



Add Email Recipients by Recipient

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

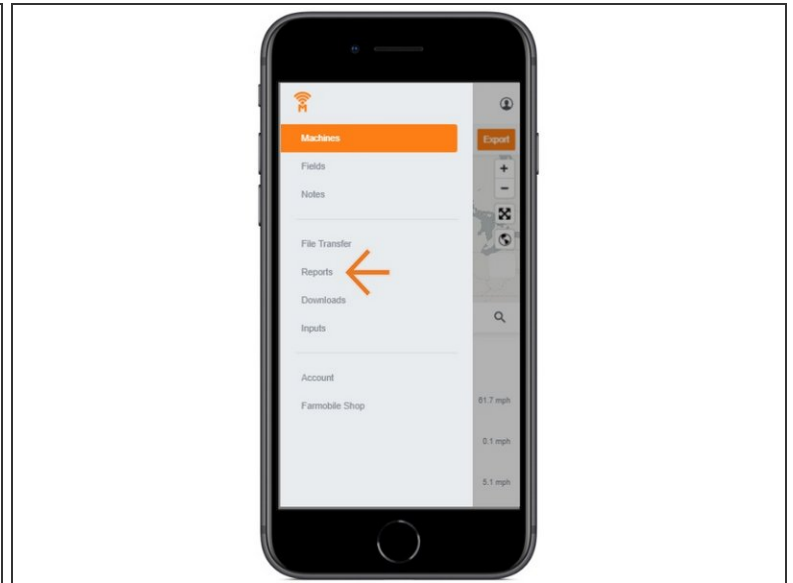
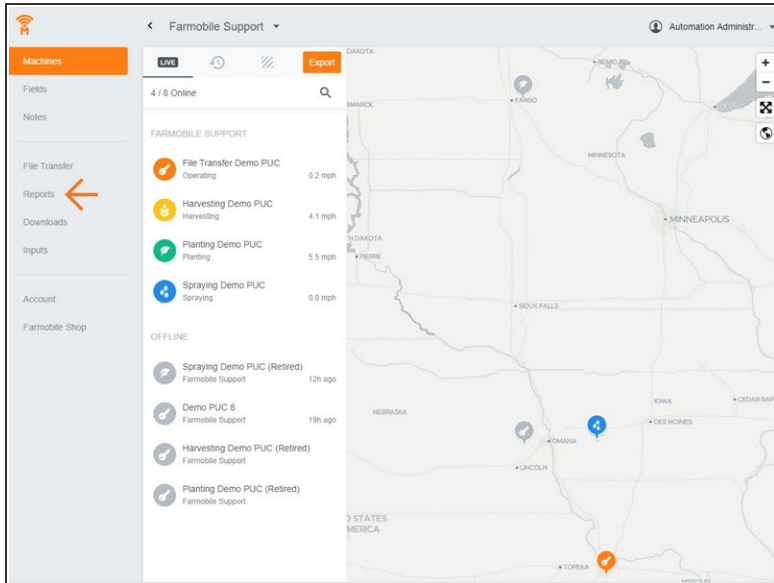
Written By: Support

The screenshot shows the 'Farmobile Support' interface. On the left, there is a sidebar with navigation options like 'machines', 'ids', 'Transfer', 'reports', 'downloads', 'uts', 'count', and 'mobile Shop'. The main area is divided into 'FILTER REPORTS' and 'REPORTS'. Under 'FILTER REPORTS', there are sections for 'REPORT TYPES' (Field Activity, Machine Utilization, Machine Utilization Summary) and 'REPORT VARIANTS' (Daily, Weekly, Monthly), each with a green toggle switch. The 'REPORTS' section lists several 'Machine Utilization' reports with details like duration and idle percentage. On the right, a 'RECIPIENTS' modal is open, titled 'Manage who should receive reports by email.' It includes a text input for 'new recipient email address' with an 'Add' button, radio buttons for 'Report Type' (selected) and 'Recipient', a dropdown menu for 'Report Type' currently showing 'Field Activity | Daily', and a message: 'No recipients. Use the form at top to add new recipients.' At the bottom of the modal are 'Save' and 'Cancel' buttons.

