

Add Email Recipients by Recipient

It is simple and quick to manage which reports are emailed to your list of recipients.

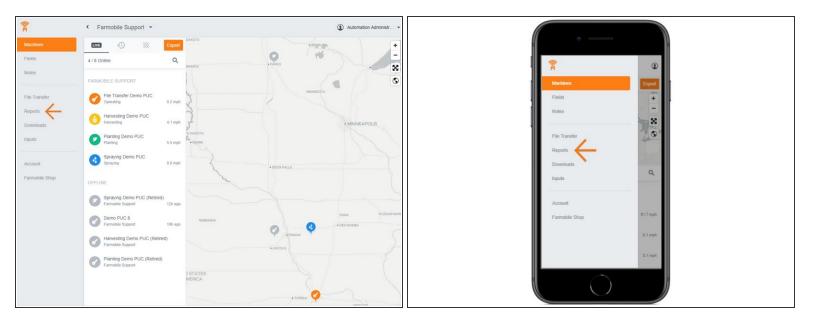
Written By: Support

	< Farmobile Support -	Alex Hadorn (Adminiction)	
chines	T FILTER REPORTS	REPORTS	RECIPIENTS
ichines ids Transfer ports wnloads uts count mobile Shop	▼ FILTER REPORTS REPORT TYPES Field Activity Machine Utilization Machine Utilization Summary REPORT VARIANTS Daily Weekly Monthly	REPORTS Image: Machine Utilization • 44 hours 25 minutes • 11.20% idle • 3 Machine • Machine Utilization • 16 hours 28 minutes • 10.60% idle • 3 Machine • Machine Utilization • 24 hours 53 minutes • 10.50% idle • 3 Machine • Machine Utilization • 24 hours 53 minutes • 10.50% idle • 3 Machine • Machine Utilization • 18 hours 20 minutes • 9.20% idle • 4 Machine • Machine Utilization • 18 hours 1 minute • 10.10% idle • 3 Machine • Machine Utilization • 18 hours 32 minutes • 13.20% idle • 4 Machine • 25 hours 32 minutes • 13.20% idle • 4 Machine	Manage who should receive reports by email. new recipient email addre: Add Manage subscriptions by () Report Type () Recipient Report Type Field Activity Daily () No recipients. Use the form at top to add new recipients. Save Cancel
		 Machine Utilization 13 hours 45 minutes 12.70% Idle 3 Machine Utilization 16 hours 32 minutes 12.20% Idle 3 Machine Utilization 16 hours 32 minutes 12.20% Idle 3 Machine Utilization 12.4 hours 25 minutes 13.10% Idle 4 Machine Utilization 13.10% Idle 4 Machine Utilization 	

INTRODUCTION

- Add any email address to share reports to all trusted advisors.
- Designate which report types are emailed.

Step 1 — Select Reports from Farmobile DataEngine[™] Menu



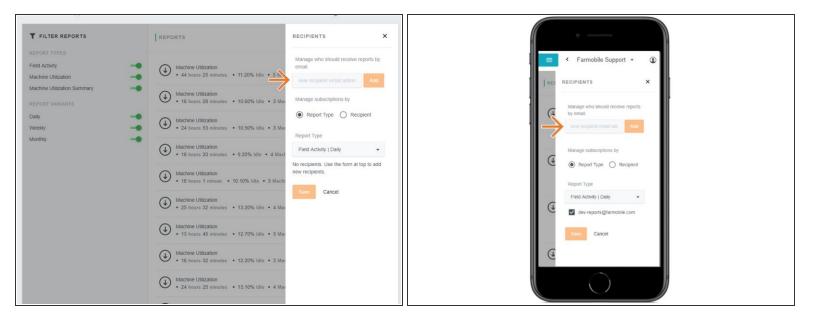
 Selecting Reports from the Farmobile DataEngine menu will open the Reports page with all of your reports listed to view.

