



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 [Notify](#) 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

E-mail Notification

Create E-Mail

To:

Cc:

* **Subject:**

Message:

1976 characters left

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

Send an E-Mail Message

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

Contact List

Contact List

Select Recipients:

- NPL Chief
- NPL Drawback Chemist
- NPL LIE

Hold CTRL to select multiple recipients

To

CC

OK Cancel

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.

Send an E-Mail Message

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

E-mail Notification

Create E-Mail

To: NPL LIE

Cc:

* Subject: Re:Submission ID:1334495

Message: Re:Submission ID:1334495
Please contact me regarding a sample to be provided with this submission

1900 characters left

Send Cancel

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

Rider

Main Formula Samples Company **Comments *** Docs/Links

[Copy as New](#) | [Print](#) | [Comment](#) | [Notify](#) | [Upload](#) | [Withdraw](#)

Submission ID: 1334495 Date Submitted: 04-24-2015 04:04 PM
Status: Items Pending

Comments Detail

Select/Clear All

Date/Time: 04-30-2015 03:30 PM Submitted by: Jane Smith

Comment: TO: NPL LIE
Cc:
Subject: Re:Submission ID:1334495
Re:Submission ID:1334495
Please contact me regarding a sample to be provided with this submission

Add Delete

Save