INTRODUCTION

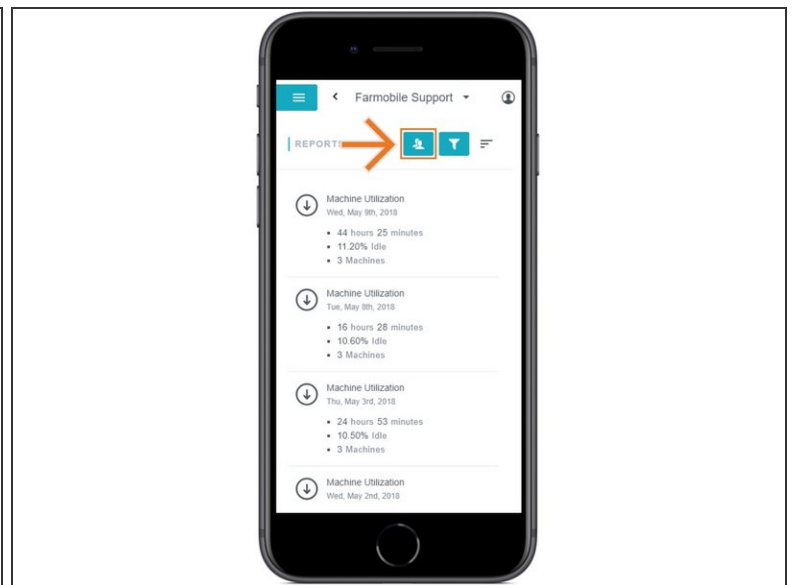
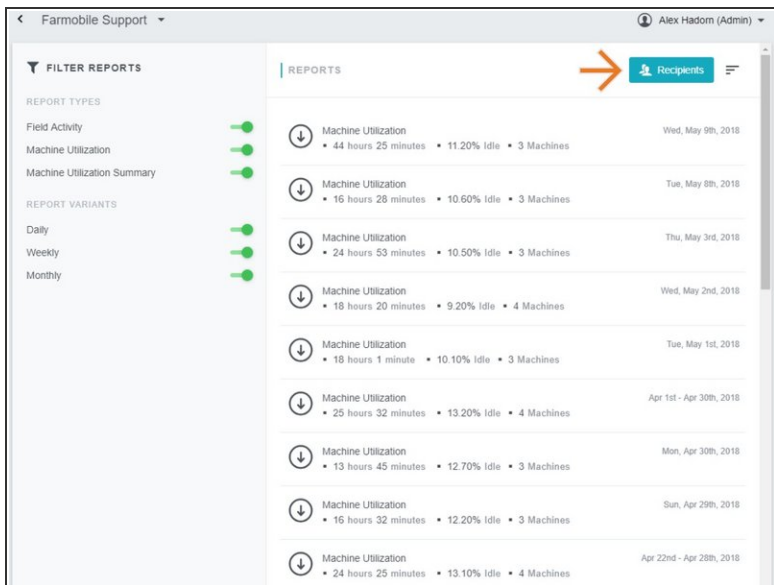
- Add any email address to share reports to all trusted advisors.
- Designate which report types are emailed.

