



Add Email Recipients by Recipient

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

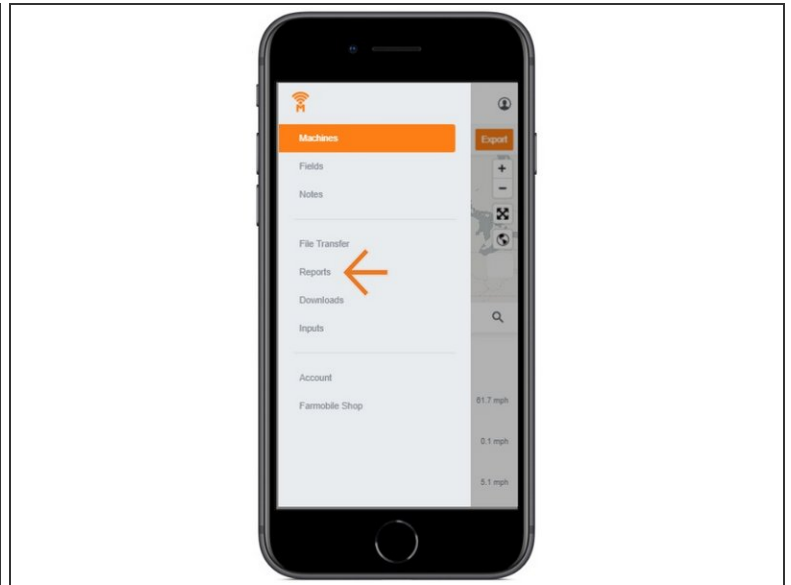
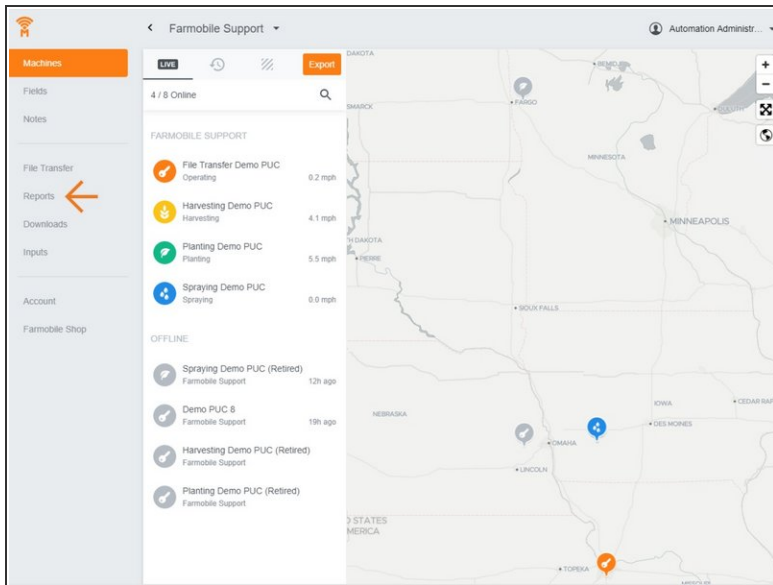
Written By: Support

The screenshot shows the Farmobile Support interface. On the left is a sidebar with navigation links: "machines", "fields", "Transfer", "reports" (highlighted in blue), "downloads", "outs", "count", and "mobile Shop". The main content area is titled "Farmobile Support" and contains a "FILTER REPORTS" section with "REPORT TYPES" (Field Activity, Machine Utilization, Machine Utilization Summary) and "REPORT VARIANTS" (Daily, Weekly, Monthly), each with a green toggle switch. To the right is a "REPORTS" section displaying a list of "Machine Utilization" reports with details like duration, idle percentage, and machine count. On the far right, a "RECIPIENTS" modal is open, showing options to "Manage who should receive reports by email" and "Manage subscriptions by" (Report Type or Recipient). The "Report Type" is set to "Field Activity | Daily". A message states "No recipients. Use the form at top to add new recipients." with "Save" and "Cancel" buttons.

