Add Email Recipients by Recipient

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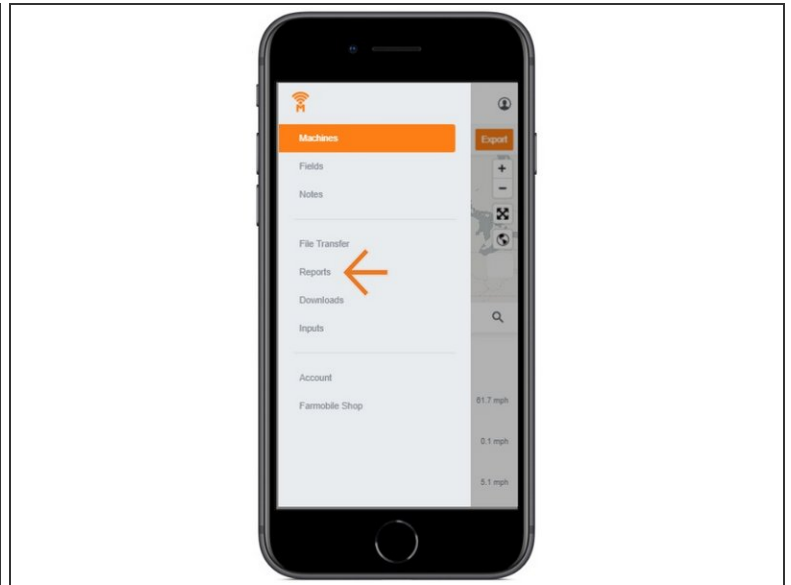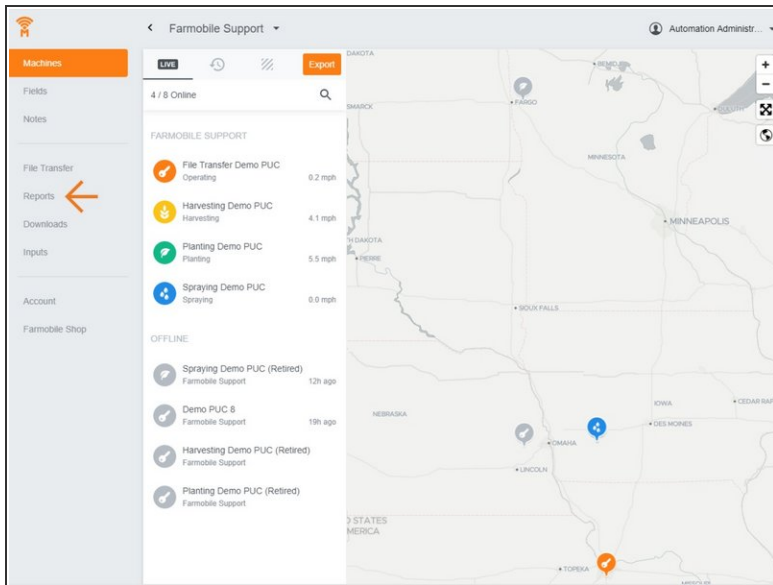
Written By: Support

