



Report Inboxing

ACE Reports Video

April 2022



U.S. Customs and
Border Protection

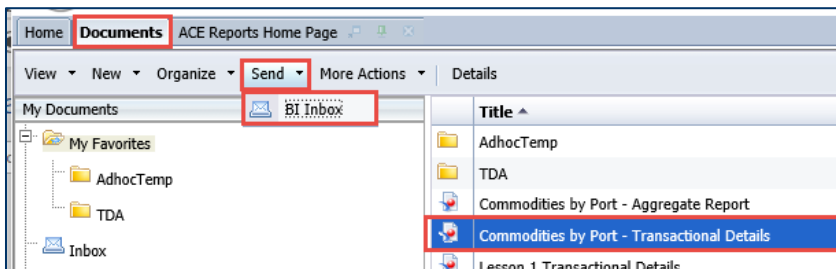


INTRODUCTION

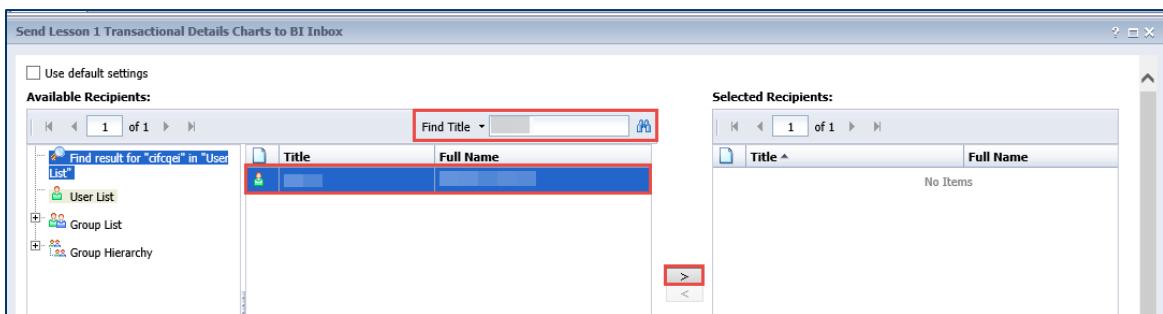
Send reports to others using the BI Inbox option.

SEND A REPORT TO ANOTHER USER'S INBOX

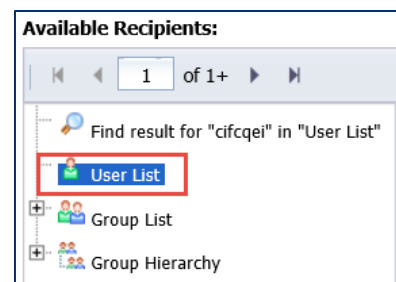
1. In ACE Reports:
 - a. Select the **Documents** tab.
 - b. In the **Title** pane, select a report.
 - c. From the **Send** drop-down menu select **BI Inbox**.



2. In the **Send** dialog box:
 - a. In the **Find Title** field, type the *recipient's ACE ID/Hash ID*.
 - b. Select the **Search** icon.
 - c. In the **Title/Full Name** field, highlight the recipient.
 - d. Select the right facing arrow to move the recipient to the **Selected Recipients:** pane.
 - e. Select the **Send** button.



IMPORTANT: Before adding additional recipients, select the **User List** option in the **Available Recipients:** pane.





NOTE: In the **Target Name:** and **Send As:** fields, it is recommended that the default selections remain selected.

Target Name:
 Use Automatically Generated Name
 Use Specific Name Add Placeholder ▾
 Add File Extension

Send As:
 Shortcut
 Copy