

# Knowledge Base Document

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System: TAMMSOnline  
Title: How to assign a email address to a user

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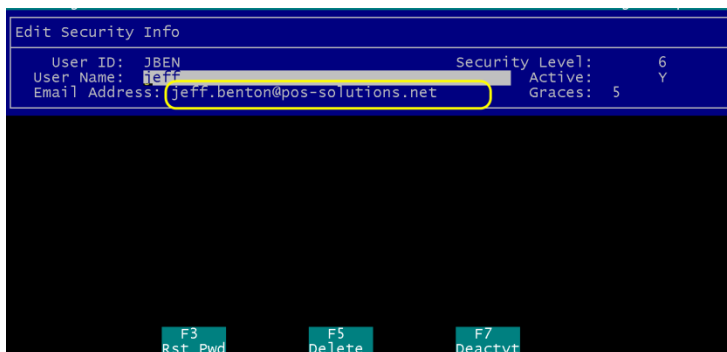
The Email address that is associated to a user's login is used to send reports to the logged in user.

Only a person with the access to the "User Maintenance" function can perform this action.

- 1) Access the "User Maintenance" menu item from the "Maintenance" menu on the first Menu.



- 2) Key in the User's ID or press enter to get a list of all current users on the system. When the user is selected you will see the screen below. Fill in the correct Email address for this user and save the form.



- 3) For the change to take effect the user will need to log out of the TAMMS system and re-login.