



DRGR Fact Sheet E-mail Enhancements

Release 7.9

**U.S. Department of Housing and Urban Development
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Email Enhancements

The “To” and “Cc” buttons on the email page in DRGR have become links that allow the user to add more recipients.

Create Email

- Success: Action Plan has been saved.

*Indicates Required Field

Note: Multiple email addresses must be separated by a semi-colon. For Example: abc@hud.gov; xyz@hud.gov

***To:**

***Cc:**

***Subject:**
B-08-DG-22-0003; State of Louisiana; A/P; Rejected - Await for Modification; LA

Message:

The buttons display the Email search page that allows the users to search and select users in DRGR to be added to the email.

Admin

Email Search

Search Criteria

HUD Office: Select Option	State/Territory: Select Option	Grantee: <input type="text"/>
Last Name: <input type="text"/>	First Name: <input type="text"/>	

Enter the criteria and hit search again. The example below is only looking for DRGR users associated with the State of Kansas as the grantee:

Email Search

Search Criteria

HUD Office: Select Option	State/Territory: Select Option	Grantee: State of Kansas
Last Name: <input type="text"/>	First Name: <input type="text"/>	

10 Record(s) Displaying 1 through 10

First	Prev	1	Next	Last			
Select		HUD Office	State	Grantee	Last Name	First Name	Email
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	STATE OF KANSAS			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas			
<input type="checkbox"/>			KS	State of Kansas DUP			

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Click in the box to select the individual(s), then choose whether to send “To” or “CC” at the bottom. If there are more individuals to add, type in new criteria in the boxes above and repeat. The names already selected will remain. When all names have been selected, select the “Return to Previous Page” link. This returns the user to the Create Email page; double check the names, and then hit “Send”.