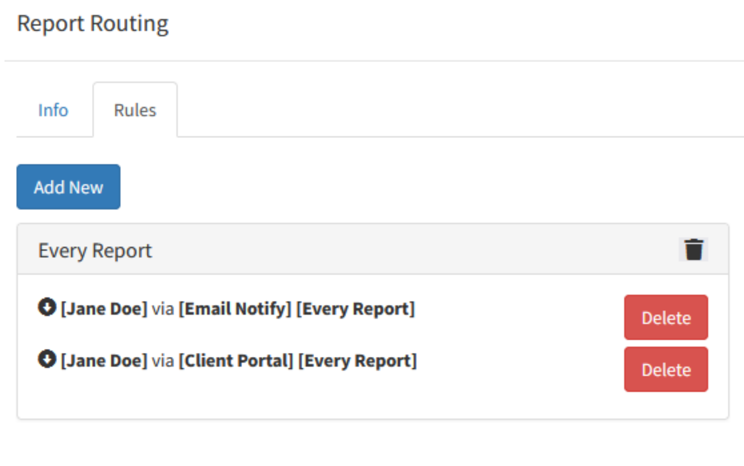


Fig. 5. Company Contacts

Fig. 6. Report Routing 1/2


Report Routing
Info
Rules
Add New
Every Report
[Jane Doe] via [Email Notify] [Every Report]
Delete
[Jane Doe] via [Client Portal] [Every Report]
Delete