

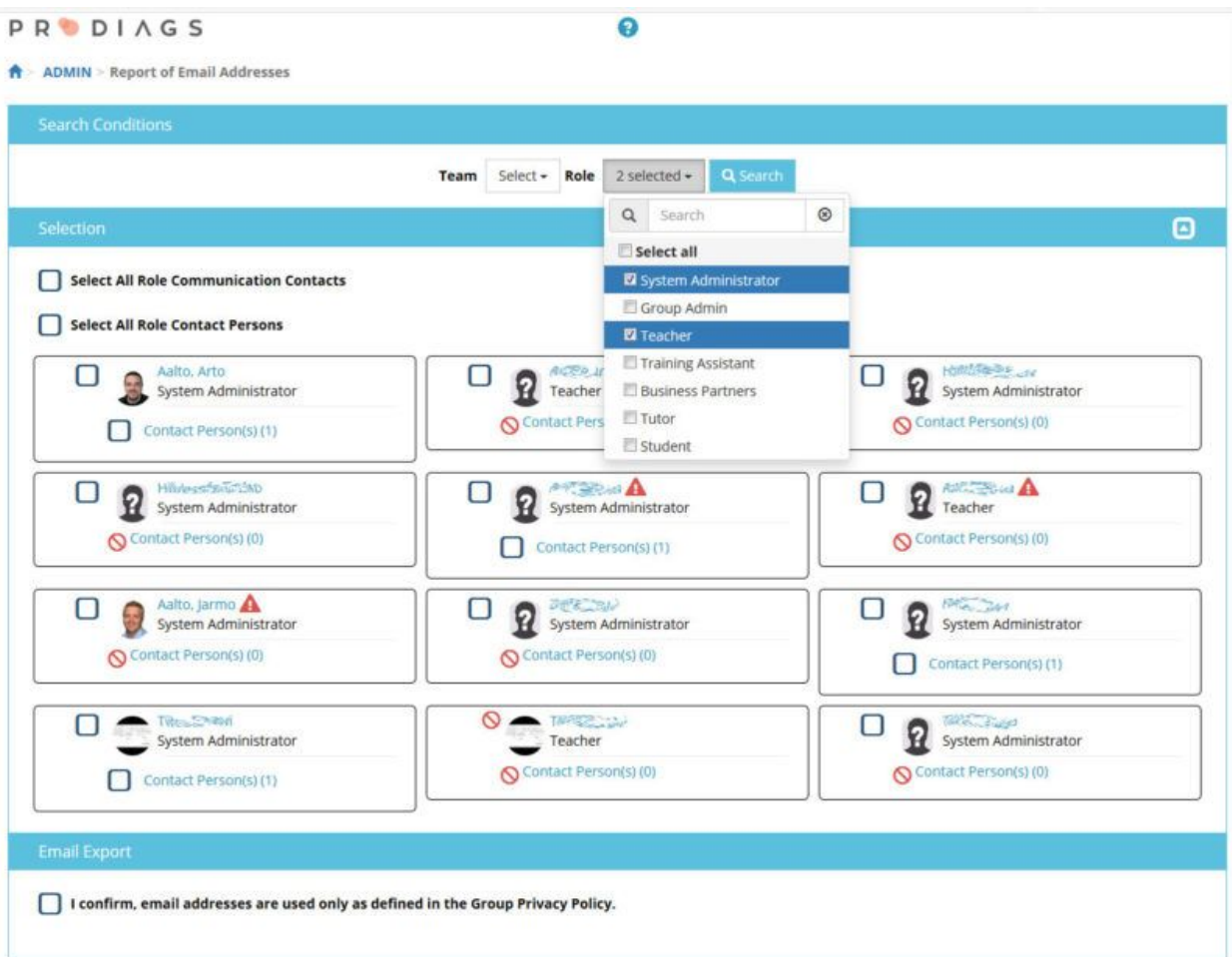
Report of Email Addresses

The report tool enables you to send emails with the HTML Mailto function (with your device's default email application). Note that email addresses are personal information and can only be used as defined in your organisations Private Policy.

The **Report of Email Addresses** function is a report function, in other words, it doesn't modify anything in the Prodiags system or in the users data.



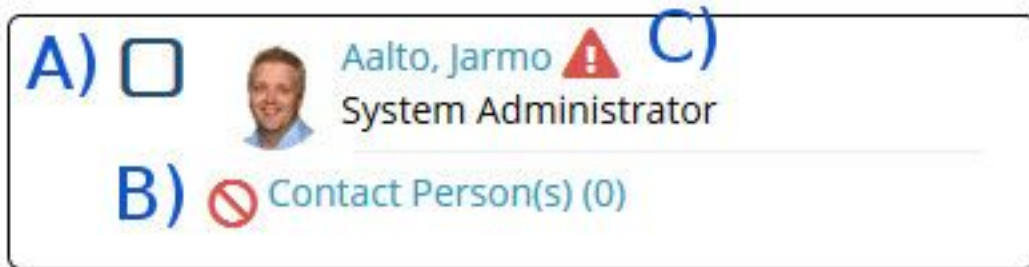
Search Option Selections



The screenshot displays the PRODIAGS interface for generating a report of email addresses. At the top, the breadcrumb path is 'ADMIN > Report of Email Addresses'. The main section is titled 'Search Conditions' and includes filters for 'Team' (set to 'Select') and 'Role' (set to '2 selected'). A search bar is also present. Below the filters, there are two checkboxes: 'Select All Role Communication Contacts' and 'Select All Role Contact Persons'. The main area contains a grid of user cards. Each card includes a checkbox, a profile picture, a name, a role, and a 'Contact Person(s)' count. A dropdown menu is open over the 'Role' filter, showing a search bar and a list of roles: 'System Administrator' (checked), 'Group Admin', 'Teacher' (checked), 'Training Assistant', 'Business Partners', 'Tutor', and 'Student'. At the bottom, the 'Email Export' section contains a checkbox for the statement: 'I confirm, email addresses are used only as defined in the Group Privacy Policy.'

By selecting teams and user roles you can filter the search result. Note that only the email assigned by the user in his/her contact information will be found. The email used as the username, which can not be edited by the user, is not included on the result of this report tool.

Search Result Layout



The user role information is presented as shown in the picture.

- The checkbox (**A**) is active if the user has assigned an email address for communication.
- The symbol (**B**) indicates that no contact email has been defined for this user. If the contact person email exist, this symbol will be a checkbox.
- Warning symbol (**C**) is visible if the user hasn't activated his/her account yet.

Email Export

Email Export

I confirm, email addresses are used only as defined in the Group Privacy Policy.

Option 1: Send email via your default email application

Send (11)

Option 2: Copy emails via Clipboard

arto.aalto@fme-systems.fi; arto.1370@gmail.com; arto.aalto@prodiags.com;
msa.heikkiem@kuipolutus.fi; esko.hellebrand@elisanet.fi; jana.aettk@yahoo.com;
jana.aettk@gmail.com; jarmo.aalto@prodiags.com; paul.zapp@prodiags.com

Option 1 launches your devices default email application and adds all the selected email addresses as recipients to a hidden email copy. As a recipient of a hidden email copy the other recipients do not see each others email addresses.

Option 2 is intended for a browser-based email applications. You can copy the selected email addresses via your device clipboard and paste them as email recipients.

Tip for Browser-based Users

The Google Chrome browser has an addon called [Mailto extension](#). This addon allows you to use browser-based email applications with **Option 1**.

