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**

- First Name
- Last Name
- Email
- Sent Interval

**Search Criteria - Misc Criteria**
- Batch Id
- Opened
- Opened Interval
- Clicked
- Clicked Interval
- Link Clicked
- Opted
- Opted Interval
- Opt type
- Bounced
- Bounced Interval
- Bounce Type

Search Criteria - Columns

You can use the arrows to move Available Fields to Custom Columns and vice versa.
Customize Columns on Search Results

Custom Columns:
- Full Name
- Bounce Type
- Opened
- Clicked
- Link Clicked
- Opted
- Opt Notes

Available Fields:
- Email Sent Id
- Contact Id
- First Name
- Last Name
- Email
- Batch Id
- Sent
- Bounced
- Link Clicked Id
- Opt type

Sort By: Please select one
Then By: Please select one