Step 2 — Select the Recipients button

< Farmobile Support -		Alex Hadorn (Admin) •
	REPORTS	A Recipients 📻
Field Activity Machine Utilization	Machine Utilization • 44 hours 25 minutes • 11.20% Idle • 3 Machines	Wed, May 9th, 2018
Machine Utilization Summary	Machine Utilization • 16 hours 28 minutes • 10.60% Idle • 3 Machines	Tue, May 8th, 2018
Daily Weekly Monthly	Machine Utilization • 24 hours 53 minutes • 10.50% Idle • 3 Machines	Thu, May 3rd, 2018
NOBURY	Machine Utilization • 18 hours 20 minutes • 9:20% Idle • 4 Machines	Wed, May 2nd, 2018
	Machine Utilization • 18 hours 1 minute • 10.10% Idle • 3 Machines	Tue, May 1st, 2018
	Machine Utilization • 25 hours 32 minutes • 13.20% Idle • 4 Machines	Apr 1st - Apr 30th, 2018
	Machine Utilization • 13 hours 45 minutes • 12.70% Idle • 3 Machines	Mon, Apr 30th, 2018
	Machine Utilization • 16 hours 32 minutes • 12.20% Idle • 3 Machines	Sun, Apr 29th, 2018
	Machine Utilization • 24 hours 25 minutes • 13.10% Idle • 4 Machines	Apr 22nd - Apr 28th, 2018

 Use this to share reports with advisors that do not have access to your Farmobile DataEngine reports!

Step 3 — Add Email Address



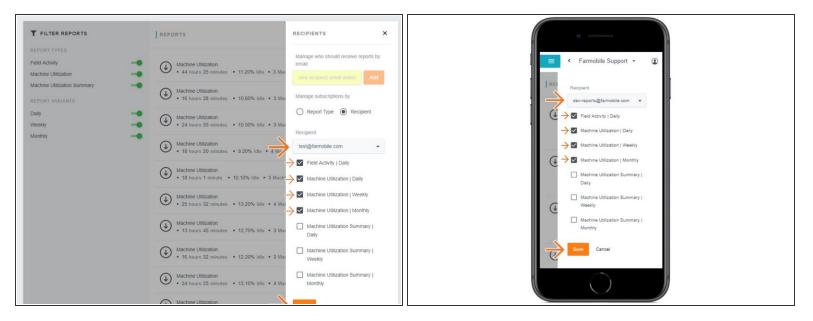
- Adding an email address will add the email to the 'Manage subscriptions by' section.
- Once the email is created, you can select one or more report types to email them.

Step 4 — Manage the subscription by Recipient

T FILTER REPORTS	REPORTS	RECIPIENTS X
REPORT TYPES Field Activity	Machine Utilization • 44 hours 25 minutes • 11,20% Idle • 3 Mar	Manage who should receive reports by email.
Machine Utilization Summary	Machine Utilization • 16 hours 28 minutes • 10.60% Idle • 3 Mar	Manage subscriptions by
Daily -• Weekly -• Monthly -•	Machine Utilization • 24 hours 53 minutes • 10.50% Idle • 3 Mar	Recipient
	Machine Utilization Machine Utilization Machine Utilization Machine Utilization	Field Activity Daily
	• 18 hours 1 minute • 10.10% Idle • 3 Machi Machine Utilization	Machine Utilization Weekly
	• 25 hours 32 minutes • 13.20% Idle • 4 Mar Machine Utilization • 13 hours 45 minutes • 12.70% Idle • 3 Mar	Machine Utilization Monthly
	Machine Utilization • 12 noves 45 minutes • 12.70% Idle • 3 Mark	Daily Machine Utilization Summary
	Machine Utilization • 24 hours 25 minutes • 13.10% Idle • 4 Max	Machine Utilization Summary Monthly

Select the radio button next to 'Recipient'.

Step 5 — Add Report Types to the new Recipient



- Use the 'Recipient' drop down to select the new email address.
- Check the box next to each 'Report Type' so they receive the emailed reports once generated.
- Select 'Save' to begin receiving emailed reports!