



# Add Email Recipients by Report Type

It is simple and quick to manage who your reports are emailed to by each report type.

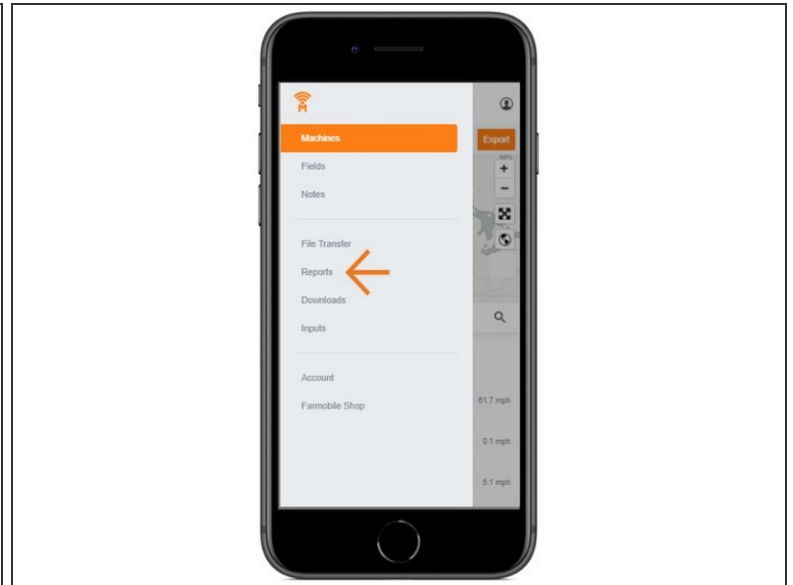
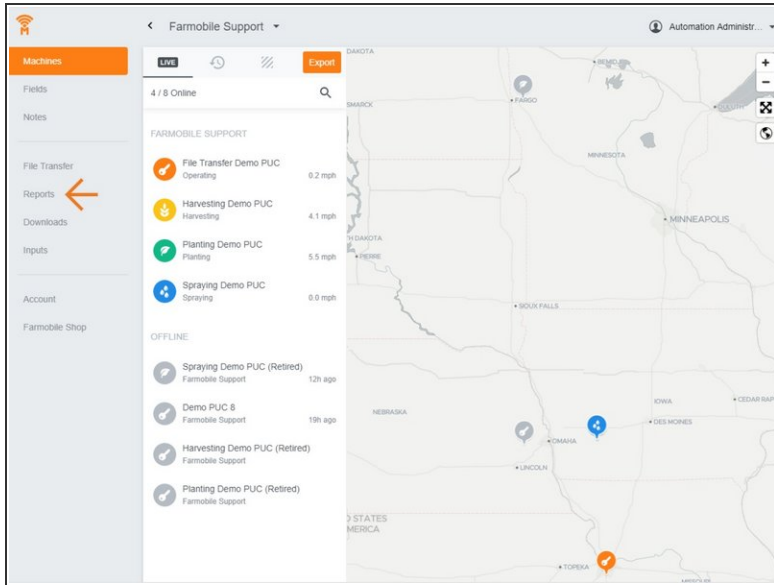
Written By: Support

The screenshot shows the 'Farmobile Support' interface. On the left is a sidebar with navigation options like 'Machines', 'Fields', 'Transfer', 'Reports', 'Downloads', 'Outputs', 'Account', and 'Mobile Shop'. The main area is divided into 'FILTER REPORTS' and 'REPORTS'. The 'REPORTS' section lists several 'Machine Utilization' reports with details like duration and idle percentage. A modal window titled 'RECIPIENTS' is open on the right, allowing the user to manage email recipients for the selected report. The modal includes a text input for a new recipient email address, a 'Manage subscriptions by' section with radio buttons for 'Report Type' (selected) and 'Recipient', a dropdown menu for 'Report Type' currently set to 'Field Activity | Daily', and 'Save' and 'Cancel' buttons at the bottom.

