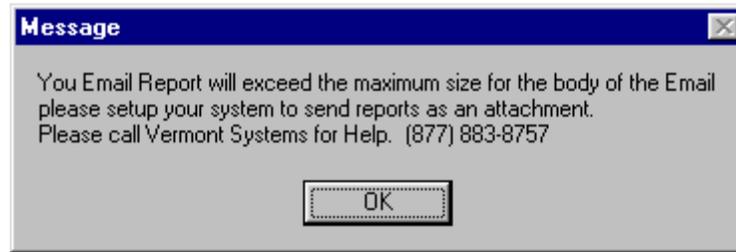


EMAILING CYMS REPORTS (Ver 9.4)

If you get this error message when trying to email a CYMS report:



1. Make sure you have Outlook (or another email application) up and running in the background. If your application is not running, you'll get an error message when you try to send the report.
2. Go to: Files – System – Other Maintenance – Comments Codes Maintenance.
3. Click **Add**.
4. Comment Type: **VSI Reserved**
5. Comment Code: **EMAIL** (note, this must match exactly)
6. Description: **Email Receipt Body Text**
7. Comment Text: **New guidance !!!!!**

**Attached is a CYMS report from Fort XXXXX.
For additional information, contact Child & Youth Services at DSN 444-4444
or Civilian (888) 888-8888.**

Old VSI Guidance Was:
See Attached File. Open with Notepad or Word Processor.

Old CFSC Guidance Was:
Attached is the CYMS file you requested from Fort XXXXXXX.

8. Click **Done**.

You should now be able to email any of the CYMS reports without difficulty:

1. Select the report you wish to send and set your parameters
2. Click Print
3. Click Email
4. Type in the applicable email address
5. Click OK