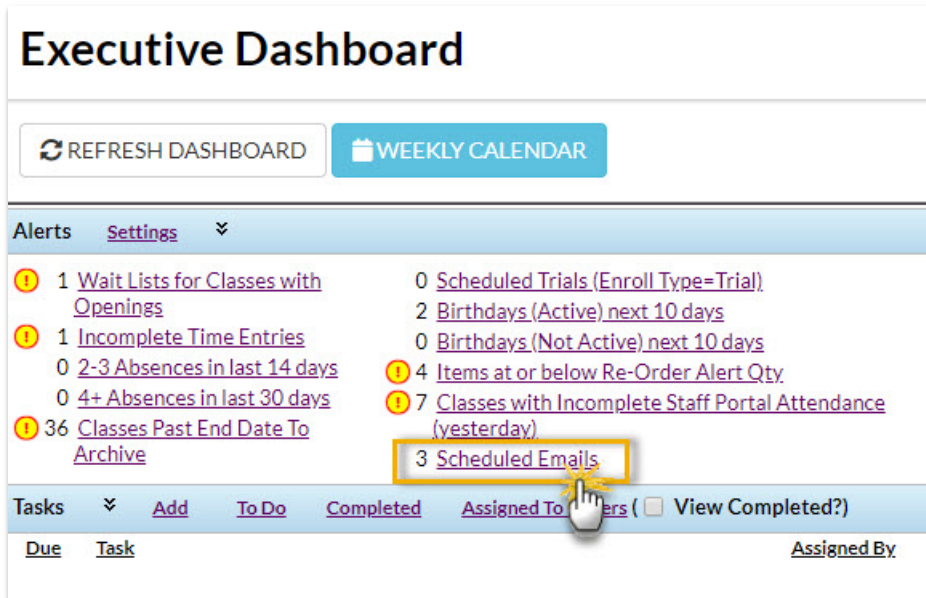


Preview, Edit, or Cancel a Scheduled Email

The **Scheduled Emails report** includes icons that allow you to edit the email content, preview the list of recipients, reschedule the email and delete the email.

A *Scheduled Emails* alert on the Executive Dashboard keeps you notified of pending scheduled emails and provides a link to the Scheduled Emails report.



The screenshot shows the Executive Dashboard interface. At the top, there are two buttons: 'REFRESH DASHBOARD' and 'WEEKLY CALENDAR'. Below these is an 'Alerts' section with a 'Settings' dropdown. The alerts list includes: '1 Wait Lists for Classes with Openings', '1 Incomplete Time Entries', '0 2-3 Absences in last 14 days', '0 4+ Absences in last 30 days', '36 Classes Past End Date To Archive', '0 Scheduled Trials (Enroll Type= Trial)', '2 Birthdays (Active) next 10 days', '0 Birthdays (Not Active) next 10 days', '4 Items at or below Re-Order Alert Qty', '7 Classes with Incomplete Staff Portal Attendance (yesterday)', and '3 Scheduled Emails'. The '3 Scheduled Emails' alert is highlighted with a yellow box and a mouse cursor. Below the alerts is a 'Tasks' section with tabs for 'Add', 'To Do', 'Completed', 'Assigned To Users', and 'View Completed?'. The 'Assigned To Users' tab is selected, and a table with columns 'Due', 'Task', and 'Assigned By' is visible.

You can also get to the Scheduled Emails report from the *Reports (menu) > Email/Text/Marketing (left menu) > Emails- Scheduled*.

Q FIND A REPORT

☆ FAVORITE REPORTS

NEW REPORTS

ALL REPORTS

Browse Reports

FAMILIES / STUDENTS

CLASSES / ENROLLMENT

EVENTS / RECITALS

STAFF

TRANSACTIONS / FINANCIALS

STORE

STAFF PORTAL

EMAIL / TEXT / MARKETING

COSTUMES

Email / Text / Marketing Reports

Recommended Email Labels

[Email Listing](#)

[Emails - Scheduled](#)

[Source/ Referral Report](#)

[Telephone Listing](#)



The User ID permission "Emails - Scheduled" (in the Reports category of permissions) controls a User's access to scheduled emails. Edit a User's permissions from the Gear (icon) > Settings > General > User IDs (left menu).

The Scheduled Emails report lists all emails scheduled using the *Send Later* button. The current status of the email (*Scheduled* or *Complete*) is displayed along with the number of recipients, the type of email (where in Jackrabbit it was created), the email subject, date/time information, and the User ID of the person who created the email.

Scheduled Emails

← RETURN

View 1 - 3 of 3 Print Export Refresh

				Current Status	# Recipien	Email Type	Email Subject	Date/Time Scheduled	Date/Time Sent	User ID
				Search	Search	Search	Search	Search	Search	Search
				Scheduled	52	Email Families	Memorial Day Holiday Hours	5/27/2019 09:00 AM		jtcamber
				Scheduled	52	Email Families	We Miss You	5/3/2019 12:00 PM		jtcamber
				Scheduled	45	Email Families	Weather Closing	5/1/2019 06:00 PM		jtcamber

Use the icons to work with the scheduled email.

	Use the Pencil icon to open the email editor where you can edit the content of the email.
	The Eye icon opens the <i>Preview Scheduled Email</i> page where you are able to remove



recipients (or add back previously removed recipients). Once the email has been sent (status = *Completed*) the eye icon opens a view of the sent email.



Click the **Send icon** to open the *Send Email* window where you can reschedule the date and time or choose to Send Now.



Use the **Trash Can** icon to stop the email from being sent at the scheduled date/time and delete the email's contents.



While you can't add anynew recipients to a scheduled email, you can remove recipients that are scheduled to receive the email or add back recipients that you removed in a previous edit to the recipients of the scheduled email.
