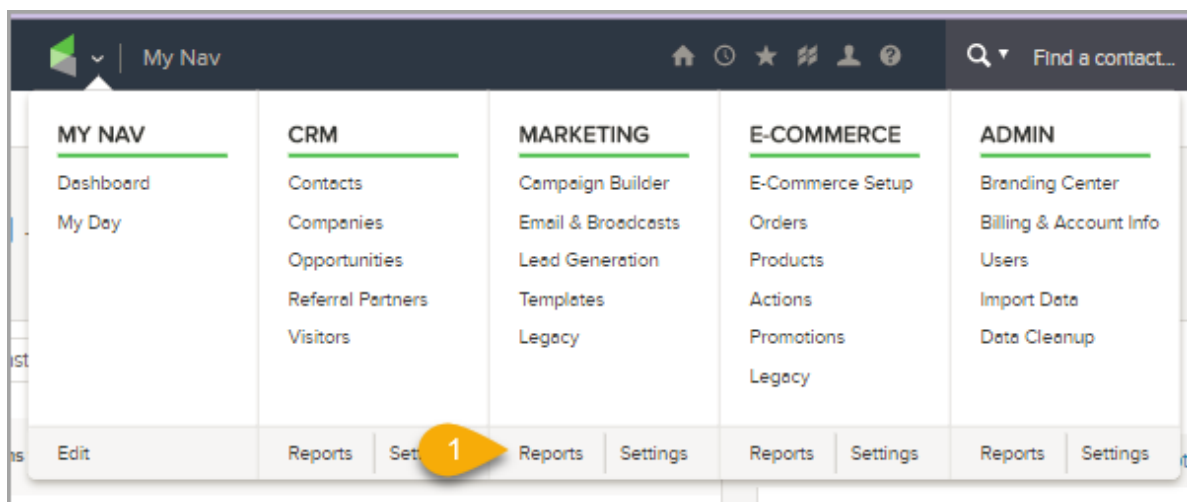# Email Status Search 🔗

The email status search report displays a list of people based on the status of their email address (i.e. bounce , opt-in , opt-out , etc.). You may use this search to clean up your database or to follow up with people who have bad email addresses in your system. Search by multiple criteria, including email status, last sent date, tags , and more. Click on Opt Status to view additional details.

> Pro-tip! View email status definitions

Email Status Search

1. Go to **Marketing > Reports**

2. Scroll down to **Email Status Search**

Report Title	Report Description
Tag Applications	View details on when Contacts were applied to a specific Tag.
Web Form Tracking Report	This report shows the people that are filling out your web forms.
Web Form Activity Summary Report	This report shows detailed activity information about your web forms.
Leadsource Conversion Report	This report shows how well your leads are converting based on the leadsource.
Marketing Piece Effectiveness	View which marketing pieces are generating the most responses.
Email Broadcasts	Check the status of Email Batches that you have sent.
Email Batch Results	This report will display information about all sent emails.
Fax Batch Status	Check the status of Fax Batches that you have sent.
Voice Batch Status	Check the status of Voice Batches that you have sent.
Email Status Search	View email addresses that have either opted out of email marketing or that have bounced too...

3. Click **New Search**

Campaign Builder ⌄   Email & Broadcasts ⌄   Lead Generation   Templates   Legacy

Email Status Search

3 → New Search   Edit Criteria/Columns...   Save...   Print...

1-50 of 125 | 50   ▼ | per page

☐   **Name**   **Status**   **Email**

4. Enter your Search Criteria.

   ○ Email Status

Email Status Search   Saved Searche

Search | General | Address | Phone/Email | Custom Fields | Misc Criteria | Columns

Search Criteria

Email Status | contains any   ▼ | 4

Unengaged Marketable
Unconfirmed
Confirmed (Legacy)
Confirmed
Unengaged NonMarketable
Non-marketable
Lockdown

   ○ Last Sent Date, Last Engagement Date, Last Engagement Interval

From the "Misc Criteria" tab you have options to:

- Tags
- Products
- Last Open Date
- Last Web Form Submission Date
- Last Web Form Submitted

Customize the results by adding/removing "Columns". This includes

- Name
- Status
- Email
- Opt Type
- Last Engagement Date
- Time Since Last Engagement

Search   General   Address   Phone/Email   Custom Fields   Misc Criteria   **Columns**   6

Customize Columns on Search Results

Custom Columns:

Name	∧ ∨ ✕
Status	∧ ∨ ✕
Email	∧ ∨ ✕
Time Since Last Engagement	∧ ∨ ✕
Last Engagement Date	∧ ∨ ✕
Opt Type	∧ ∨ ✕

«

Available Fields:

Country (optional)
Title
Suffix
Created By
Date Created
Last Updated
Owner Id
Postal Code
Zip 4
Notes
Tag Ids
Products