Step 1 — Select Reports from Farmobile DataEngineSM Menu



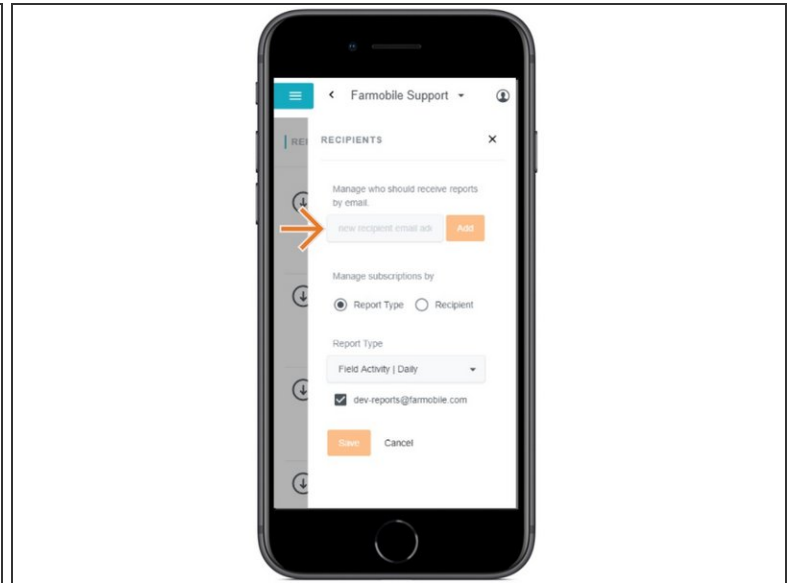
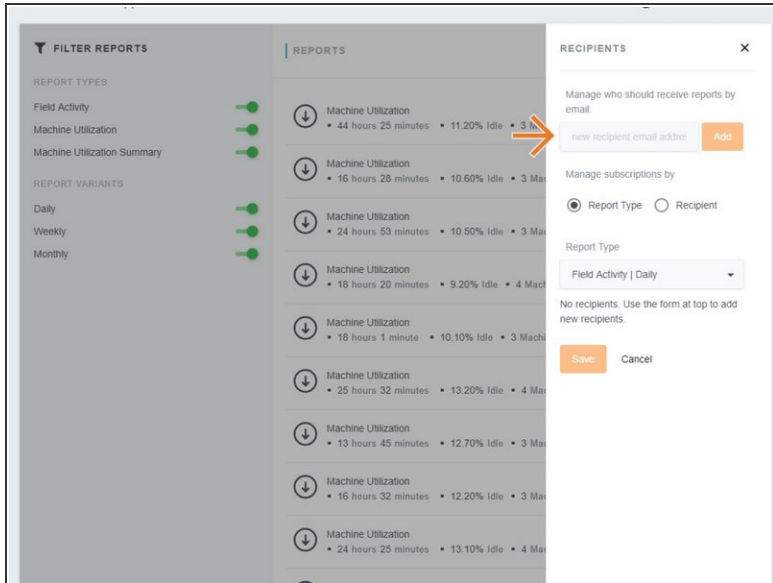
- Selecting Reports from the Farmobile DataEngine menu will open the Reports page with all of your reports listed to view.

Step 2 — Select the Recipients button



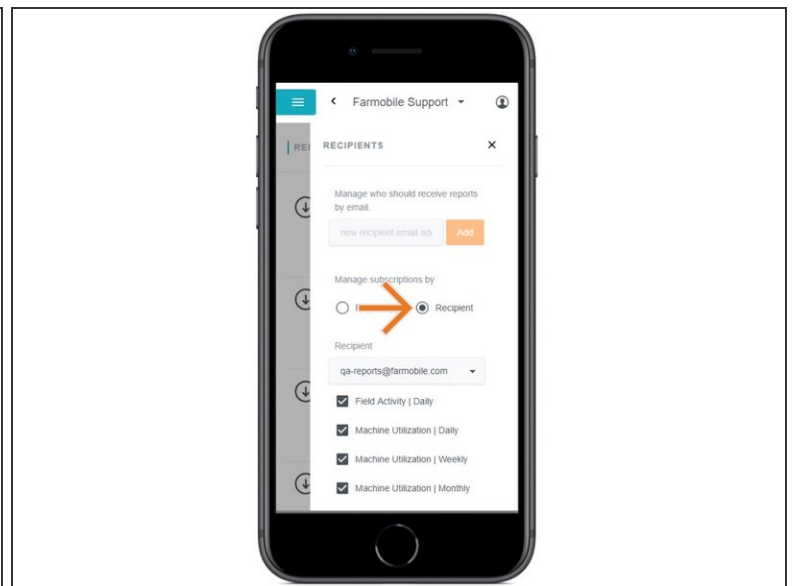
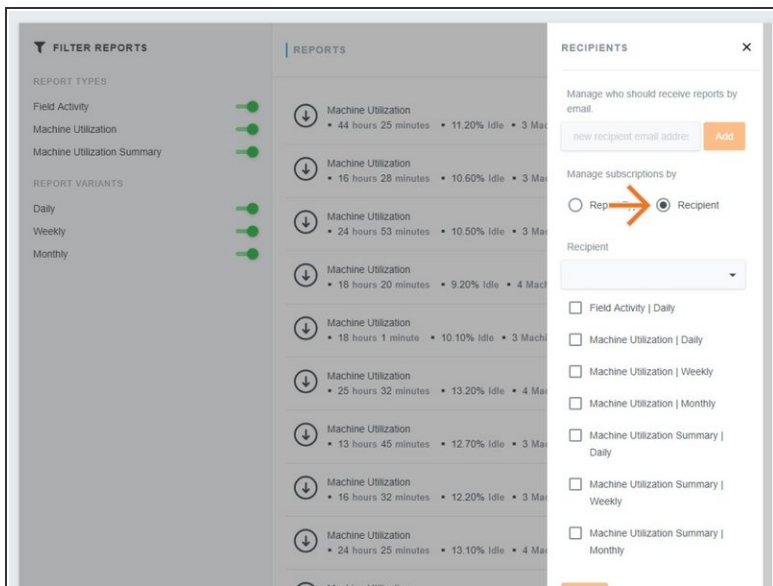
- Use this to share reports with advisors that do not have access to your Farmobile DataEngine reports!

