

**Raj Kumar Reddy**

August 7, 2015 1 minute read

Email Batch Job spool to multiple users

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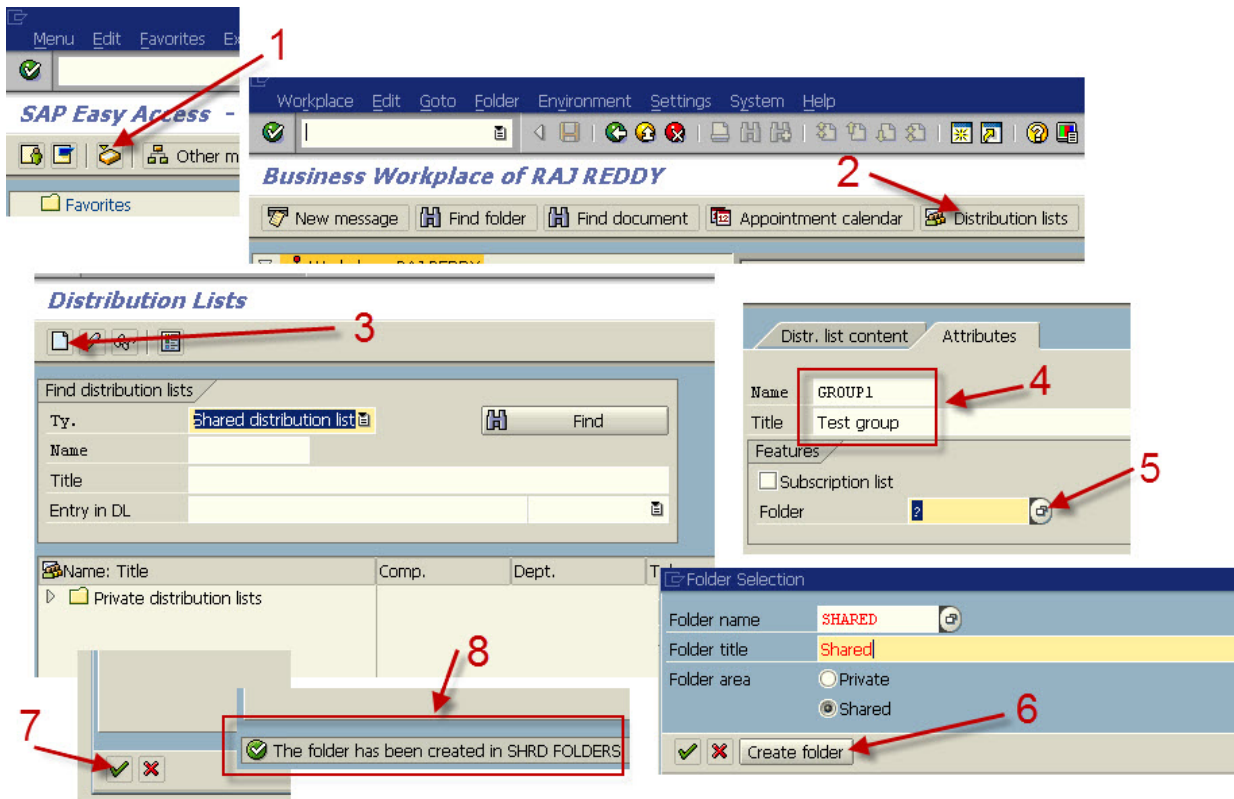
Requirement:

Send batch job spool to multiple users via email

Solution:

This can be accomplished 2 ways. One of to have a distribution email ID created by your mail admin or do it in SAP via Distribution groups in Business Workplace. Here we will look at how to get this done using business workplace.

Create the distribution group:



1) From your easy access screen click on “Business workplace” icon (or T-Code: SBWP)

