

Email from Reports

Jackrabbit has made emailing different groups of people even easier by allowing you to generate an email directly from several reports! In the report results for a table style report (shown below), the *Email All* checkboxes allow you to select which families to email, and an *Email* button opens up an editor where you can create your email.



When you are entering the text for your email message, use *Shift+Enter* to create single spacing between lines and the *Enter* key for double spacing.

Send an Email from a Report

1. Run your selected report.
2. Use the checkboxes (last column) to select which families to send the email to or select *Email All* to send to all email addresses.
3. Click **Email** to open the email editor.

Aged Accounts Details

← RETURN EMAIL

Show Family Balance and Totals
 Show Fees with a Future Date

View 1 - 39 of 39 Print Export Refresh 7 columns hidden Show/Hide Columns Save Columns Restore Columns

Family	Billing Contact	Billing Contact Email	Home Phone	Students	Amt Owed	Days	Email All
Dierksen	Marlene Dierksen	jlintonjr@outlook.com	(704) 555-4446	Cindy, David, Dylan	75.00	110	<input checked="" type="checkbox"/>
Evans	Taylor Evans	tayevans@email.com	(704) 555-5478	Shawna, Gina	35.00	55	<input checked="" type="checkbox"/>
Harding	Lee Harding	lharding@email.com	(704) 555-4685	Coreen	71.55	200	<input checked="" type="checkbox"/>
Harris	Anna Harris	annab@email.com	(704) 555-4200	Alysha, Madison	34.38	415	<input checked="" type="checkbox"/>

4. Select an **Email Template** if applicable.
5. Choose a **Type** (Email - HTML or Email - Plain Text Email).
6. Enter an **Email Subject Line**.
7. Enter the message body or edit the template body if needed.
8. Click **Attach File**, **Insert Image**, or **Choose from Dropbox** to attach files and add images if needed.
See **Email Attachments and Images** for more details.
9. Choose whether or not you want to include email addresses that have been opted out.
10. Add a reply email address in **Email Replies Sent To**. This email will automatically be sent a copy of

the email. **Note:** *User ID and Location email addresses are listed (Gear icon > Settings > General).*

11. Click **Preview List**.
12. Clear the checkbox, in the preview, for any families you want to omit. You can clear the **Check All** header checkbox to remove every email address and then select only specific families.
13. Click **Send Now** to send the email right away or select **Send Later** to schedule the email to be sent at a later time. See our Help article [Schedule an Email](#) for more information.

Note: A copy of the email is retained in the family record (*Misc tab > View Sent Emails*) for 365 days.

Refer to [Work with Reports - Table Style](#) and [Work with Reports - Grid Style](#) for more details about emailing from reports.



Some reports have been converted to a grid format. Refer to the [Work with Reports - Grid Style](#) in the **Take Action** section for more information about sending an email from a report grid.