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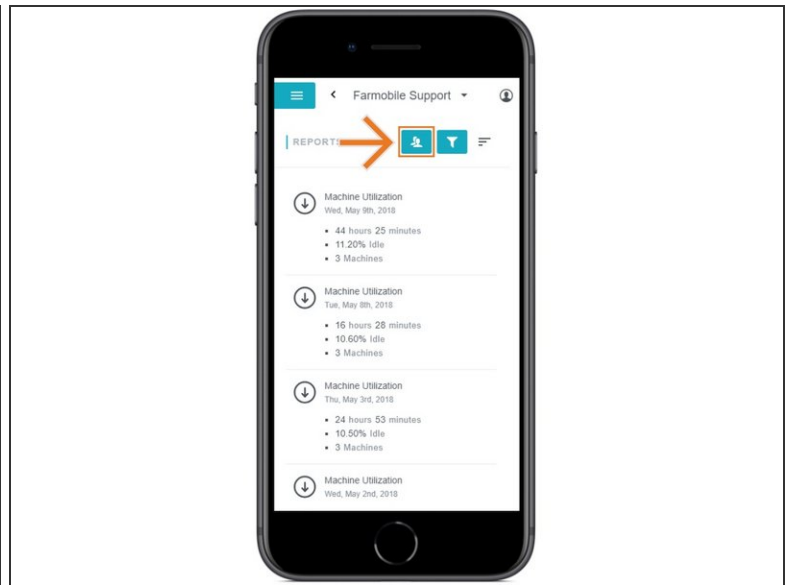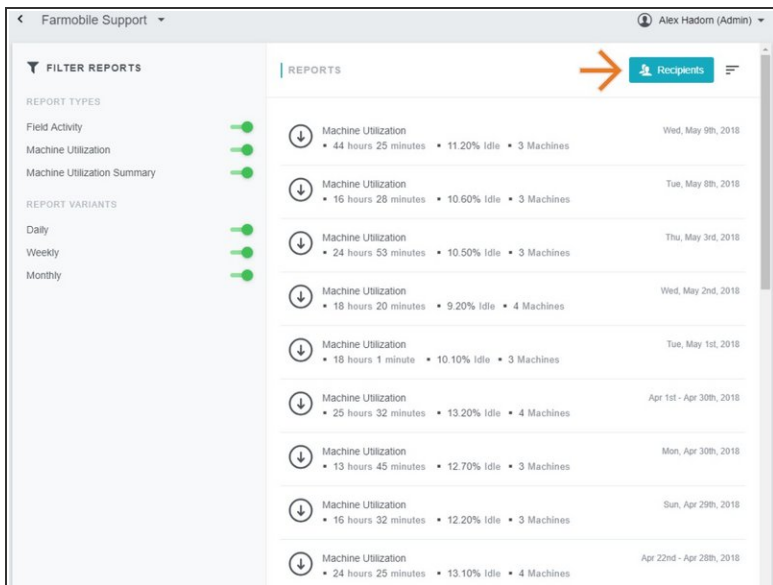
INTRODUCTION

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

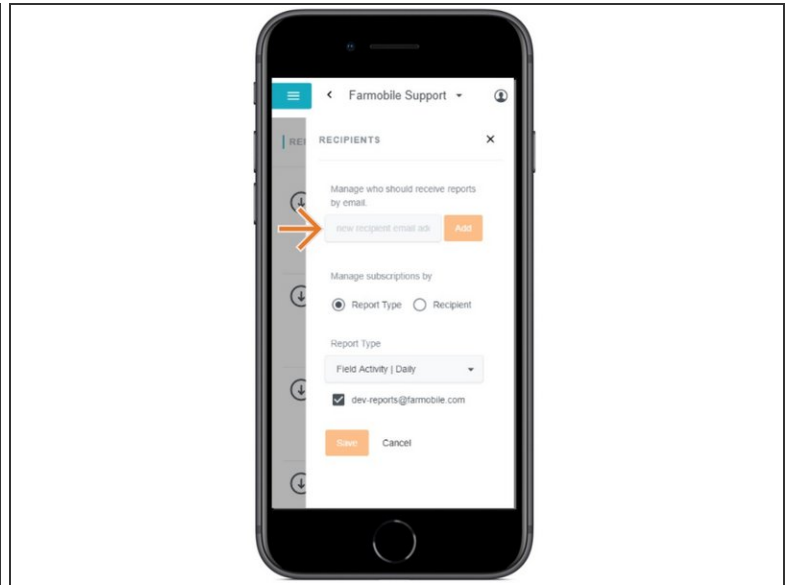## Step 1 — Select Reports from Farmobile DataEngine℠ Menu
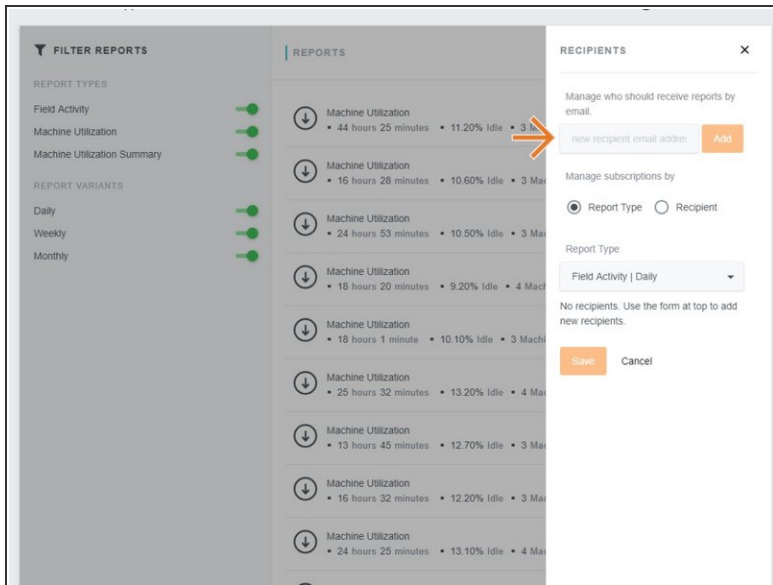