Step 3 — Add Email Address



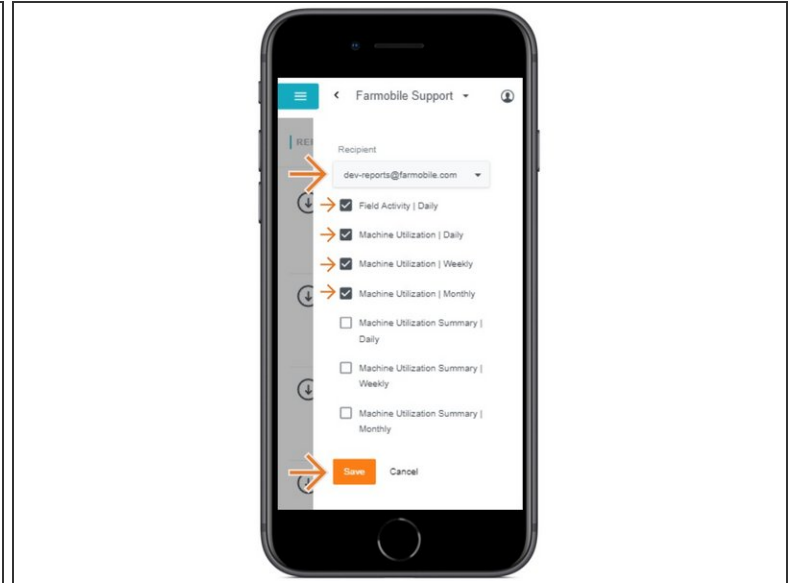
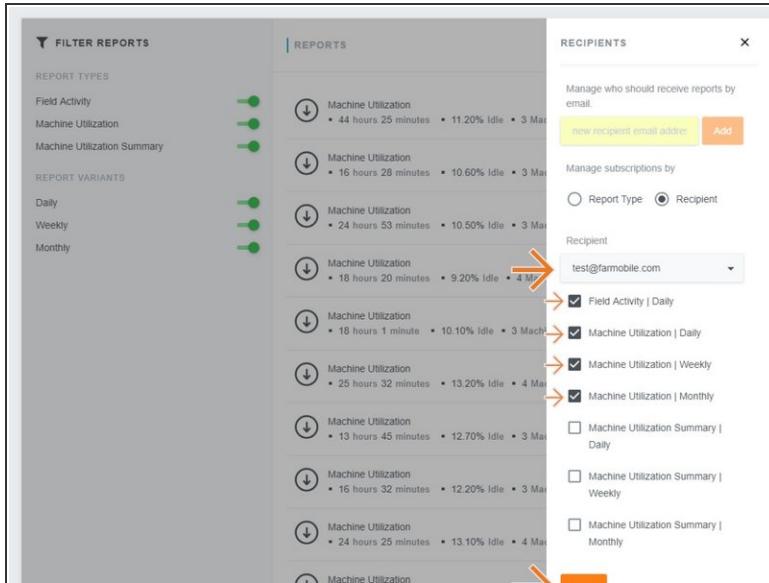
- Adding an email address will add the email to the 'Manage subscriptions by' section.
- Once the email is created, you can select one or more report types to email them.

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!