



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 displays the Farmobile Support interface. On the left, a sidebar contains navigation links: "machines", "fields", "Transfer", "reports" (highlighted in blue), "downloads", "outs", "count", and "mobile Shop". The main content area is titled "Farmobile Support" and includes a user profile "Alex Hadorn (Admin)".

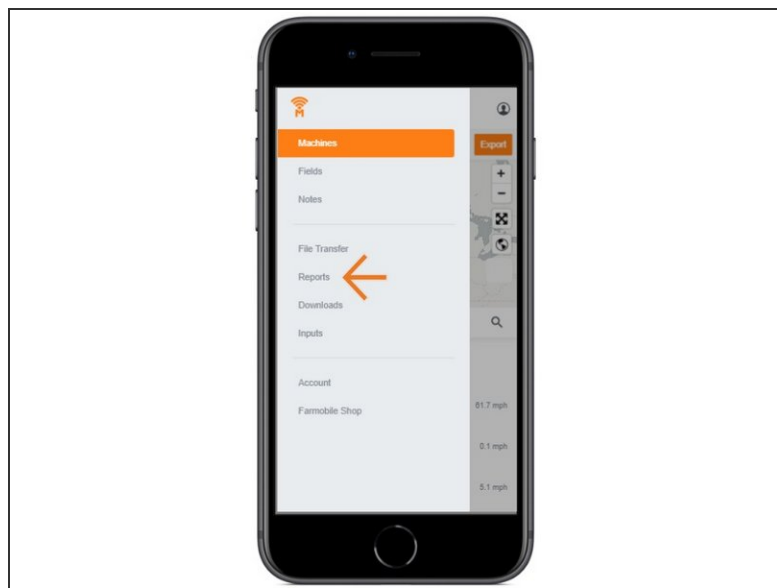
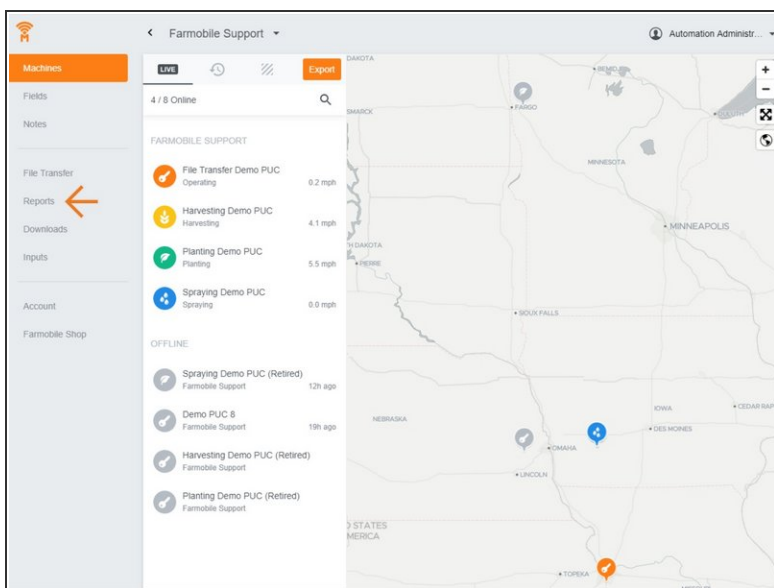
The interface is divided into three main sections:

- FILTER REPORTS:** This section allows users to filter reports by type and variant. Under "REPORT TYPES", "Field Activity", "Machine Utilization", and "Machine Utilization Summary" are listed, each with a green toggle switch. Under "REPORT VARIANTS", "Daily", "Weekly", and "Monthly" are listed, each with a green toggle switch.
- REPORTS:** This section displays a list of reports. Each report entry includes a download icon, the report name, and summary statistics. For example, the first entry is "Machine Utilization" with "44 hours 25 minutes", "11.20% Idle", and "3 Mac".
- RECIPIENTS:** This section is titled "Manage who should receive reports by email." It includes a form to "new recipient email address" with an "Add" button. Below this, it says "Manage subscriptions by" with radio buttons for "Report Type" (selected) and "Recipient". A dropdown menu for "Report Type" is set to "Field Activity | Daily". At the bottom, it states "No recipients. Use the form at top to add new recipients." and includes "Save" and "Cancel" buttons.