● Selecting Reports from the Farmobile DataEngine menu will open the Reports page with all of your reports listed to view.
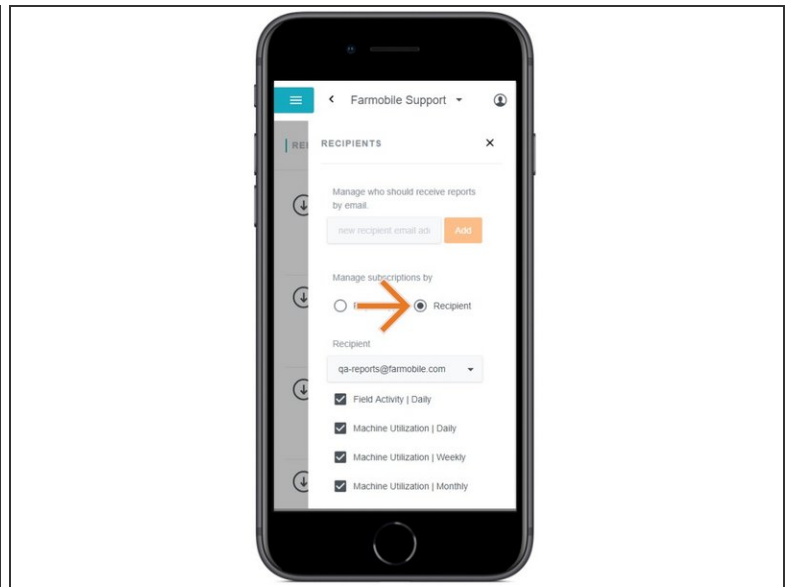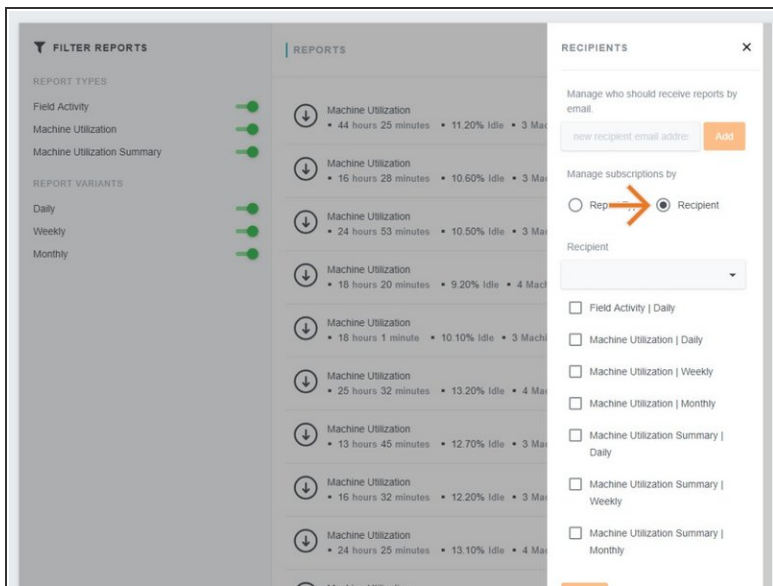
Step 2 — Select the Recipients button

