



GUSTO

Gusto[®] POS

How do I Create Custom Email Lists?

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With Gusto, it's easy to create and send emailed reports. A report recipient must simply be an employee with an associated email address.

To create the email list:

1. Navigate to Email Reports and click on the plus sign to add a report.
2. Select the report name to send from the Report drop down.
3. Choose a location
4. Set a report send time
5. Select a time zone.
6. Choose a frequency for how often the report will be sent.

Update Email Report

General	Recipients
Report	Hourly Sales Report
Location	Coffee Star <input type="text"/> <input type="button" value="Browse"/>
Send Time	02 : 00 AM
Time Zone	(UTC-05:00) Eastern Time (US & Canada)
Frequency	Daily

7. Click on Recipients to add the desired employees to receive the report.

Update Email Report	
General	Recipients
<input type="button" value="+"/> <input type="button" value="🗑"/>	
Employee Name	
Test, David	