INTRODUCTION

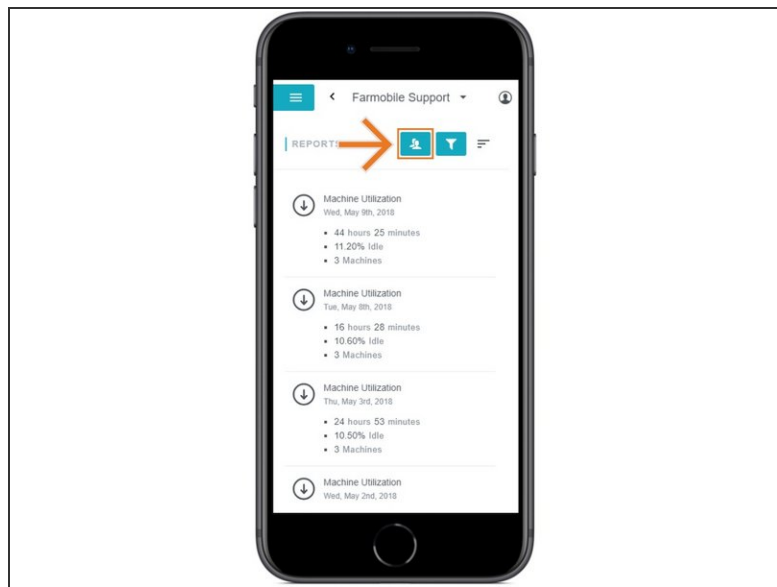
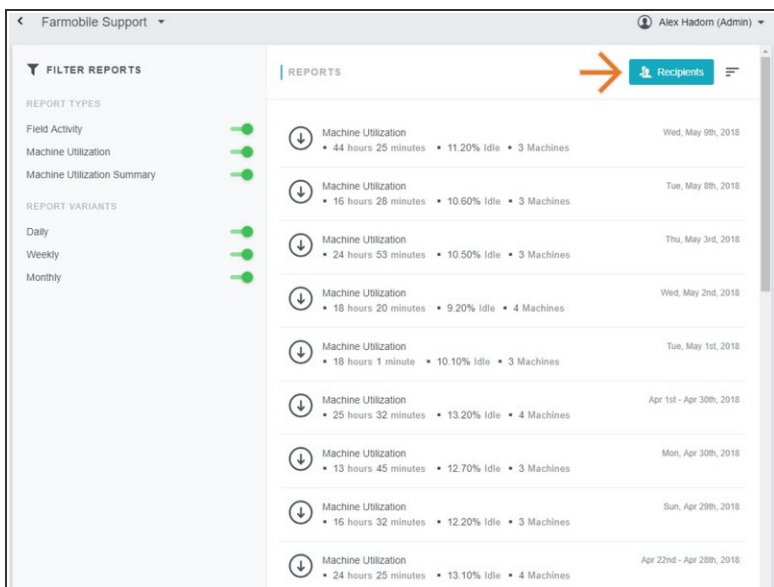
- Add any email address to share reports to all trusted advisors.
- Designate which report types are emailed.

