

Formulas Online

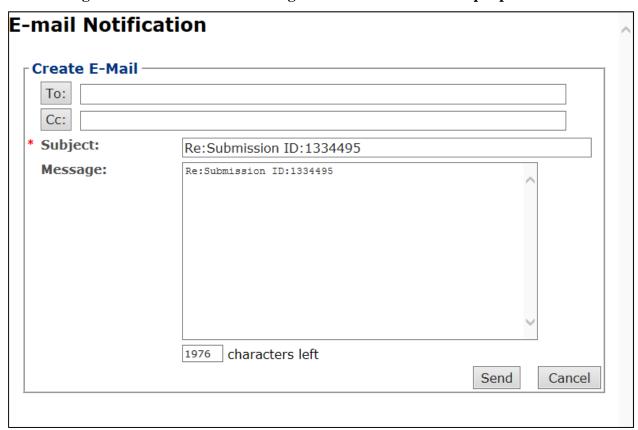
Send an E-Mail Message

You may send an ad hoc e-mail message to TTB staff using the Formulas Online system.

Follow these steps to send an e-mail message:

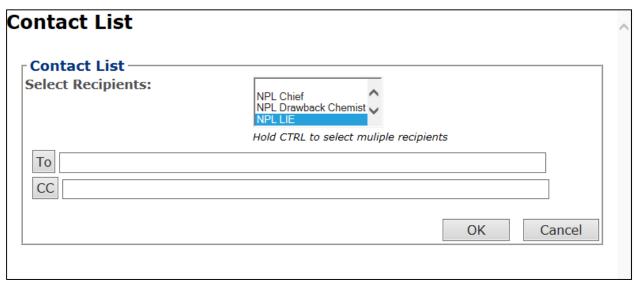
1. Select the <u>Notify</u> link in the action bar. The E-mail Notification pop-up window displays. See Figure 1.

Figure 1: Send an E-Mail Message – E-Mail Notification Pop-Up Window



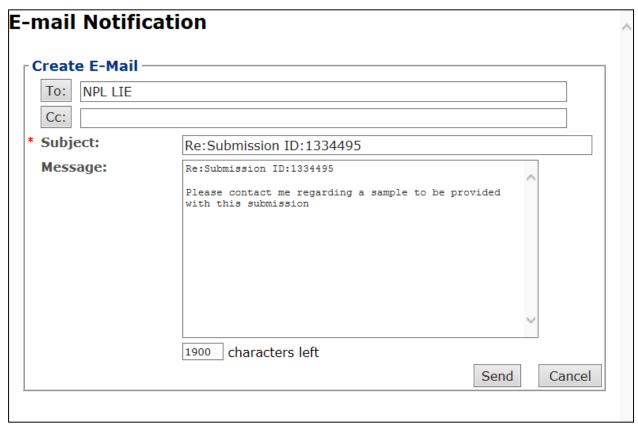
- 2. Select the e-mail message recipients.
 - a. Select the **To** button. The Contact List pop-up window displays. See Figure 2.

Figure 2: Send an E-Mail Message – Contact List Pop-Up Window



- b. Select the primary recipients (by role) from the Select Recipients list.
- ▶ Note: BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.
- ► Note: Press the CTRL key to select multiple recipients.
 - c. Select the **To** button to add the primary recipients to the To field.
 - d. Select the secondary recipients (by role) from the Select Recipients list.
- ▶ Note: BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.
- ▶ Note: Press the CTRL key to select multiple recipients.
 - e. Select the CC button to add the secondary recipients to the CC field.
 - f. Select the **OK** button. The Contact List pop-up window closes and the E-mail Notification pop-up window displays.
- 3. Enter the e-mail message subject in the Subject field.
- 4. Enter the e-mail message in the Message field. See Figure 3.

Figure 3: Send an E-Mail Message – E-Mail Subject and Message Added



5. Select the **Send** button. The E-Mail Notification pop-up window closes and the e-mail message is sent to the selected recipients. A copy of the e-mail message is added to the Comments tab associated with the submission. See Figure 4.

Figure 4: Send an E-Mail Message – Comments Tab with E-Mail Notification Added

