Sent Emails Report

The Sent Emails report provides a list of emails sent to your students, contacts, and staff based on the filters (Search Criteria) you select.

Go to Reports > Find Reports > Email/Text/Marketing (left menu) > Recommended (tab).

- * Review emails sent from the Lead File.
- * Access emails sent from your organization within the last 365 days.
- × View emails sent to your organization from families using the Parent Portal Contact Us page.



This report does not include automated system-generated emails (e.g., credit card receipts, notification emails) or future scheduled emails.

Search Criteria

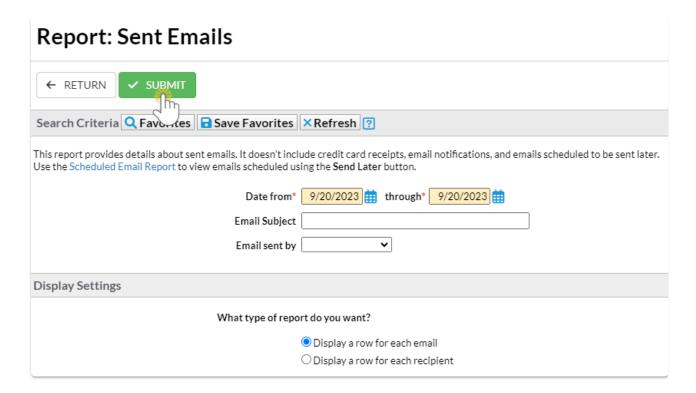
Use the Search Criteria to narrow the report results.

- Enter the *Date from* and *through* to review emails sent within a 31-day window in the last 365 days.
- Optionally, refine your search by entering a subject or selecting the User who sent the email.

Display Settings

Use the Display Settings to further customize your report.

- By default, the *Display a row for each email* setting is selected. This setting lists the subject line of every email sent and the number of recipients it was sent to in the selected date range.
- The Display a row for each recipient setting shows a row for each email sent to each recipient.



Report Results

Customize the report results to show or hide columns of information, sort and filter columns, or modify column width.

- View a sent email by selecting the row menu icon: > View Email.
- Select the Recipients link to see who the email was sent to.
- Use the Refresh Grid icon (3) to reload the grid data.
- Choose the More icon (i) to export the data in the grid to Excel.

To learn more about customizing a grid to display information, refer to Work with Grids (Tables) in Jackrabbit.

