

Scheduled Emails Report

Last Modified on 11/24/2021 1:09 pm EST

The **Scheduled Emails** report includes icons that allow you to edit the email content, preview the list of recipients, change the scheduled date/time and delete scheduled emails.

This report can be accessed from the *Scheduled Emails* alert on the *Executive Dashboard* or in the *Reports (menu) > Find Reports > Email/Text/Marketing (left menu) > Recommended (tab) > Emails - Scheduled*.

Scheduled Emails

[← RETURN](#)

Emails scheduled using the "Send Later" button are listed below.

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				Current Status	# Recipients	Email Type	Email Subject	Date/Time Scheduled	Date/Time Sent	User ID
				<input type="text" value="Search"/>						
				Scheduled	218	Email Families	Holiday Hours	1/1/2022 09:00 AM		HBarnhardt
				Scheduled	218	Email Families	Bring a Friend	12/1/2021 09:00 AM		HBarnhardt
				Scheduled	9	Email Families	Thanksgiving Holiday Hours	11/25/2021 09:00 AM		HBarnhardt

For more information on scheduling emails see our Help Article [Schedule an Email - Send Later](#).



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!