## INTRODUCTION

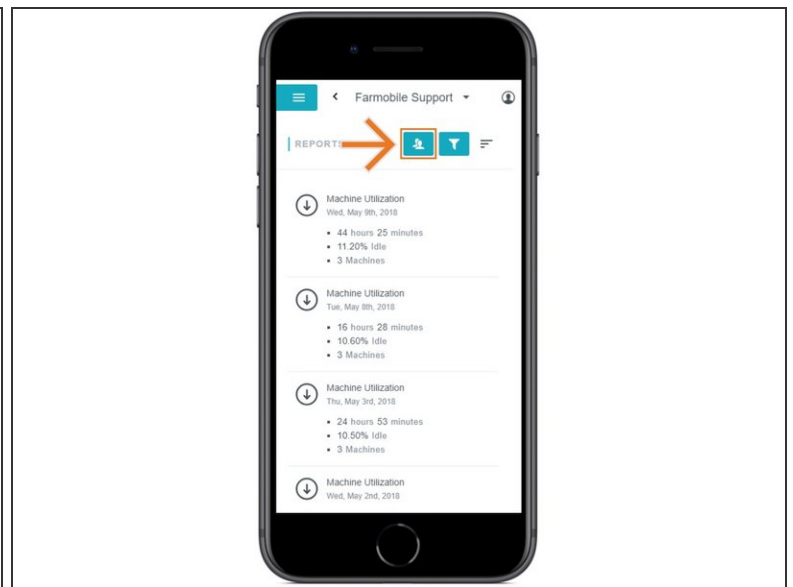
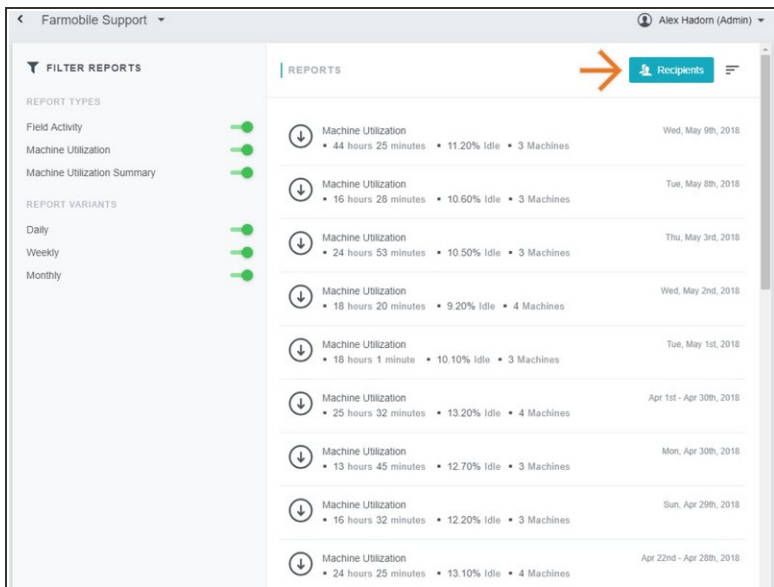
- Add any email address to share reports to all trusted advisors.
- Designate which report types are emailed.

