

Sent Emails Report

Last Modified on 09/27/2023 11:07 am EDT

The **Sent Emails** report provides you with a list of emails sent to your students, contacts, and staff, based on the filters ([Search Criteria](#)) you select. In addition, incoming emails sent to your organization from the Parent Portal *Contact Us* page are included in this report.

Go to **Reports > Find Reports > Email/Text/Marketing** (left menu) > **Email** (tab) > **Sent Emails**.

- ★ Emails sent from the Lead file are included in this report.
- ★ Report results are viewable by a list of all emails sent or by each recipient.
- ★ Sent emails remain accessible and can be viewed in the system for 365 days.
- ★ Review emails sent to your organization from families using the Parent Portal.



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

Search Criteria

You can filter the emails using any or all of the Search Criteria and Jackrabbit will compile the report to meet ALL of the criteria chosen.

The **Display Settings**:

- **Display a row for each email** (default) - will display a list by the subject line of every sent email for the date range.
- **Display a row for each recipient** - will display a row for each sent email, and the recipients.

Report: Sent Emails

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 🔖 Save Favorites 🔄 Refresh ?

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

The report results can be further customized to show or hide columns of information, sort and filter columns, or modify column width.

- **View email** - click on the 1st column Row Menu (icon)  to open and view a sent email.
- **Recipients** - click the **Recipients** link to open the **Sent Emails - Detail** for a list of who the email was sent to.
- **Refresh the data** - click the **Refresh Grid** (icon)  to refresh the data in the grid.
- **Export to Excel** - click the **More** (icon)  to export the data in the grid to Excel.

If you select **Display a row for each recipient** as the **Display Setting**, there will be one row for every recipient for all the emails sent.

Refer to [Work with Grids \(Tables\) in Jackrabbit](#) for more information.

Sent Emails - Summary

← RETURN

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 |

Export to Excel

Number of people the email was sent to.

Click a row menu to view the sent email.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!