Sent Emails Report

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. Go to **Reports** > **Email/Text/Marketing Reports** > **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 (1 year).
- ⭐ 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* **4/1/2020** *through* **4/30/2020**.

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

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 Results

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

- Click on the *Recipients* link to open the *Sent Emails - Detail* list.
- Click on the 1st column row menu (⋮) to open and view the sent email.

Sent Emails - Summary

← RETURN

ALL EMAILS >

Showing 4 of 4 Emails ⓘ HELP WITH THIS GRID

Refresh the grid.

📄 Export to Excel

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

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

	DATE SENT ↓	EMAIL SUBJECT	RECIPIENTS	EMAIL TYPE	SENDER
⋮	Apr 7, 2020 11:21 AM	Found Your Tutu	1	Family	cbova@jackrabbittech.com
⋮	Apr 7, 2020 11:16 AM	Reminder!	2	Family	cbova@jackrabbittech.com
⋮	Apr 7, 2020 10:53 AM	Client Portal Message: Barbie is sick	1	Parent Portal Contact Us	agingvictor@gmail.com

Click here to view the sent email.

QUICK tip!

Refer to **Work with Grids in Jackrabbit** for more details on how easy and flexible these grids are to work with. You can filter, sort, hide, lock, and adjust your report results.