

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.
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Report: Sent Emails

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Search Criteria

This report provides details about sent emails. It doesn't include credit card receipts, email notifications, and emails scheduled to be sent later. Use the [Scheduled Email Report](#) to view emails scheduled using the **Send Later** button.

Date from* through*

Email Subject

Email sent by

Display Settings

What type of report do you want?

- Display a row for each email
- Display a row for 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  to reload the grid data.
- Choose the More icon  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](#).

Sent Emails - Summary

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ALLEMAILS >

Showing 3 of 3 Emails [HELP WITH GRIDS](#)

Drag a column header and drop it here to group by that column

	DATE SENT	EMAIL SUBJECT	RECIPIENTS	EMAIL TYPE	SENDER
	Sep 20, 2023 3:59 PM	Bring a friend to class	14	Email Families	education@jackrabbittech.com
	Sep 20, 2023 3:58 PM	Payments are Due for Fall Festival	14	Email Families	education@jackrabbittech.com
	Sep 20, 2023 3:58 PM	Weather Closing	59	Email Families	education@jackrabbittech.com

Click a row menu to view the sent email.

Number of people the email was sent to.

Export to Excel