## Step 1 — Select Reports from Farmobile DataEngine<sup>SM</sup> Platform



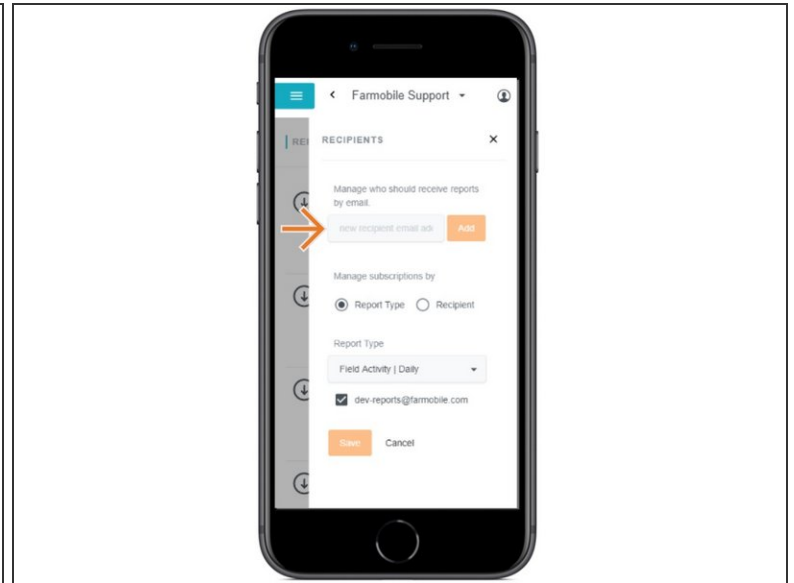
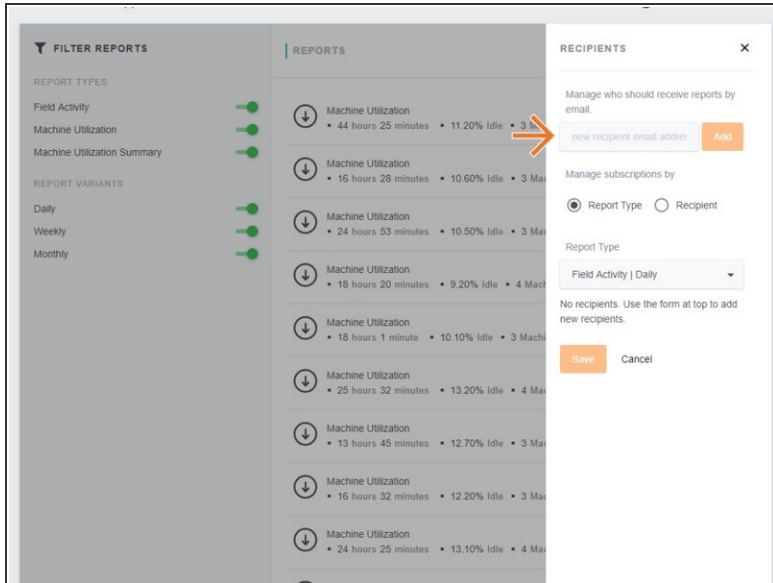
- Selecting Reports from the Farmobile DataEngine platform menu will open the Reports page with all of your reports listed to review.

## Step 2 — Select the Recipients button



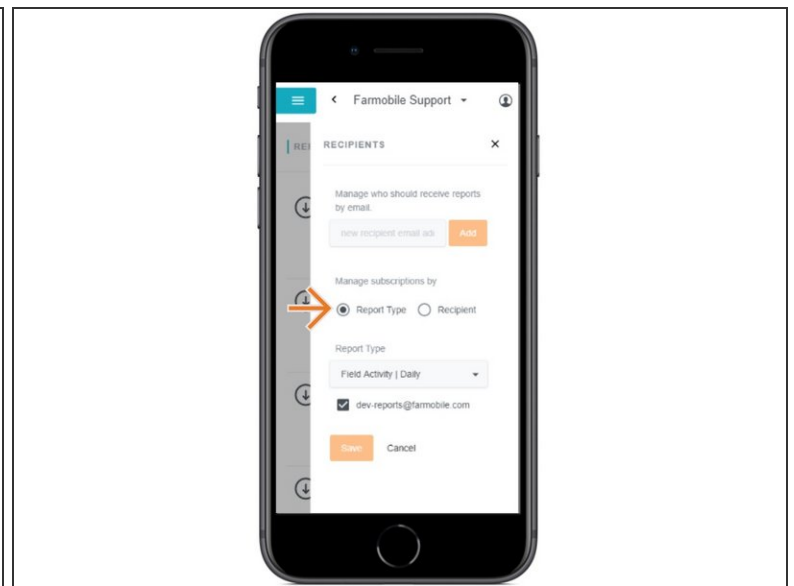
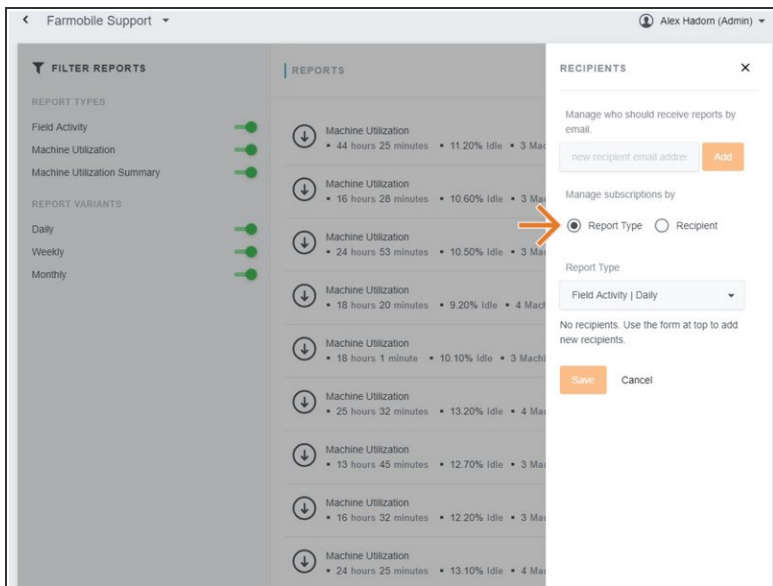
- Use this to share reports with advisors that do not have access to your reports.