Step 1 — Select Reports from Farmobile DataEngineSM Platform



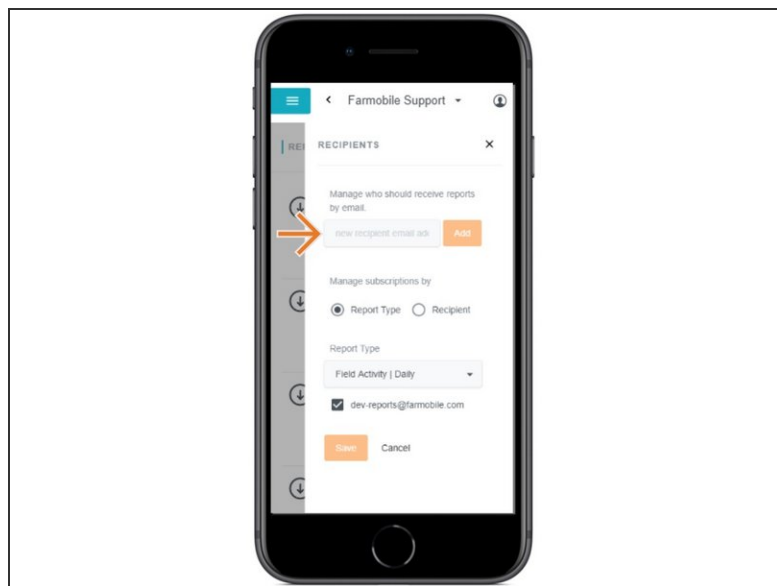
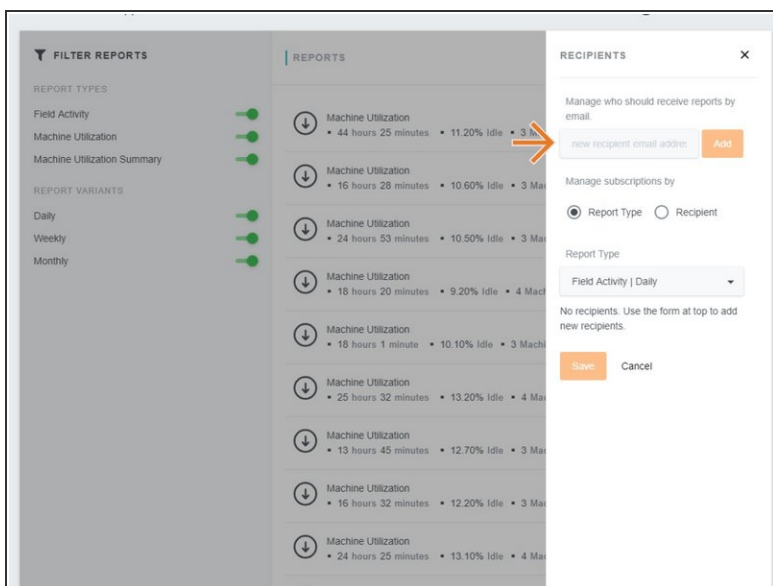
- Selecting Reports from the Farmobile DataEngine platform menu will open the Reports page with all of your reports listed to view.

Step 2 — Select the Recipients button



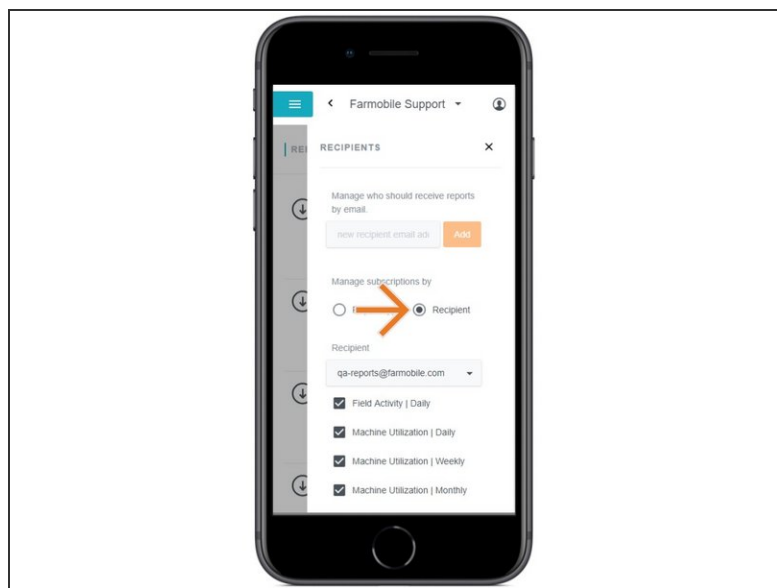
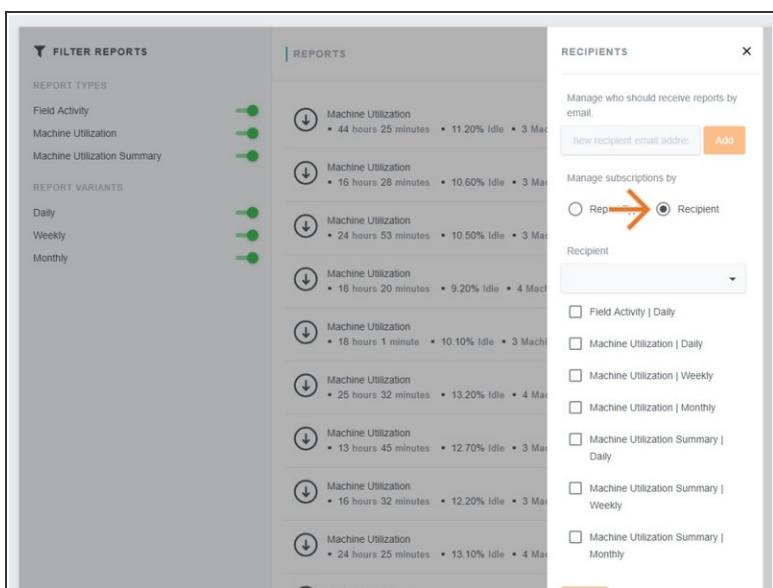
- Use this to share reports with advisors that do not have access to your reports.

