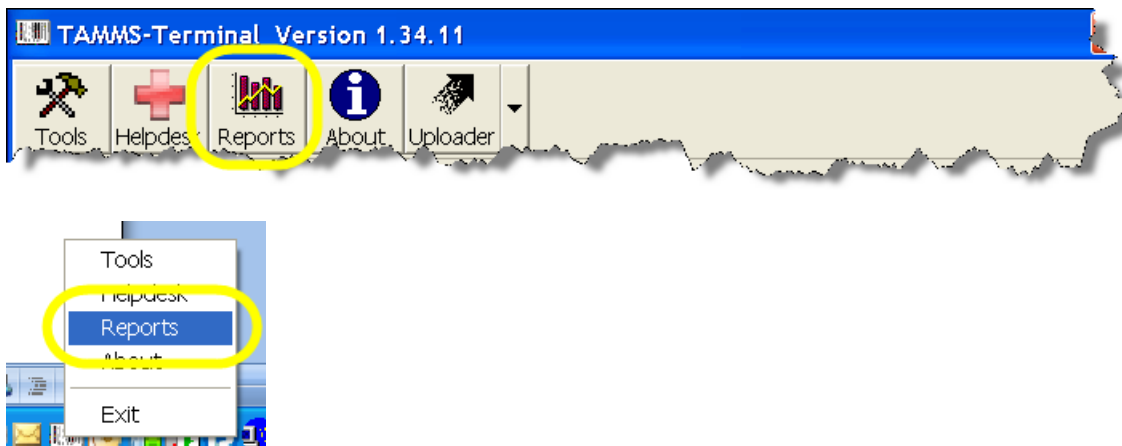# Knowledge Base Document

Document: 2009-00002

Author: Jeff Benton

System: TAMMSOnline / BackOffice System
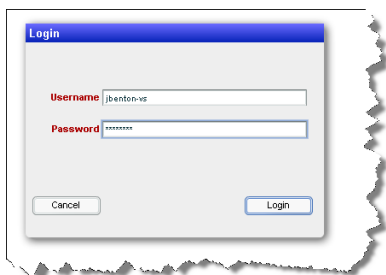
Title: How to setup the Group Email Option

The Group Email Option allows you to set a unique list of email addresses that will pop up while viewing a report. This will allow you to forward a report to anyone on the email list.

To setup the group emails you will need to first access the Back Office Report System. To do this you need to click on the Report Icon on the TAMMS Terminal or right click on the barcode label in your task bar and select "Reports".

This will take you into the Back Office Report system and ask for a login. Logins for the Back office report system are not the same as logins for your TAMMS system. You Back Office system administrator can assign you a login, if you do not have a system administrator then contact the TAMMS Support Helpdesk by pressing on the Helpdesk Button in the TAMMS Terminal and request a ID and Password for the Back Office Report System.

1) Log into your Back Office System.
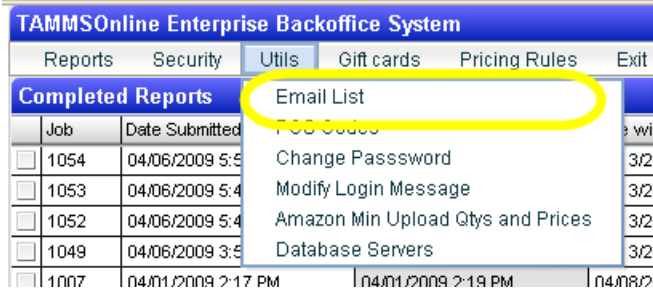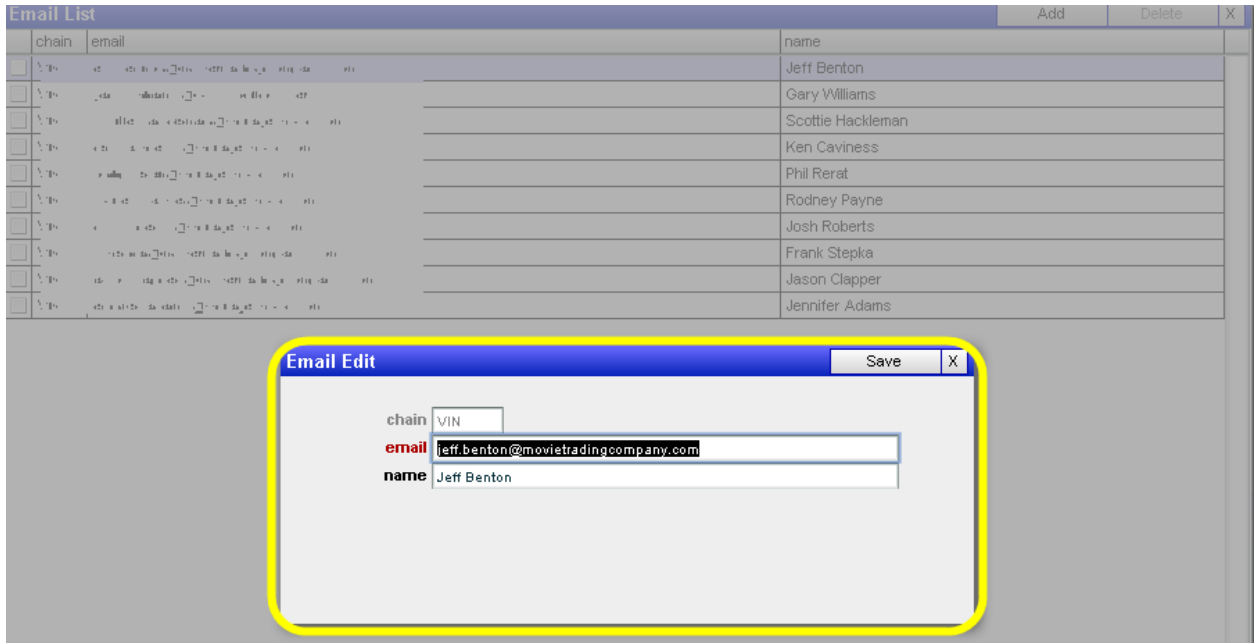
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2) Using your mouse, click on the "Utils" menu option and select "Email List"

3) Using the "ADD" button you can key in new email addresses for your group email lists.

These addresses will be seen by all of your stores. To delete an address you would click on the check box next to the name in the "Email List" and then press the "Delete" button. You can delete more than one address at a time.