Adding a New Recipient in SedonaSync

Last Modified on 09/16/2024 5:48 pm EDT

When a new recipient is needed, the following steps can be added to Sync. A recipient has to be added to receive emailed reports or to be put in a group.

Step 1.) Click on Event Designer > Subscribers

Step 2.) Click on Users then click on a group below Users.

Step 3.) Click on New User

Step 4.) Fill out the form under Description tab

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Step 5.) Fill out the Email tab, you can have a primary and secondary email as a recipient/user.

- Description and Email tabs are the only tabs for a simple recipient setup.

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