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

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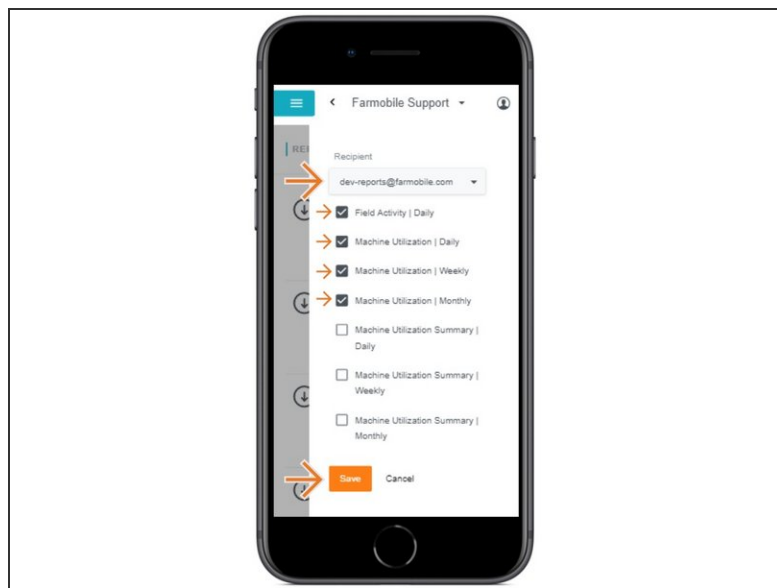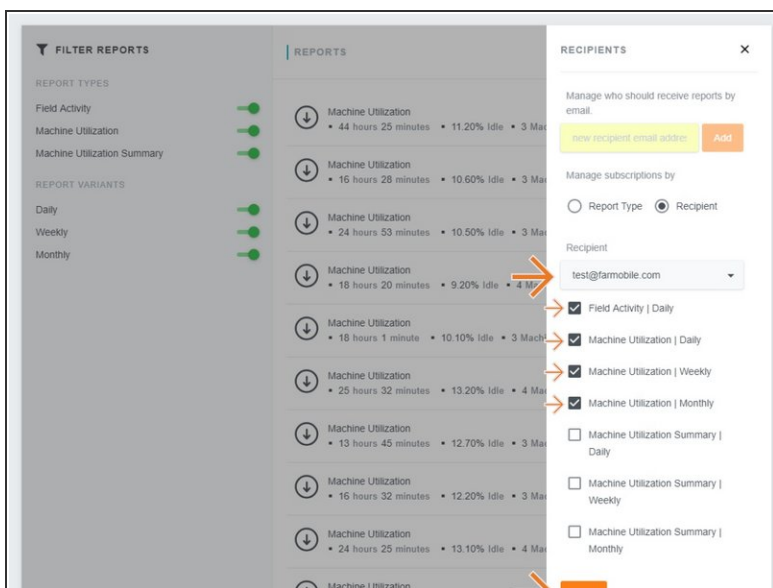
Step 3 — Add Email Address

- 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

- Select the radio button next to 'Recipient'.

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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!

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