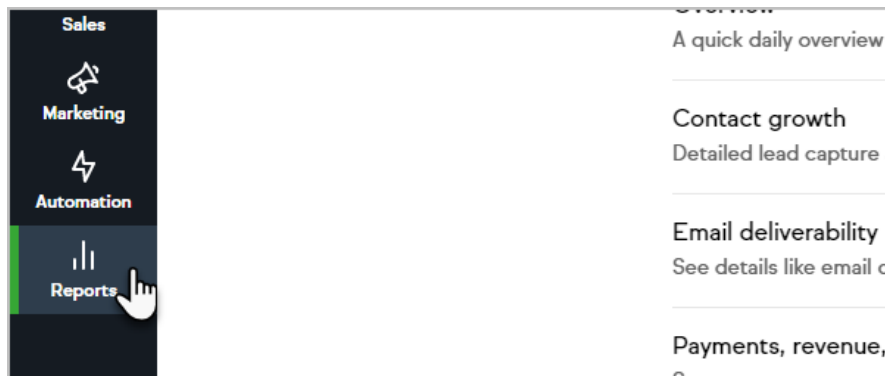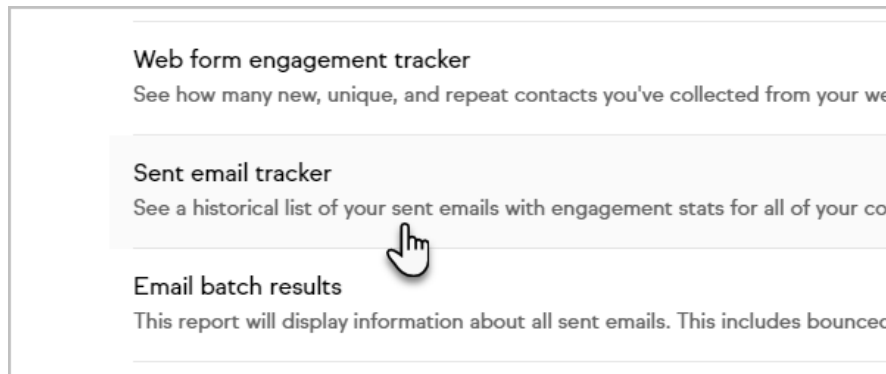# Sent Email Tracker ⚙

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.
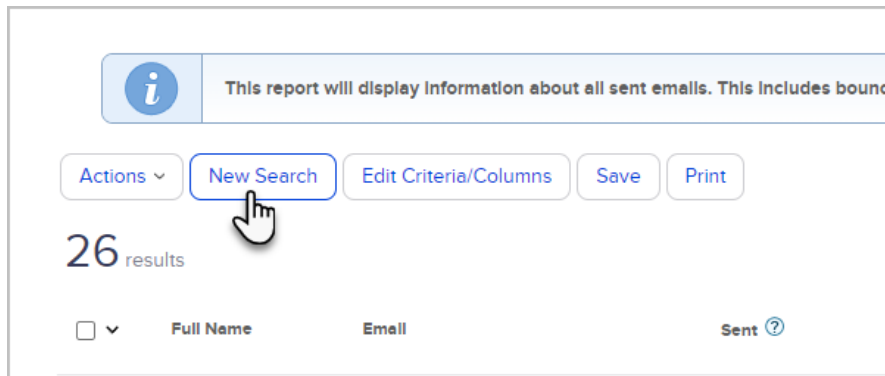
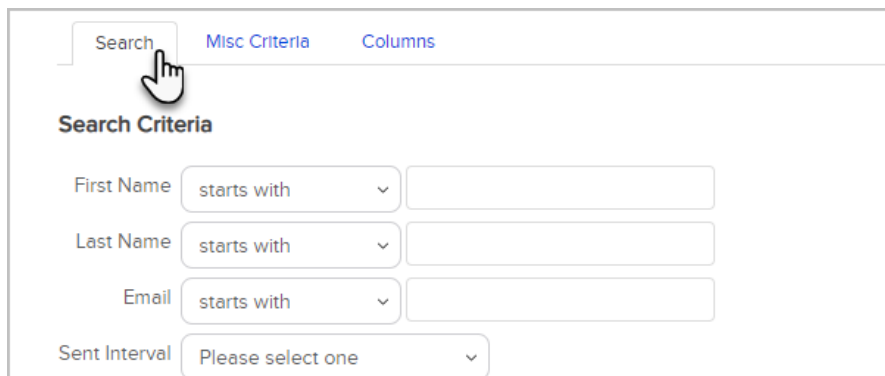1. Go to **Reports** at the bottom of the left menu.

2. Click **Sent email tracker.**
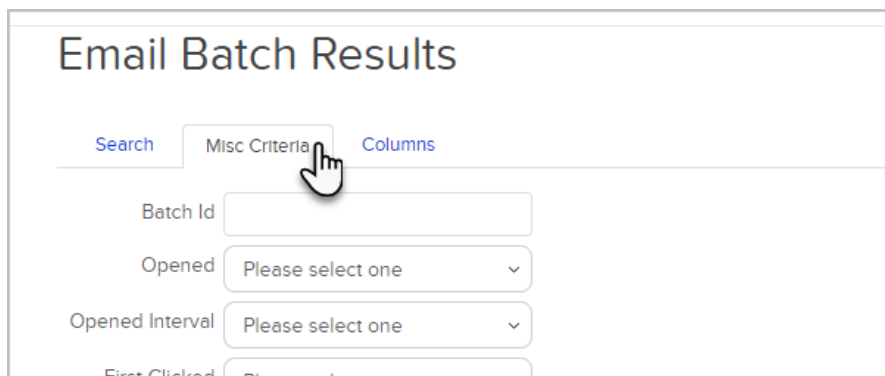

3. Click **New Search.**

Search Criteria - search tab

- First Name

- Last Name Email

- Sent Interval

Search Criteria - Misc Criteria

- Batch Id

- 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