INTRODUCTION

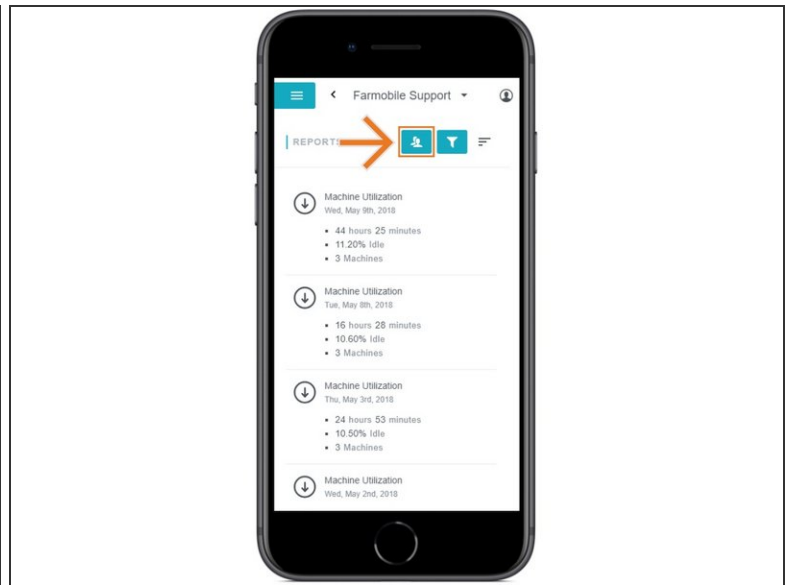
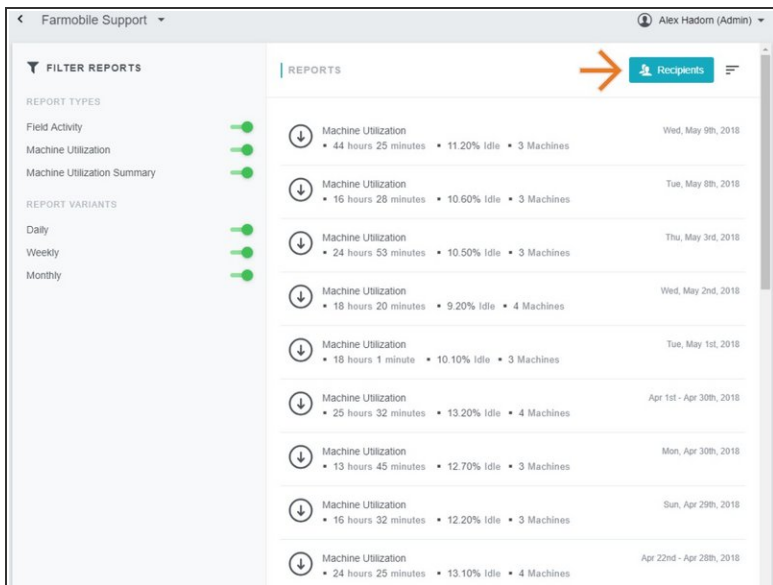
- Add any email address to share reports to all trusted advisors.
- Designate which report types are emailed.

