Message History Report

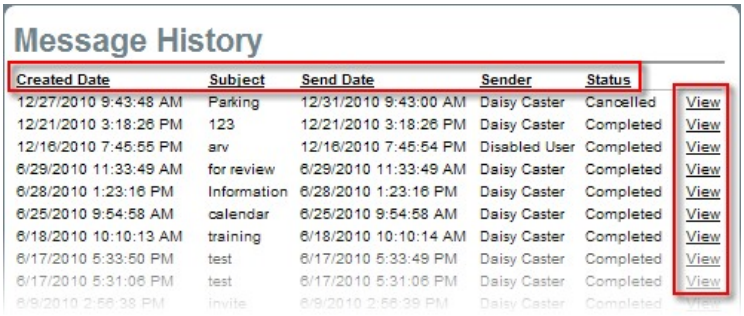
About Message History Reports:

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.

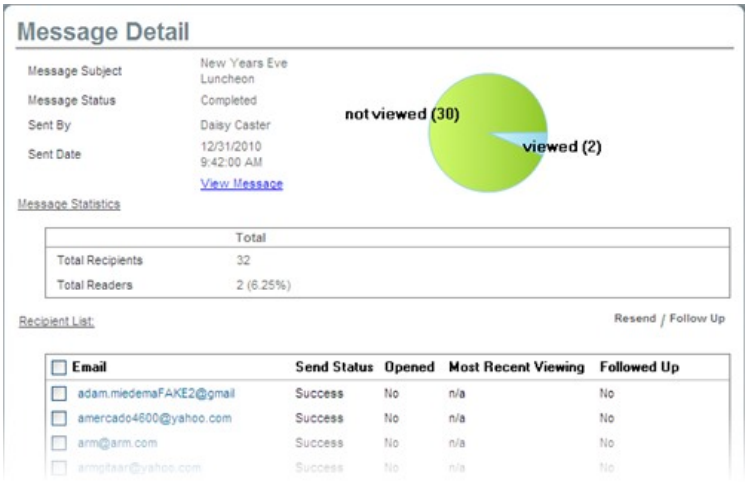
Viewing Message History Reports:

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.



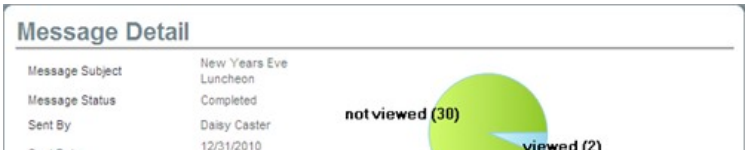
3. Click **View** to display more message details including: **Message Statistics**, **Recipient Views**, and **Blocked Emails**. The pie chart is a visual display of how many of the recipients opened the email and can be used to analyze messages' effectiveness.

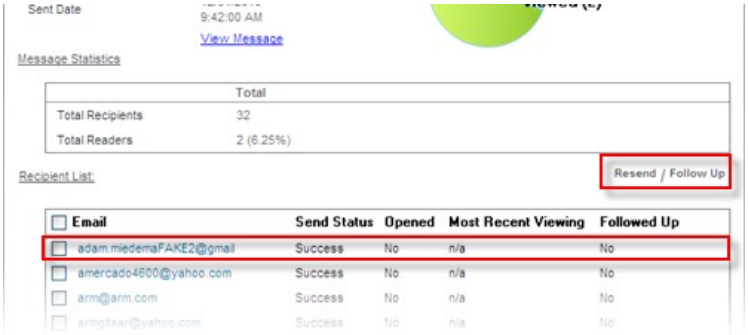


4. Select desired recipient emails from the **Recipient List** with a check mark, and click **Resend** or **Follow Up**.

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
Email
Send Status
Opened
Most Recent Viewing
Followed Up
adam.miedemaFAKE2@gmail
Success
No
n/a
No
amercado4600@yahoo.com
Success
No
n/a
No
arm@arm.com
Success
No
n/a
No