

Message History Report

About Message History Reports:

Message History Reports display general information in a list view. From the message details view you can use the *Resend* or *Follow Up* functions to resend the original or edited message blasts to all or select email recipients.

Viewing Message History Reports:

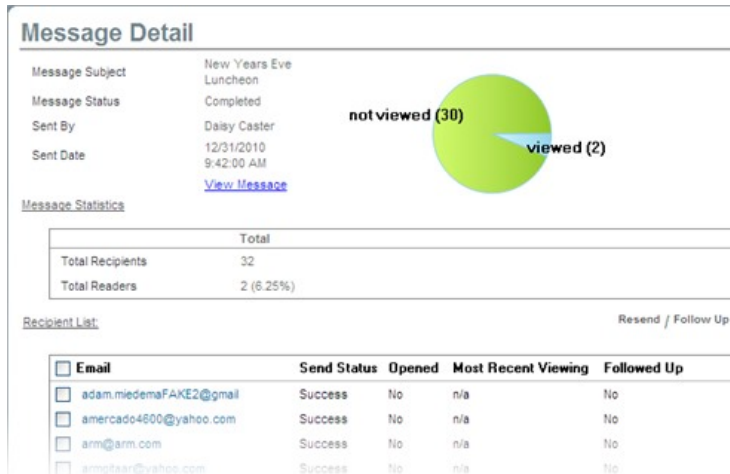
1. Click on [Control Panel > Reports > Message History Report](#)



2. A Message History List is displayed with the general information: **Created Date**, **Subject**, **Send Date**, **Sender**, or **Status**. Click on one of the headers to reorder the list according to your selection so that you can easily locate specific messages.

Created Date	Subject	Send Date	Sender	Status	
12/27/2010 9:43:48 AM	Parking	12/31/2010 9:43:00 AM	Daisy Caster	Cancelled	View
12/21/2010 3:18:26 PM	123	12/21/2010 3:18:26 PM	Daisy Caster	Completed	View
12/16/2010 7:45:55 PM	arv	12/16/2010 7:45:54 PM	Disabled User	Completed	View
6/29/2010 11:33:49 AM	for review	6/29/2010 11:33:49 AM	Daisy Caster	Completed	View
6/28/2010 1:23:16 PM	Information	6/28/2010 1:23:16 PM	Daisy Caster	Completed	View
6/25/2010 9:54:58 AM	calendar	6/25/2010 9:54:58 AM	Daisy Caster	Completed	View
6/18/2010 10:10:13 AM	training	6/18/2010 10:10:14 AM	Daisy Caster	Completed	View
6/17/2010 5:33:50 PM	test	6/17/2010 5:33:49 PM	Daisy Caster	Completed	View
6/17/2010 5:31:06 PM	test	6/17/2010 5:31:06 PM	Daisy Caster	Completed	View
6/9/2010 2:56:38 PM	invite	6/9/2010 2:56:39 PM	Daisy Caster	Completed	View

3. Click **View** to display more message details including: **Message Statistics**, **Recipient Views**, and **Blocked Emails**. The pie chart is a visual display of how many of the recipients opened the email and can be used to analyze messages' effectiveness.



4. Select desired recipient emails from the **Recipient List** with a check mark, and click **Resend** or **Follow Up**.

Notes:

- **Resend:** Sends the original message blast/ email to all or select recipients.
- **Follow Up:** Takes you back to the message blaster where you can edit or append a message to the original. A "Yes" is marked in the *Follow Up* column if this function is used. Refer to [Create New Message Blast](#) for more information on using the Message Blaster system.



Sent Date: 9:42:00 AM
[View Message](#)

Message Statistics

Total	
Total Recipients	32
Total Readers	2 (6.25%)

Recipient List:

[Resend / Follow Up](#)

<input type="checkbox"/> Email	Send Status	Opened	Most Recent Viewing	Followed Up
<input type="checkbox"/> adam.medemaFAKE2@gmail	Success	No	n/a	No
<input type="checkbox"/> amercado4800@yahoo.com	Success	No	n/a	No
<input type="checkbox"/> arm@arm.com	Success	No	n/a	No
<input type="checkbox"/> armptaar@yahoo.com	Success	No	n/a	No