Find Your Scheduled Broadcast Emails •

You sent an Email Broadcast and need to find its progress or want to see the results. This article answers where to go to find this out.



1. Go to Marketing > Reports

- 2. Click on Email Broadcasts
- 3. (Optional) You may need to click on the **New Search** button to clear any previous search criteria.

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	Camp	aign Builder 🗸	Email & Broadcasts 🗸 🛛 L
Actions v	New Search	asts Edit Criterla/Colur	mns Save Print
1-2 of 2	50	•	per page

4. Review the Search Criteria to make sure the correct user(s) are selected from the list. You must select the user who scheduled the broadcast. Hold down the Ctrl key on your keyboard to select more than one user.

Search	Misc Criteria Columns
Search Crite	eria
Sent By	contains any
	Martin Cash Mika Mike Bast
	Moaz Omer

Pro-tip! You only need to select "System" if you want to include follow-up sequence emails in the search results. Suggest not using date range fields to open the search up and find your broadcast easier

5. Click on the Misc. Criteria tab

Email Bro	adcasts
Search Misc C	
Batch Name	
Follow-Up Sequence	contains any
	Error Sequence

6. (Optional) Search user Broadcast's Subject line. Add the subject line to the "Batch Name" field

Edit Filters	
Search Misc C	Columns
Batch Name	Incentives
Follow-Up Sequence	contains any
	Cali decline sequence Credit Card Expiration Error Sequence Monthly Cleaning Service Autocharge Failure

- 7. (Optional) Go to the status section and select **Queued** from the status list.
 - Select **Contains Any** from the dropdown.
 - Select **Scheduling** To find Broadcasts that the system is getting ready to add to the queue
 - Select **Queued** to find only broadcasts that are waiting to send
 - Select **Processing** to find Broadcasts that are currently sending
 - Select Stopped by user to find Broadcasts that a user stopped from sending
 - Select **Spam complaints** to find Broadcasts that were stopped due to spam complaints
 - Select Error to find Broadcasts that encountered and error
- 8. Click on the Search button to see a list of Broadcasts

Search Reset Filters		Stopped by Spam Complaints (1st Atte Stopped by Spam Complaints (2nd Att Error
Search Reset Filters		
	Search Reset	Filters
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9. Click on **View** to see the broadcast details (i.e. created date, scheduled start date, template name, etc.)

Sequence	Template	Status	View Report	Total	Done	Sent	S
	Incentive Email	Completed		Scheduling	2	2	0
	Incentive Email	Completed	View	Scheduling	11	11	0
	Incentive Email	Completed	View	Scheduling	13	13	0
	Incentive Email	Completed	View	Scheduling	15	15	0

Can't see the View link? If you do not see the "View" link, you need to add this column to the report. Click on the **Edit Criteria and Columns...** button, then click the **Columns** tab. Click the **View Report** item in the Available Fields box on the right. Click the arrow in the middle to move it over to the Custom Columns section. Click **OK**.