

Sent Emails Report

Last Modified on 12/21/2020 9:49 am EST

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 180 days (6 months).
- ★ 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 12/1/2020 through 12/10/2020*.

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: 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.

Sent Emails - Summary

← RETURN

ALL EMAILS >

Showing 13 of 13 Emails [? HELP WITH GRIDS](#)

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

	DATE SENT ↓	EMAIL SUBJECT	RECIPIENTS	EMAIL TYPE	SENDER
⋮	Dec 10, 2020 4:09 PM	Your Student's Schedule	1	Email Families	cb@jackrabbit.com
⋮	Dec 10, 2020 4:09 PM	Your Student's Schedule	1	Email Families	cb@jackrabbit.com
⋮	Dec 10, 2020 4:09 PM	Your Student's Schedule	1	Email Families	cb@jackrabbit.com
⋮	Dec 10, 2020 4:09 PM	Your Student's Schedule	1	Email Families	cb@jackrabbit.com
⋮	Dec 10, 2020 4:09 PM	Your Student's Schedule	1	Email Families	cb@jackrabbit.com

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

Export to Excel

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.