Step 1 — Select Reports from Farmobile DataEngineSM Menu



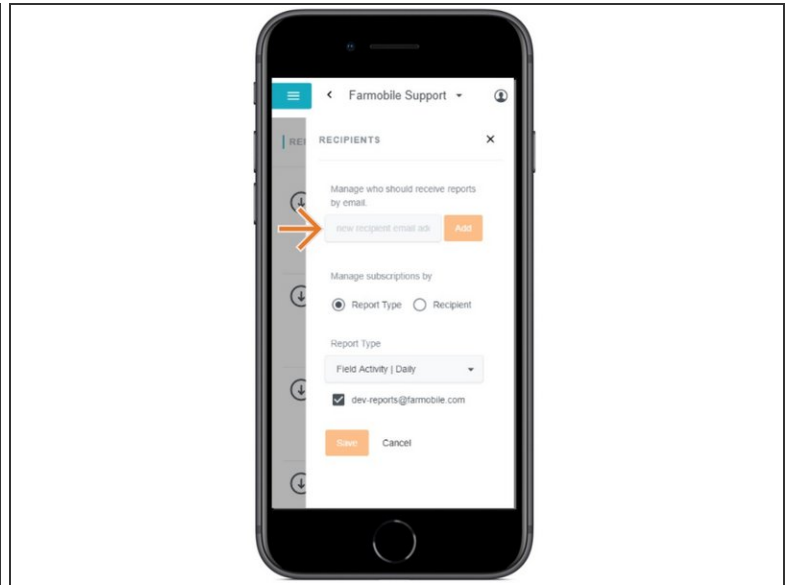
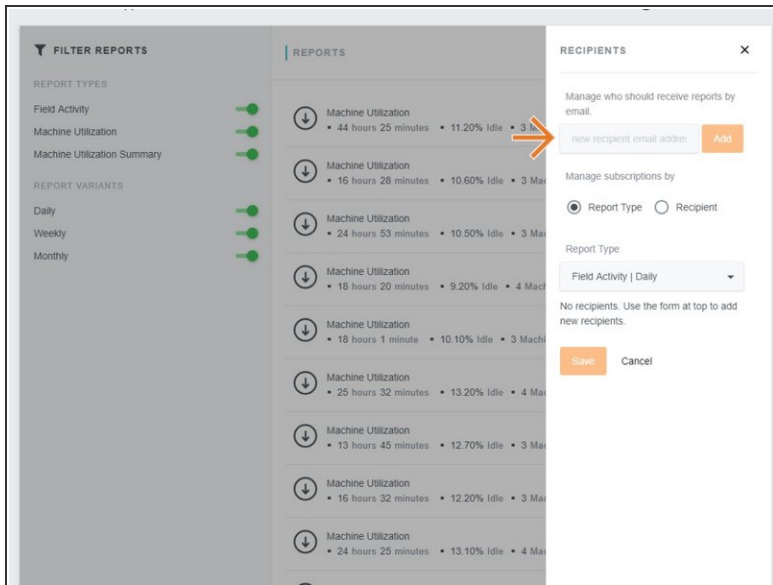
- Selecting Reports from the Farmobile DataEngine menu will open the Reports page with all of your reports listed to view.

Step 2 — Select the Recipients button



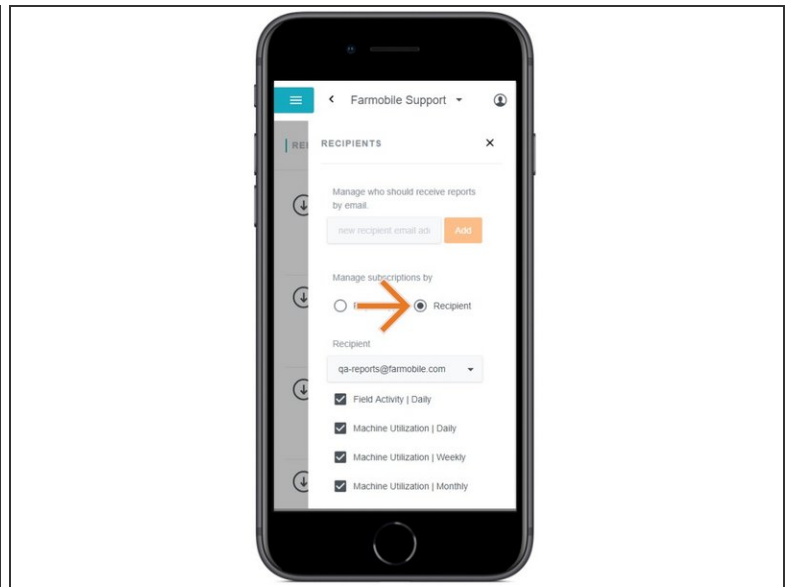
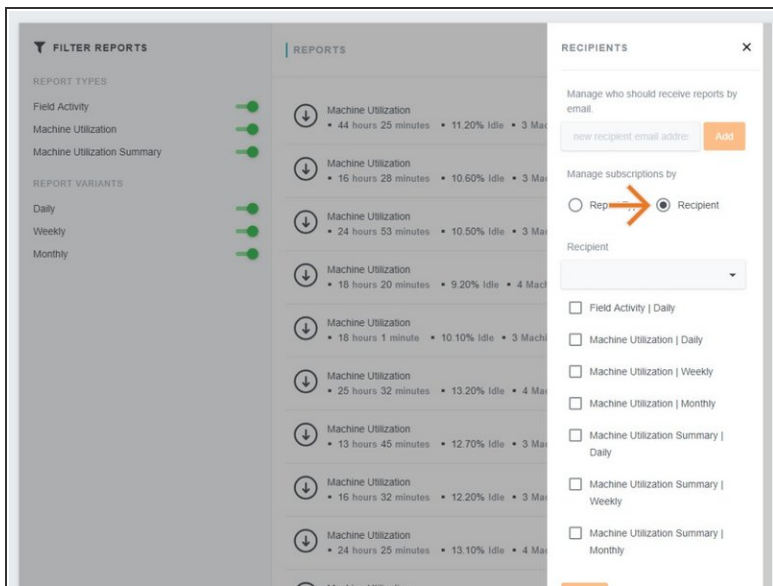
- Use this to share reports with advisors that do not have access to your Farmobile DataEngine reports!