2) Click on “Distribution lists” icon

3) Click on “Create group” icon

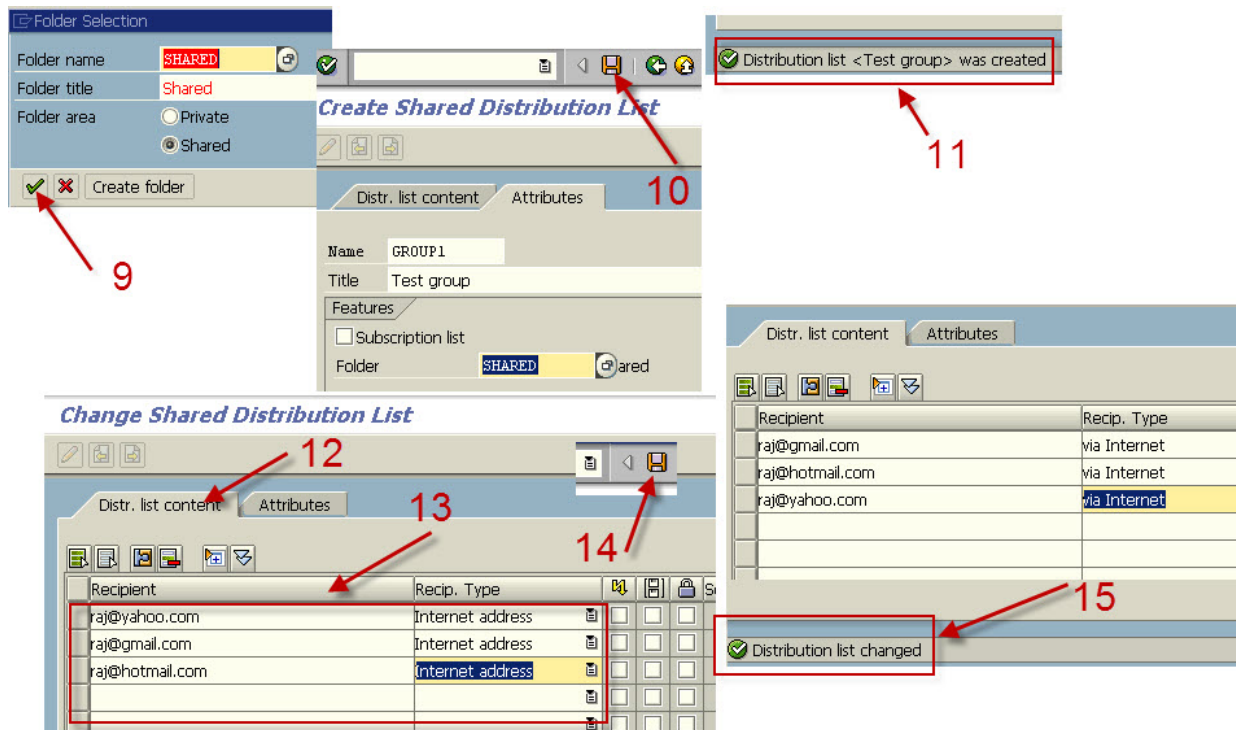
4) Give a group name and a Title (for our example we will use GROUP1)

5) Click on the selection box for Folder

6) Give a Folder name, Folder Title and click “Create Folder” button

7) In the next screen click on “Check” button

8) You will get a confirmation message in the notification area



9) Click on the "Check" button to select the newly created folder

10) Click on SAVE

11) Confirmation that the group is created

12) Click on the "Dist. list contents" tab

13) Enter the email address in the "Recipient" area and select "Recip.Type" to Internet address

14) Click on SAVE

15) Confirmation that the Distribution List is created

Using this distribution list in Batch jobs:

