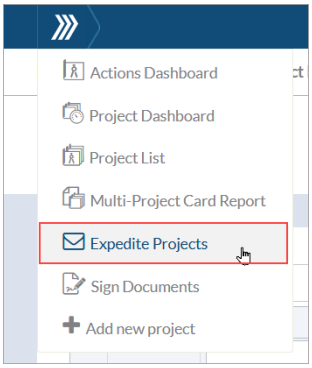
Run the Expedite Process and Send Emails

09/28/2026 9:09 am MDT

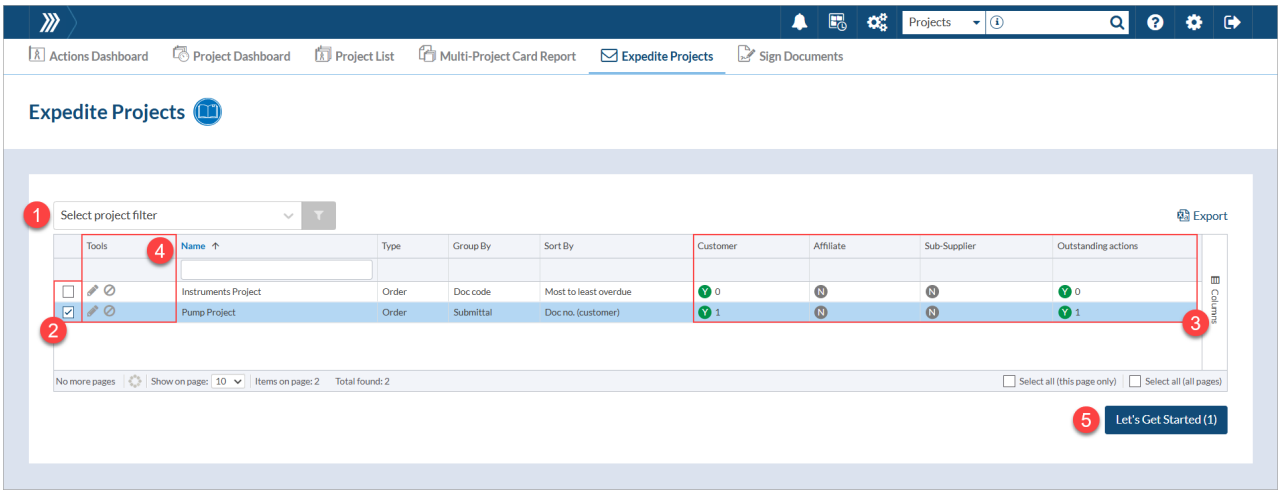
To manually trigger the sending of expedite reports, navigate to **Logo Menu > Expedite Projects**.



Expedite reports can also be sent automatically on a recurring schedule. For more information, see this article: Run Automatic Expedite Reports.

Choose Projects

Once on the **Expedite Projects** screen, you will see all projects which are available for expediting (see article: Enable Expediting for a Project).

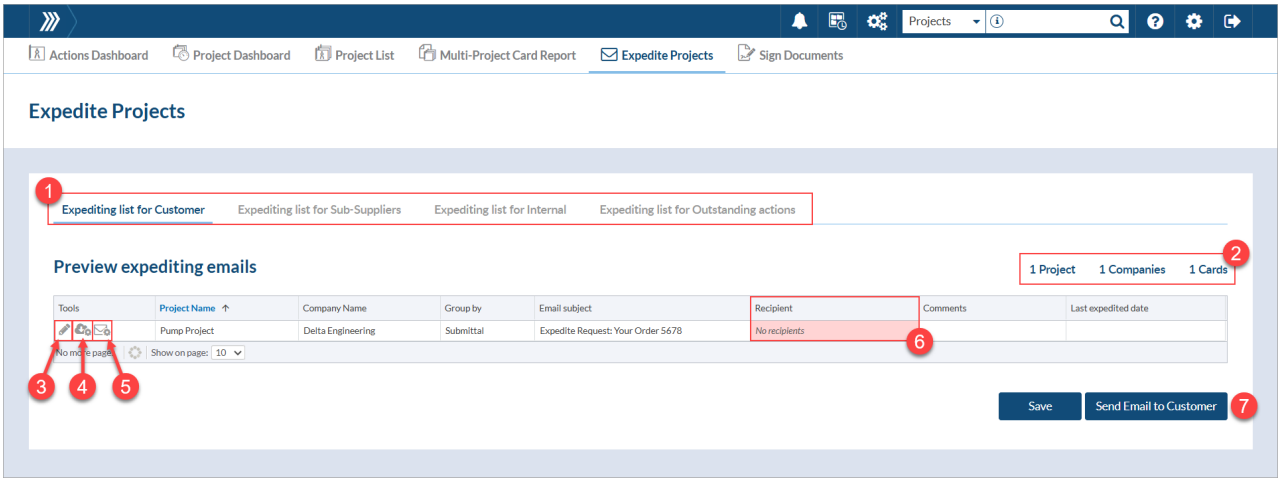


1. **Filter** - see a subset of available projects
2. **Choose** - mark the project(s) you want to expedite
3. **Targets** - review which targets are enabled for expediting (and if yes, how many documents qualify?)
4. **Tools** - adjust the expedite settings of a project (see article: Configure Expedite Reports) or disable expediting for the project

