

# Sent Emails Report

Last Modified on 07/08/2021 12:41 am EDT

The **Sent Emails** report provides you with a list of emails sent to your students, contacts, and staff, based on 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.

You can find this report in the *Reports (menu) > Find Reports > Email/Text/Marketing (left menu) > Recommended (tab) > Sent Emails*.

- ★ Select the *Display Settings* you prefer for the report: a list of all emails sent or a list of all emails plus the recipients.
- ★ Customize the sent email date range up to 31 days.
- ★ 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 (credit card receipts, notification emails, etc.) or future scheduled emails.

## Business Scenario

You are looking for a specific email you sent to your students sometime during April, but you don't recall the subject line of the email.

To create this report, select the following search filter: *Date from 6/1/2021 through 7/2/2021*.

**Note:** Additionally, you have the option to use *Email Subject* keywords or *Email sent by* fields as filters.

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## 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* default selection, *Display a row for each email*, shows a list by subject line of every sent email for the date range. The second option, *Display a row for each recipient*, shows 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

✓ SUBMIT



## 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.

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

## Sent Emails - Summary

← RETURN

ALL EMAILS >

Showing 8 of 8 Emails

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

Export to Excel



	DATE SENT	EMAIL SUBJECT	RECIPIENTS	EMAIL TYPE	SENDER
	Jul 2, 2021 1:17 PM	We Miss You	6	Email Families	cb@jackrabbittech.com
	Jul 2, 2021 1:16 PM	Late Fee Notice	3	Email Families	cb@jackrabbittech.com
	Jul 2, 2021 1:13 PM	Reminder! Summer Program Schedules	1	Email Families	cb@jackrabbittech.com
	Jul 2, 2021 1:13 PM	Reminder! Summer Program Schedules	1	Email Families	cb@jackrabbittech.com
	Jul 2, 2021 1:13 PM	Reminder! Summer Program Schedules	1	Email Families	cb@jackrabbittech.com
	Jun 18, 2021 2:37 PM	Weather Closing	1	Email Instructors	cb@jackrabbittech.com

Number of people the email was sent to. Click the link to see the recipient list.

Click on a row menu to view the sent email.

**Note:** Emails sent from the Lead file are included in the Sent Emails report. The *Email Type = Email Leads*.



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!