

# Preview, Edit, or Cancel a Scheduled Email

Last Modified on 06/29/2020 10:20 am EDT

The **Scheduled Emails report** includes icons that allow you to edit the email content, preview the list of recipients, reschedule the email and delete the email.

A *Scheduled Emails* alert on the Executive Dashboard keeps you notified of pending scheduled emails and provides a link to the Scheduled Emails report.

The screenshot shows the Executive Dashboard with a blue header. Below the header are two buttons: 'REFRESH DASHBOARD' and 'WEEKLY CALENDAR'. Underneath is an 'Alerts' section with a 'Settings' dropdown. The alerts list includes: '0 Wait Lists for Classes with Openings', '0 Birthdays (Active) next 10 days', '68 Failed Signouts', '1 Birthdays (Not Active) next 10 days', '0 Students & Staff Here Now', '0 Items at or below Re-Order Alert Qty', '0 Immune/Requirements Due (30 days)', '1 Scheduled Emails' (highlighted with a yellow box), '139 Immune/Requirements Overdue', '0 Active Staff Certifications Due (30 days)', and '1 Classes Past End Date To Archive', '0 Active Staff Certifications Overdue'. At the bottom is a 'Tasks' section with filters for 'Add', 'To Do', 'Completed', and 'Assigned To Others (View Completed?)'.

You can also get to the Scheduled Emails report from the *Reports* menu select *Email / Text / Marketing*.

The screenshot shows the Reports menu on the left and the 'Email / Text / Marketing Reports' section on the right. The left menu has options: 'FIND A REPORT', 'FAVORITE REPORTS', 'NEW REPORTS', 'ALL REPORTS', 'Browse Reports', 'FAMILIES / STUDENTS', 'CLASSES / ENROLLMENT', 'EVENTS / RECITALS', 'STAFF', 'TRANSACTIONS / FINANCIALS', 'STORE', 'STAFF PORTAL', 'EMAIL / TEXT / MARKETING' (highlighted in yellow), and 'COSTUMES'. The right section has a header 'Email / Text / Marketing Reports' and three tabs: 'Recommended', 'Email', and 'Labels'. Under the 'Email' tab, there are links for 'Email Listing', 'Emails - Scheduled' (highlighted with a yellow box), 'Source/ Referral Report', and 'Telephone Listing'.



The User ID permission "Emails - Scheduled" (in the Reports category of permissions) controls a User's access to scheduled emails. Edit a User's permissions from Tools > Edit













The Scheduled Emails report lists all emails scheduled using the *Send Later* button. The current status of the email (*Scheduled* or *Complete*) is displayed along with the number of recipients, the type of email (where in Jackrabbit it was created), the email subject, date/time information, and the User ID of the person who created the email.

### Scheduled Emails

[← RETURN](#)

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

View 1 - 3 of 3 [Print](#) [Export](#) [Refresh](#)

				Current Status	# Recipien	Email Type	Email Subject	Date/Time Scheduled	Date/Time Sent	User ID
				Search	Search	Search	Search	Search	Search	Search
				Scheduled	52	Email Families	Memorial Day Holiday Hours	5/27/2019 09:00 AM		jtcamber
				Scheduled	52	Email Families	We Miss You	5/3/2019 12:00 PM		jtcamber
				Scheduled	45	Email Families	Weather Closing	5/1/2019 06:00 PM		jtcamber

Use the icons to work with the scheduled email.



Use the **Pencil icon** to open the email editor where you can edit the content of the email.



The **Eye icon** opens the *Preview Scheduled Email* page where you are able to remove recipients (or add back previously removed recipients). Once the email has been sent (status = *Completed*) the eye icon opens a view of the sent email.



Click the **Send icon** to open the *Send Email* window where you can reschedule the date and time or choose to Send Now.



Use the **Trash Can icon** to stop the email from being sent at the scheduled date/time and delete the email's contents.



*While you can't add anynew recipients to a scheduled email, you can remove recipients that are scheduled to receive the email or add back recipients that you removed in a previous edit to the recipients of the scheduled email.*