### Step 3 — Add Email Address



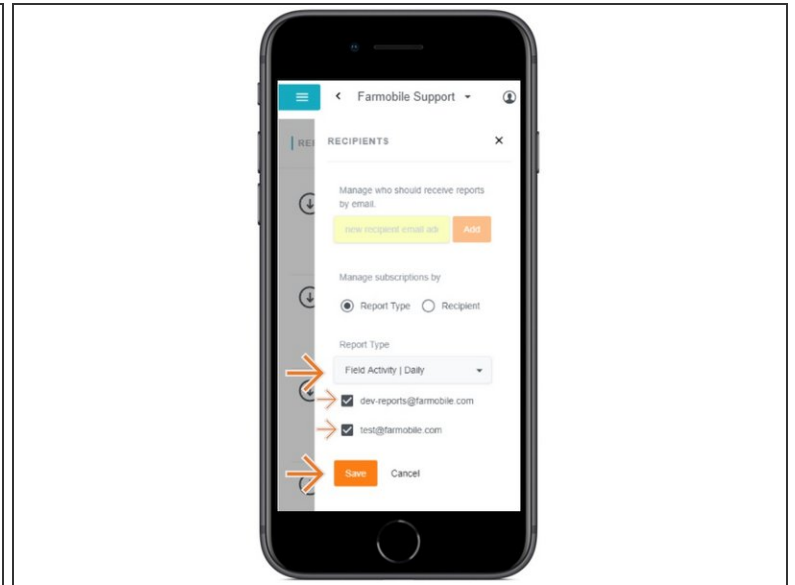
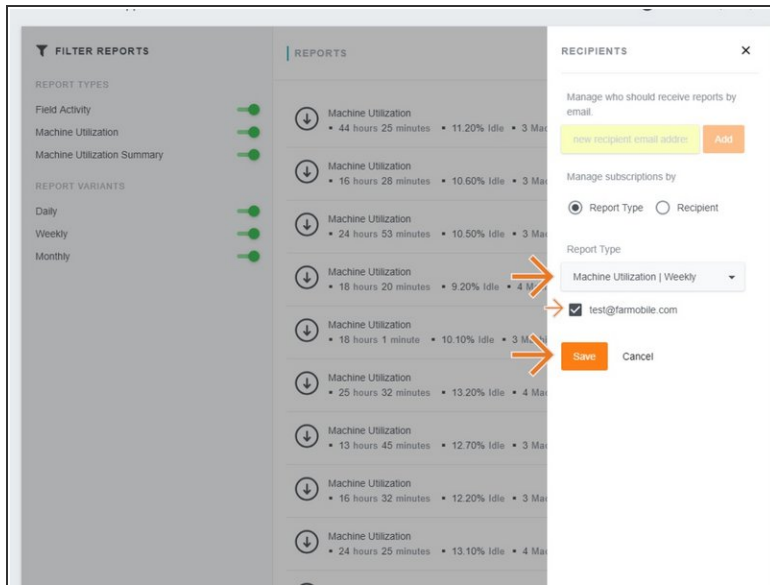
- Adding an email address will add the email to the 'Manage subscriptions by' section.
- Once the email is created, you will be able to define by type which report to send them.

### Step 4 — Manage the subscription by Report Type



- Select the radio button next to 'Report Type'.

## Step 5 — Select New Email by Report Type



- Use the dropdown to select a 'Report Type'.
- Check the box for each email address so they receive emailed reports once generated.
- Select 'Save' to begin receiving emailed reports!