Text Activity Report Last Modified on 11/03/2020 12:33 am EST

The **Text Activity** report can be found under the *Reports (menu)* > *Find Reports* > *Email/Text/Marketing (left menu)* > *Text (tab)* > *Text Activity Report.*

You can search texting activity by date range and who the text was sent to (Contacts, Students, Staff). This report will also provide a listing of who has opted out by replying 'Stop' within the specified date range.

Text Activity Report							
← RETURN							
View 1 - 15 of 15 @ Print @ Export @ Refresh Bhow/Hide Columns					This is an opt-out		
Date Sent	Recipient	Phone Number	Status	Type	confirmation for a 'Stop'	Message	Sender
	Search	Search	Search	Search	reply text.	Search	Search
11/27/2015 4:25:01 PM	Jane Smith	(704)	Sent	Contact	smith	You will no longer receive notifications at this number.	AutoReply
11/27/2015 1:55:51 PM	Jane Smith	(704)	Sent	Contact	Smith	Practice tonight has been rescheduled for Saturday @ 9am. Please re	SandiTexting
11/27/2015 1:42:38 PM	Jane Smith	(704)	Sent	Contact	Smith	Shaun left his gym bag yesterday. Please stop by the office to pick it u	SandiTexting



Save this as a frequently used report! Click the heart (icon) \bigcirc next to a report name, the heart will change to red \clubsuit and the report will be listed under the *Reports* (*menu*) > *My Reports* for quick and easy access!