Step 3 — Add Email Address



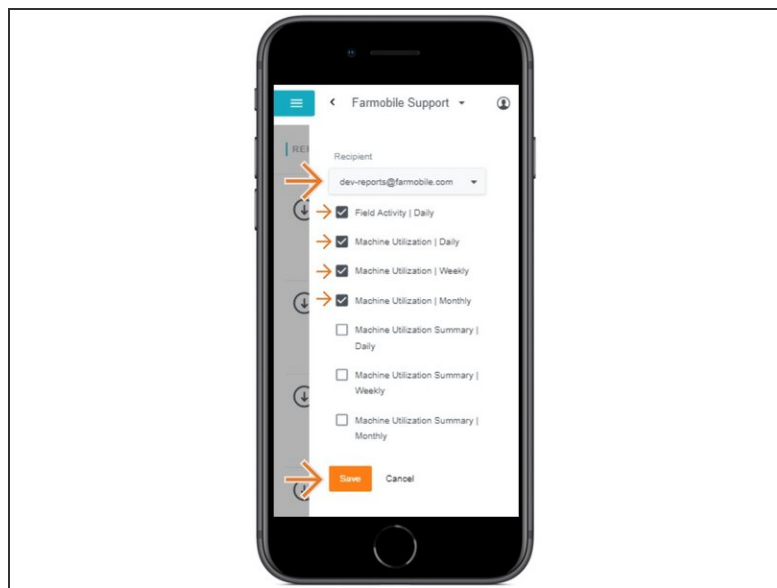
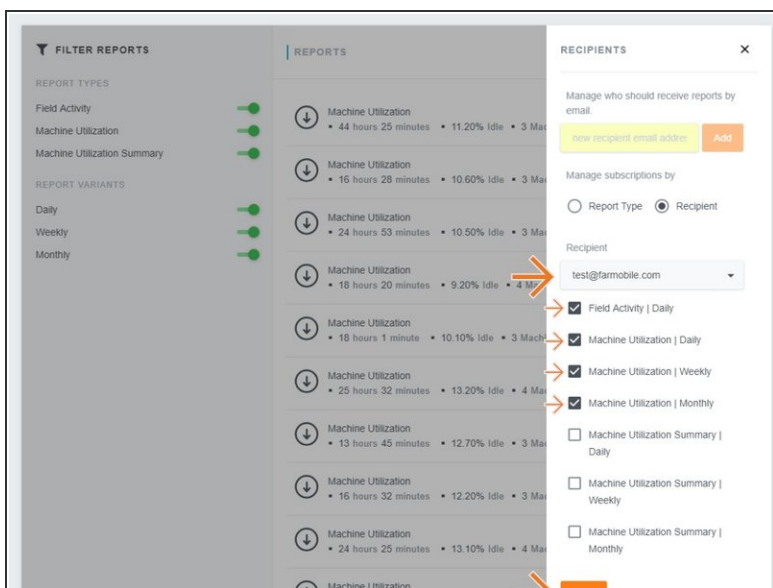
- Adding an email address will add the email to the 'Manage subscriptions by' section.
- Once the email is created, you can select one or more report types to email them.

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.