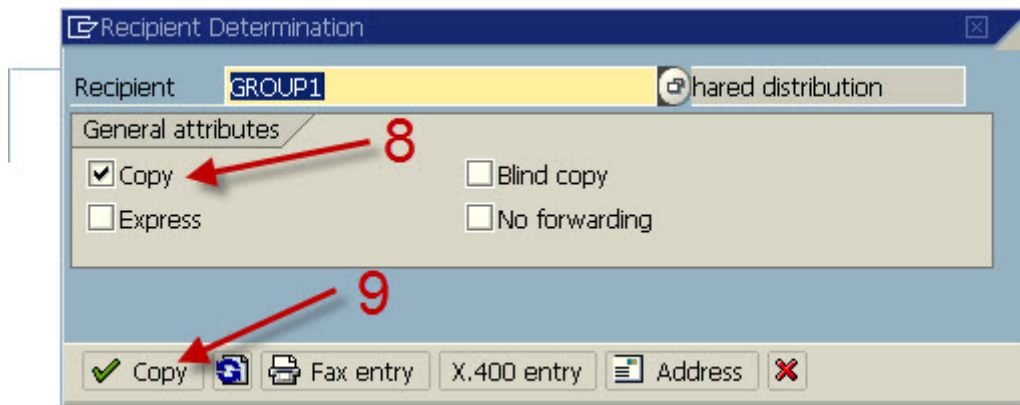
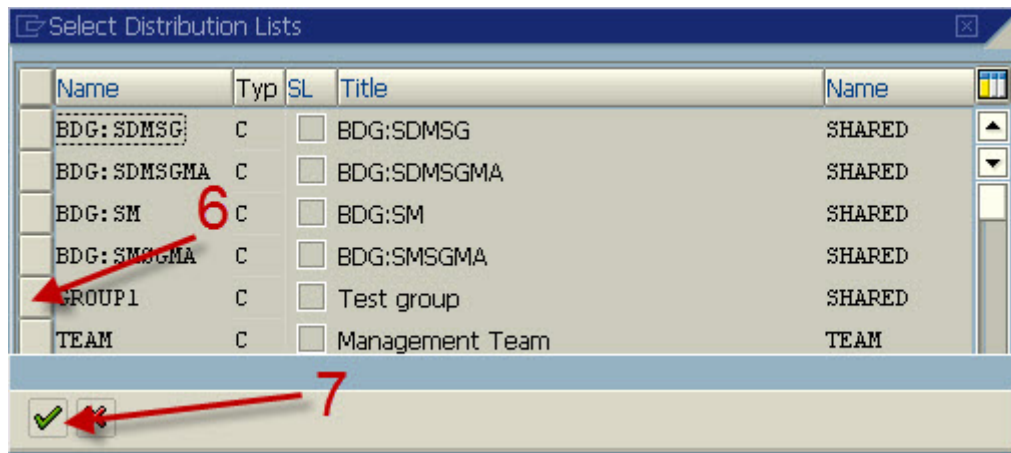
The screenshot shows the 'Define Background Job' interface in SAP. The 'General data' tab is active, showing fields for Job name, Job class (C), Status (Scheduled), and Exec. Target. A red arrow labeled '1' points to the 'Spool list recipient' button. Below this, the 'Recipient Determination' section is visible, with a red arrow labeled '2' pointing to the selection box icon next to the Recipient field. The 'General attributes' section shows 'Copy' checked and 'Express' unchecked. A red arrow labeled '3' points to the 'Distribution list' radio button in the 'Selection' section. Below this, a red arrow labeled '4' points to the 'Detailed search' checkbox. Finally, a red arrow labeled '5' points to the 'Distribution list types' section, where both 'Private distribution lists' and 'Shared distribution lists' are checked.

1) In either SM36 or SM37 (Change job) click on the “Spool list recipient” button

2) Click on the selection box icon for Recipient

3) Click the “Distribution List” radio button

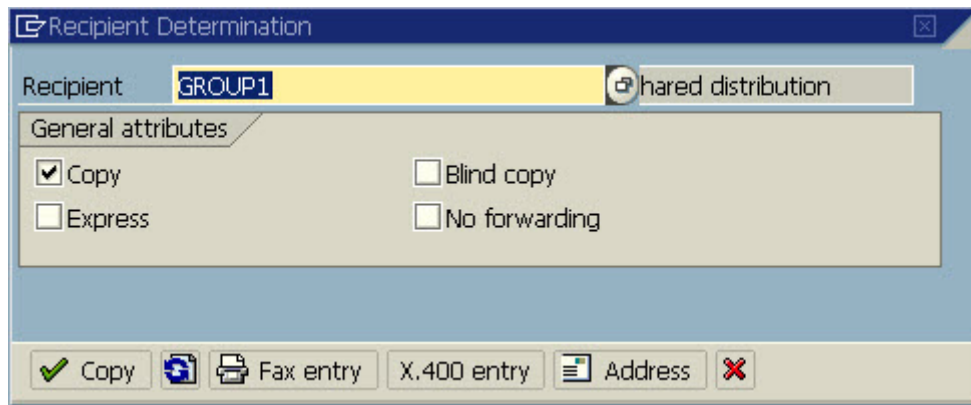
4 & 5) Click on the check box



6) Select the distribution list and click next (7)

8) Check the “Copy” box

9) Finally click on “Copy” button to select this group



Hope this document is helpful!

Regards,

Raj

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Is there a way to input SAP user ID/name and have it send to the address on your user profile instead of having to explicitly enter an email address?

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[June 8, 2016 at 7:49 pm](#)

Good Question, unfortunately I did not find a way sending external email using their SAP user id without explicitly entering it.

Like (0)

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