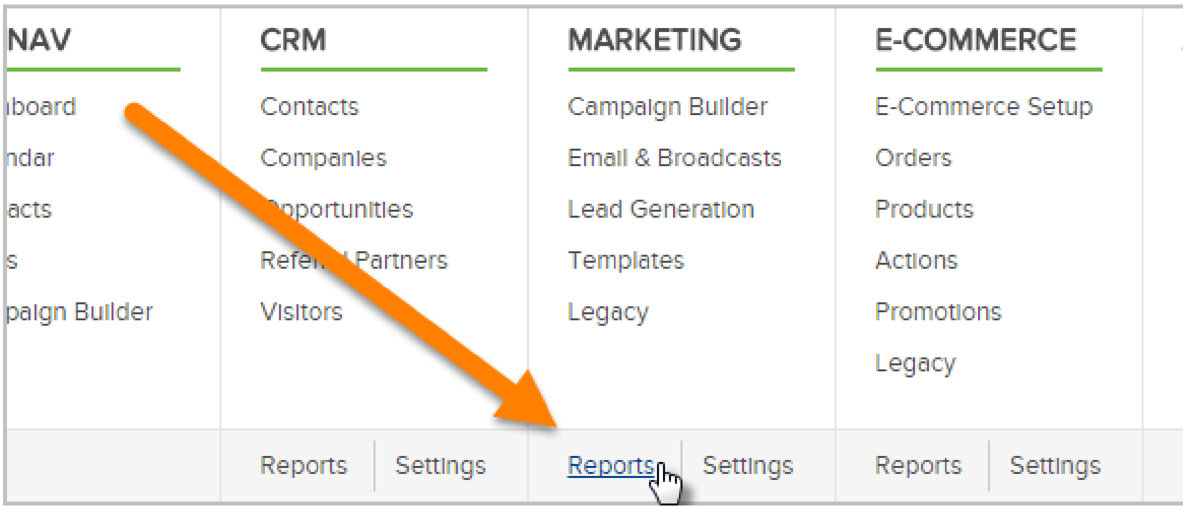
Find Your Scheduled Broadcast Emails

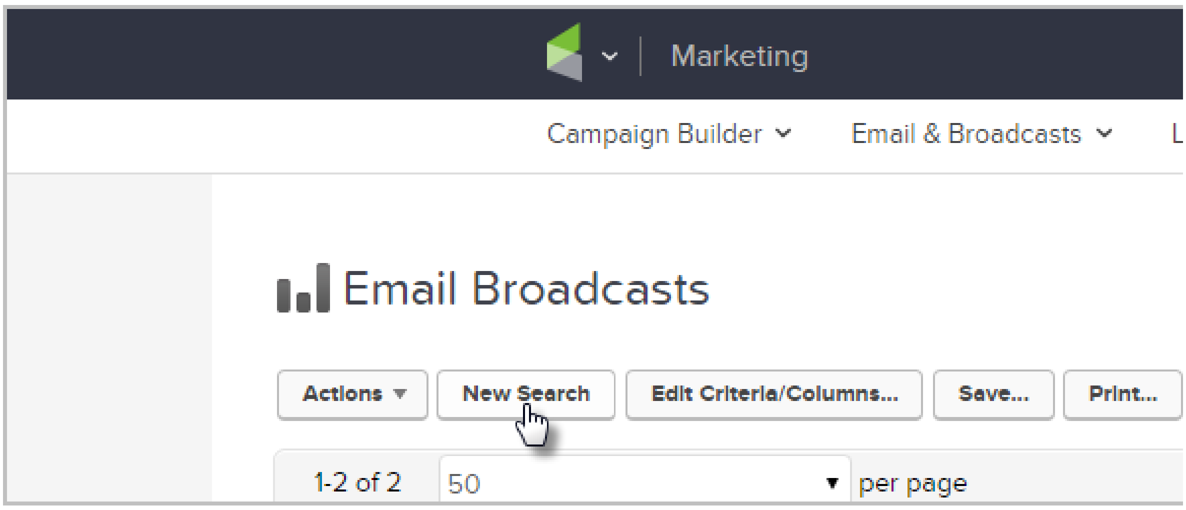
You sent an Email Broadcast and need to find its progress or want to see the results. This article answers where to go to find this out.

