

## 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.

Username	jbenton-vs	 	
Password	*****	 	
Cancel		Login	
			_



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2) Using your mouse, click on the "Utils" menu option and select "Email List"

TAMMSOnline Enterprise Backoffice System						
	Reports	Security	Utils	Gift cards	Pricing Rules	Exit
Completed Reports			Ema	il List		
	Job	Date Submitted	700 00000			
	1054	04/06/2009 5:5	Change Passsword			
	1053	04/06/2009 5:4	Modify Login Message			
	1052	04/06/2009 5:4	Amazon Min Upload Qtys and Prices			s 3/20
	1049	04/06/2009 3:5	Database Servers			3/20
	1007	N4/N1/2009 2:1	7 PM	04/01/200	9 2:19 PM	04/08/20

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

		Auu	
chain	email name		
Nus -	i e in englis i en se in Jeff Benton		
Nus -	jaa miliaati oje-o enten an Gary Williams		
Nus-	ille i la coma ogni i aje no como Scottie Hackleman		
- Aus -	Ken Caviness		
Nus	Phil Rerat		
- Aus	Rodney Payne Rodney Payne		
Nus	i kan ngan tapitan kan di Josh Roberts		
Nus-	nora agos nor a leginor an Frank Stepka		
- Aus	as a carrestante en alterar an anti-		
- Aus -	Jennifer Adams		
	Email Edit Save X chain VIN email Eff.benton@movietradingcompany.com name Jeff Benton		

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.