Step 3 — Add Email Address



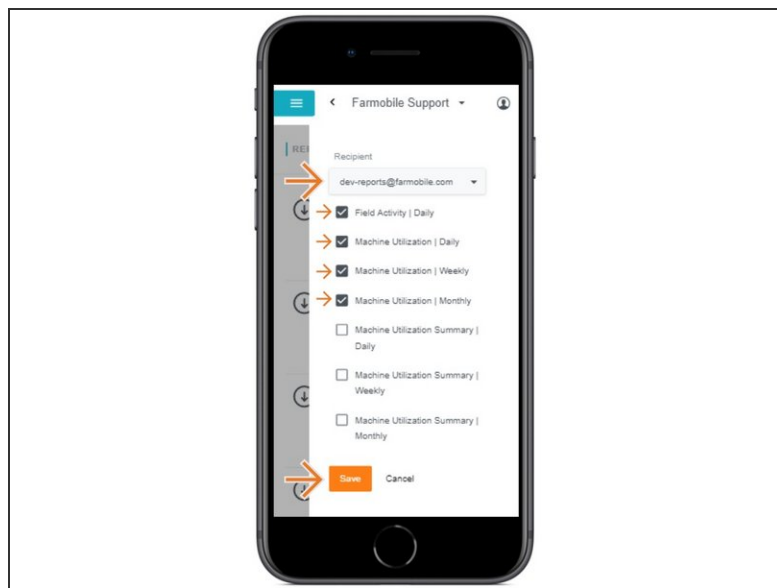
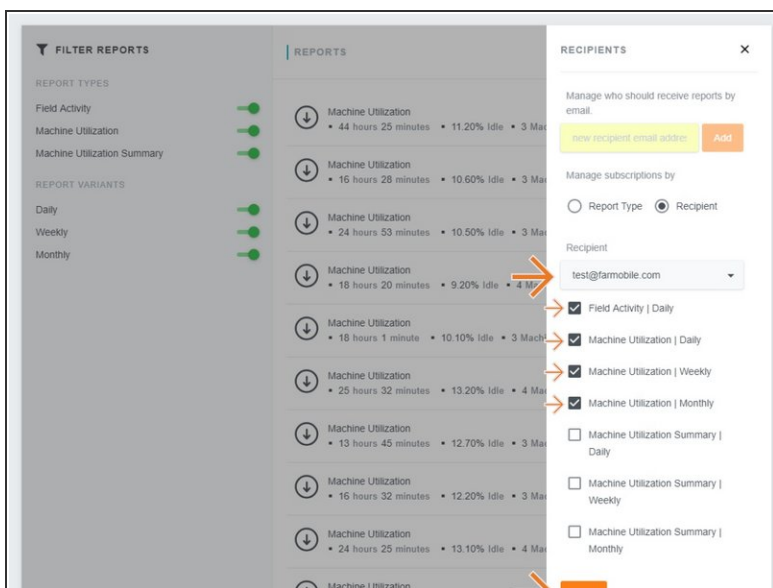
- Adding an email address will add the email to the 'Manage subscriptions by' section.
- Once the email is created, you can select one or more report types to email them.

Step 4 — Manage the subscription by Recipient



- Select the radio button next to 'Recipient'.

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!