

# View Sent Emails

Emails sent from within Jackrabbit are maintained in the system for 365 days. This includes emails sent to families and staff members.

- **Sent to Families** - Emails sent to your Families (contacts and students), either individually through their *Family* record, in mass from the *Families (menu) > All Families > Send Message (icon)* , or from *Families (menu) > Email/Text Families* are found in each *Family* record on the *Misc* tab. Click **View Sent Emails** to see a list of all emails sent in the last 365 days.

The screenshot shows the 'Family: Harris' record page. At the top, there are buttons for '< RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are navigation tabs: 'Make Sale/Post Fees', 'Payment', 'Refund', 'Statement', 'Add Student', 'Add Contact', 'Archive Family', 'Family Name', 'Email', 'Push Notification', 'Email Schedules', and 'Merge Family'. The 'Misc' tab is highlighted in yellow. Underneath, there are sub-tabs: 'View Registrations' and 'View Sent Emails'. The 'View Sent Emails' sub-tab is active, and a hand cursor is pointing at it. The main content area includes fields for 'Contract Start Date' and 'Contract End Date' (both with date pickers), 'Booster' (No), 'Referral' (No), 'Emergency Contact Form Completed' (No), and 'Enrollment Form Received' (No). There is a 'Notes' section with a text area and a 'More...' link. Below that is the 'Source' field (Facebook) and 'Referral Name' field. The 'Prospect' field is set to 'No'. There is a 'Parent Portal Login Message' text area with a 'More...' link. At the bottom, there is a 'Portal Message Expiration Date' field with a date picker and a help icon.

- **Sent to Staff Members** - Emails sent to Staff members, either individually through their *Staff* record, or in mass from the *Staff (menu) > Email/Text Staff* are found in each *Staff* record on the *Misc* tab. Click **View Sent Emails** to see a list of all emails sent in the last 365 days.

The screenshot shows the 'Staff: Stephanie Andrews' record page. At the top, there are buttons for '< RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are navigation tabs: 'Instructor Schedule (PDF)', 'Add Time Entry', 'Instructor Calendar', 'Weekly Schedule', and 'Email'. The 'Misc' tab is highlighted in yellow. Underneath, there are sub-tabs: 'Summary', 'Classes', 'Compensation', 'Time Card', 'Portal Settings', 'Feedback', 'Skills', 'Certifications', 'Availability', 'Misc', 'Picture', 'Notes (0)', and 'Resources'. The 'Misc' sub-tab is active. The main content area is titled 'Miscellaneous' and contains a 'View Sent Emails' button with a hand cursor pointing at it. Below this is a 'Notes' section with a text area containing the text: 'Stephanie was recommended for the swimming instructor position by a former swim coach in the area. Her credentials are excellent.' Below the notes is a 'Background' section with a text area containing the text: 'High School Diploma 2005' and 'College Graduate with a minor in Child Education in 2009.'

Click **View** to open the email for review.

Date Sent	Status	Type	Subject	Recipient	To Address	From Address
8/13/2020 7:58:11 PM	Sent	Receipt	Thank you for your payment!	annab@email.com	office@jackrabbithelp.com	



To see all emails sent to your families and staff, use the **Sent Emails Report** (*Reports menu > Find Reports > type in Sent Emails and click the search icon*).