5. **Start** - click "Let's Get Started" to review and send expedite emails

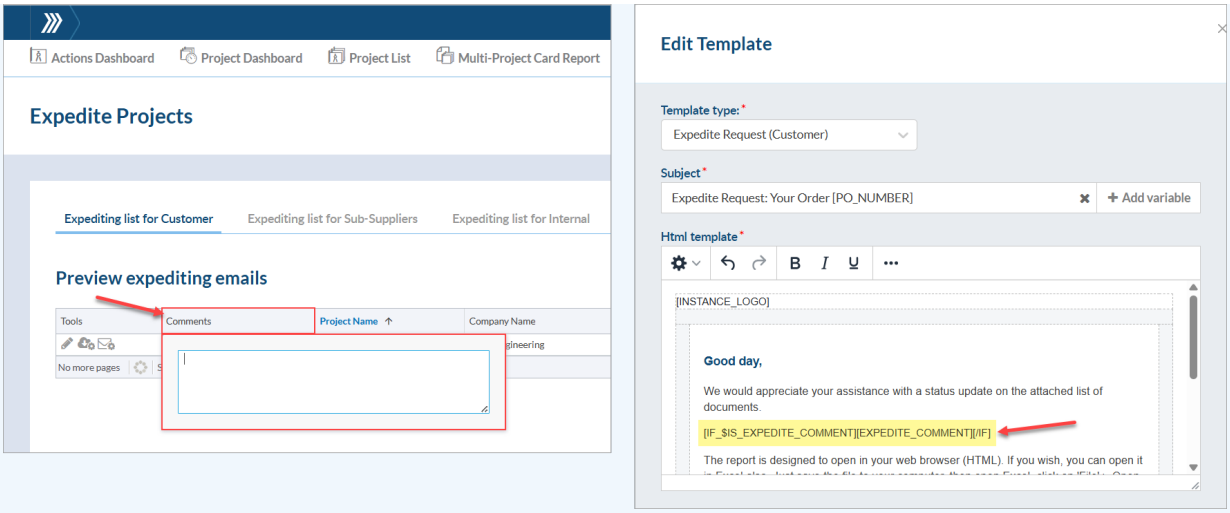
Review & Send Emails

Upon clicking "Let's Get Started," you will be taken to a summary page showing each of the emails that will be sent (organized by target).



1. **Targets** - send email(s) for each each enabled target
2. **Summary** - overview of the number of projects, companies/users, and cards being expedited for each target
3. **Edit** - adjust the expedite settings of a project (see article: Configure Expedite Reports)
4. **Report preview** - generate a preview of the expedite report that the target will receive. The report will open in the format selected for the project (HTML / XLS)
5. **Email preview** - generate a preview of the email notification that the target will receive
6. **Recipients** - review who the expedite email will be sent to. If no recipients have been configured, click the pencil icon under "Tools" to be redirected to the project expedite settings (see article: Configure Expedite Reports)
7. **Send** - click "Send Email to [*Target*]" to send the expedite email(s)

Information unique to an individual expedite report can be added to the "Comments" field. If the [EXPEDITE_COMMENT] variable is included in the email template, any notes entered in this field will appear in the notification email.



Note: The field is single-use, meaning that the notes will be cleared after the report is sent.

Details:

Sub-supplier company

If sending expedite reports to the sub-supplier, the target company will be the sub-supplier defined on the card. If the company defined on the card differs from the actual sub-supplier, the sub-supplier company will need to be overridden. See this article for details/instructions: Sub-Supplier List and the Sub-Supplier Override.

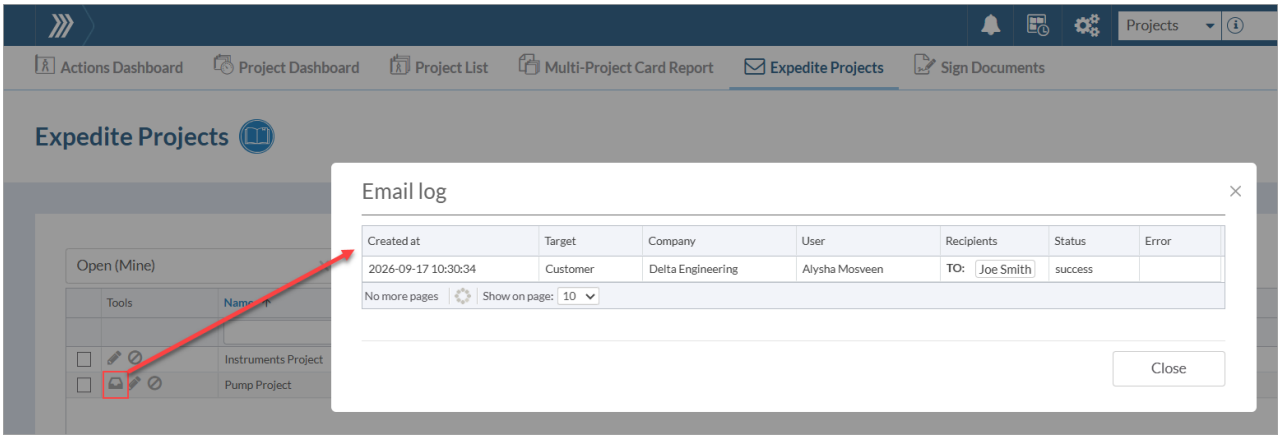
Example: If the doc code level = Order, the sub-supplier company is automatically set to the internal company. If the card needs to be expedited to a specific sub-supplier company, follow the steps in the article to override.

What the report includes

For details about which cards are included in expedite reports, see this article: How Documents Are Included in Expediting Reports (and Which Due Date Appears).

Log of sent emails

To see the history of sent expedite emails, click on the inbox icon under "Tools".



Note: This icon will only show if there is a record of sent emails.