

Report From Email Addresses Setup

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Settings > General Settings > Email Settings

This is where the setup and permissions for From Emails used to send reports is done.

Report From Email Addresses:

Allow user email address

Label	Description	Email Address	Permissions
YMCA	Administrator Email	info@ymca.org	All Users

Allow user email addresses

- If checked, then a user can choose the email address that is set up on their sign on user profile.

Setting up a new from email






New From Email

Label:

Description:

Email Address:

For:

Type	User/Group
<input type="text" value="Group"/>	<input type="text" value="Executive Directors"/>

- Label: This is the name of the email address (Ex. Childcare team)
- Description: describes the intended purpose of the email
- Email Address: This is where the from email is defined
- For: This sets up the permissions. (All Users or User/Group)
 - If it is for a specific user or group, then they would be added to a list in the grid.