

Sent Email Tracker

This article applies to:

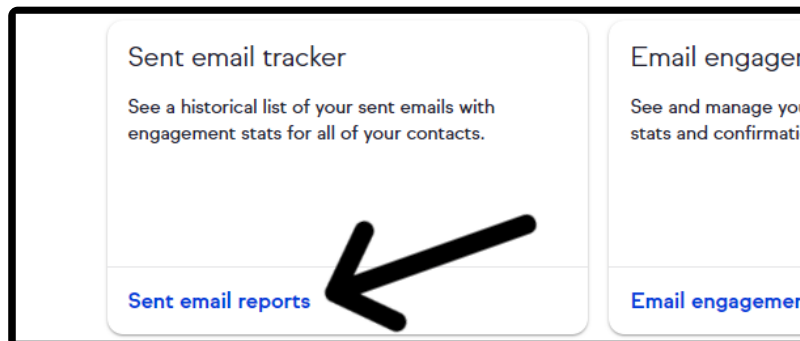
The sent email tracker report uses the email batch results to show the result of each contact record that was a part of a broadcast. This is the main report used when you go to Broadcasts and view the broadcast details. To learn more, [click here](#).

Pro-tip! Before you search, set up your columns. This helps ensure that you find the results you are looking for.

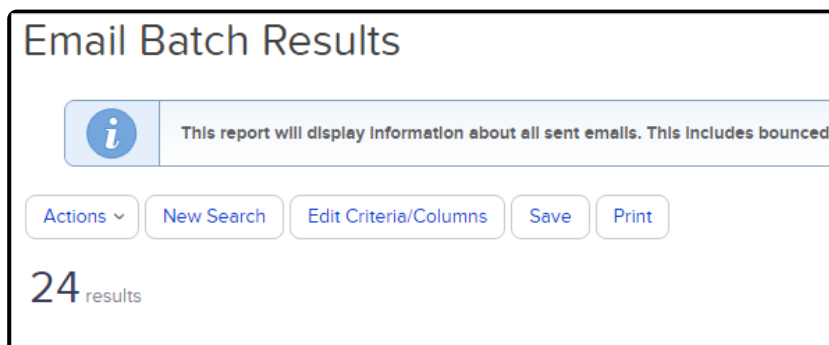
1. Go to **Reports** from the left menu.



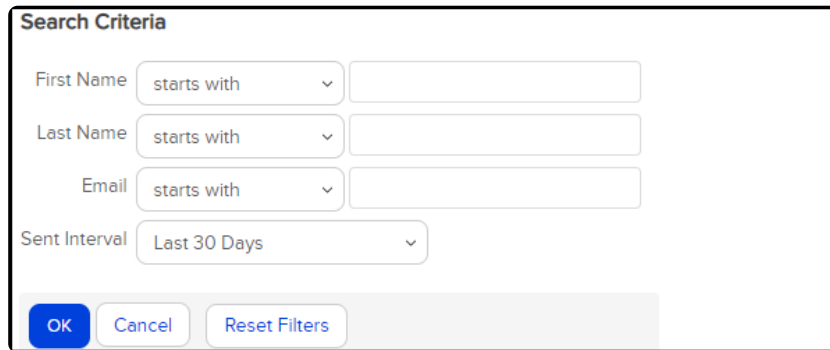
2. Click **Sent email reports**.



3. Click **New Search**.



Search Criteria - search tab



Search Criteria

First Name

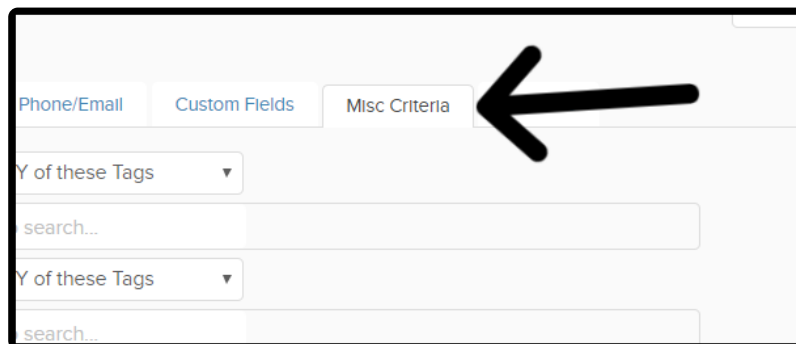
Last Name

Email

Sent Interval

- First Name
- Last Name Email
- Sent Interval

Search Criteria - Misc Criteria



Phone/Email Custom Fields **Misc Criteria**

Y of these Tags

Y of these Tags

- Batch Id
- Opened
- Opened Interval
- Clicked
- Clicked Interval
- Link Clicked
- Opted
- Opted Interval
- Opt type
- Bounced
- Bounced Interval
- Bounce Type

Search Criteria - Columns

Add the fields you want to appear in your report and click to drag them into the

desired order

Customize Columns

This allows you to edit the presentation of the search results. The fields below represent the current order. The fields below represent the current order. The fields below represent the current order. To add more columns, select the "Add a field" at the bottom. To re-order the columns, simply drag and drop.

⋮ Id (column 1)

⋮ Status (column 2)

⋮ Name (column 3)
