

Text Activity Report

Last Modified on 04/26/2021 12:35 pm EDT

The **Text Activity** report can be found under the *Reports (menu) > Find Reports > Email/Text/Marketing (left menu) > Text (tab) > Text Activity Report*.

You can search texting activity by date range and who the text was sent to (Contacts, Students, Staff). This report will also provide a listing of who has opted out by replying 'Stop' within the specified date range.

Text Activity Report



← RETURN

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Date Sent	Recipient	Phone Number	Status	Type	Message	Sender
10/02/2021 4:25:01 PM	Jane Smith	(704) [REDACTED]	Sent	Contact	You will no longer receive notifications at this number.	AutoReply
10/03/2021 1:22:11 PM	Jane Smith	(704) [REDACTED]	Sent	Contact	Practice tonight has been rescheduled for Saturday @ 9am. Please re...	SandiTexting
10/04/2021 3:25:01 PM	Jane Smith	(704) [REDACTED]	Sent	Contact	Shaun left his gym bag yesterday. Please stop by the office to pick it u...	SandiTexting

Note: A yellow callout bubble points to the 'Message' column of the first row, containing the text: "This is an opt-out confirmation for a 'Stop' reply text."



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!