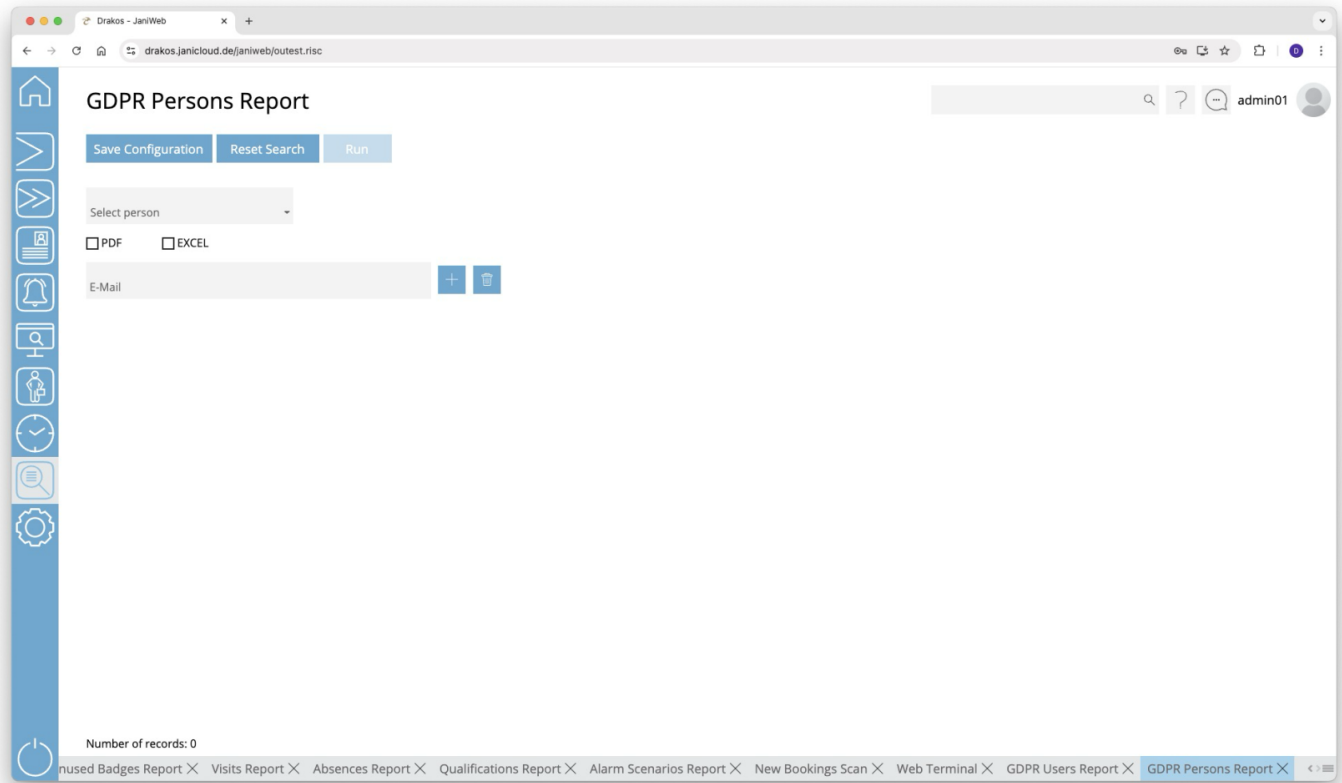


# GDPR Persons

Use this menu item to create a list of all the data entered for a particular person in JaniWeb and send it to one or more email addresses.



## Creating the report

1. Select the person for whom the report is to be created.
2. Select whether the report is to be created in PDF and/or Excel format.
3. Enter the email address to which the report is to be sent. Press the plus icon to enter additional email recipients.
4. Press *Run* to send the report.

Revision #3

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