1. Go to **Marketing** > **Reports**

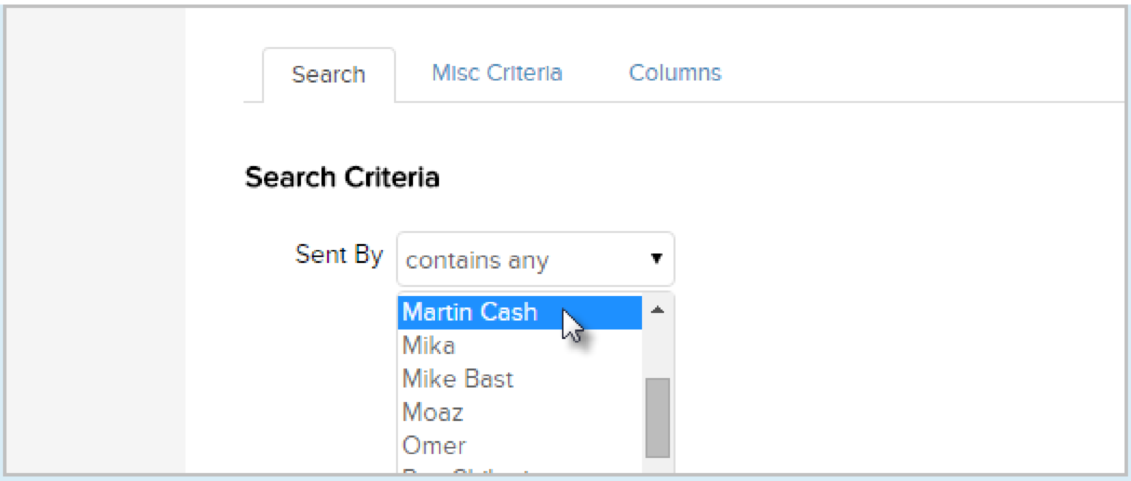


2. Click on **Email Broadcasts**

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

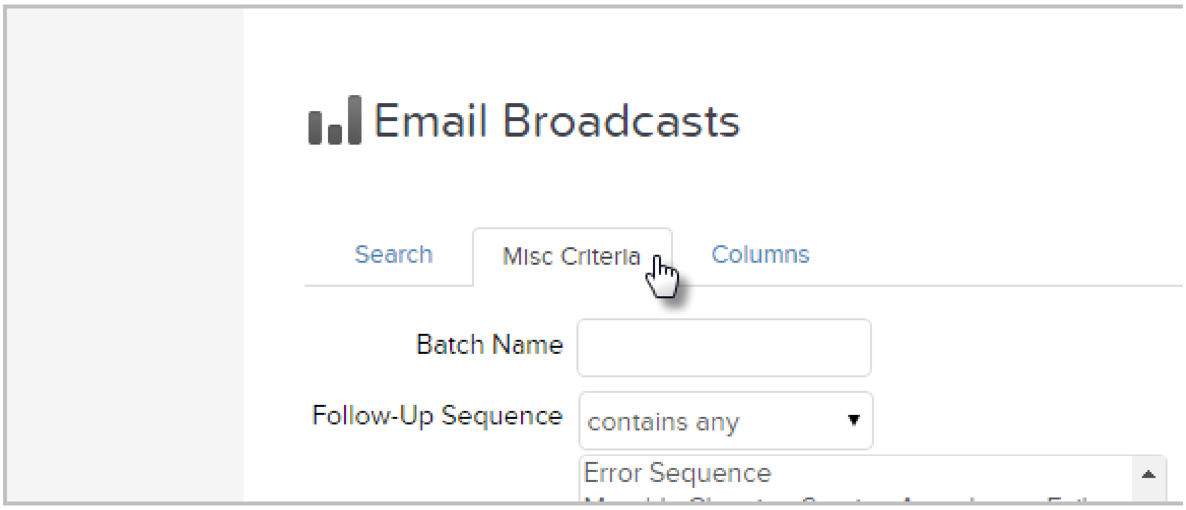


4. Review the Search Criteria to make sure the correct user(s) are selected from the list. You must select the user who scheduled the broadcast. Hold down the Ctrl key on your keyboard to select more than one user.

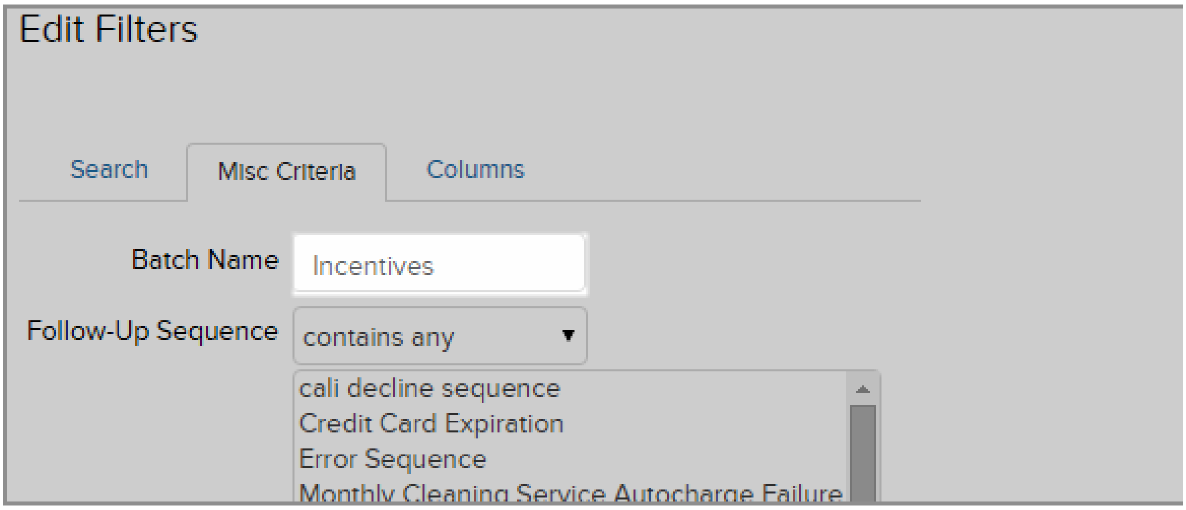


Pro-tip! You only need to select "System" if you want to include follow-up sequence emails in the search results. Suggest not using date range fields to open the search up and find your broadcast easier

5. Click on the **Misc. Criteria** tab

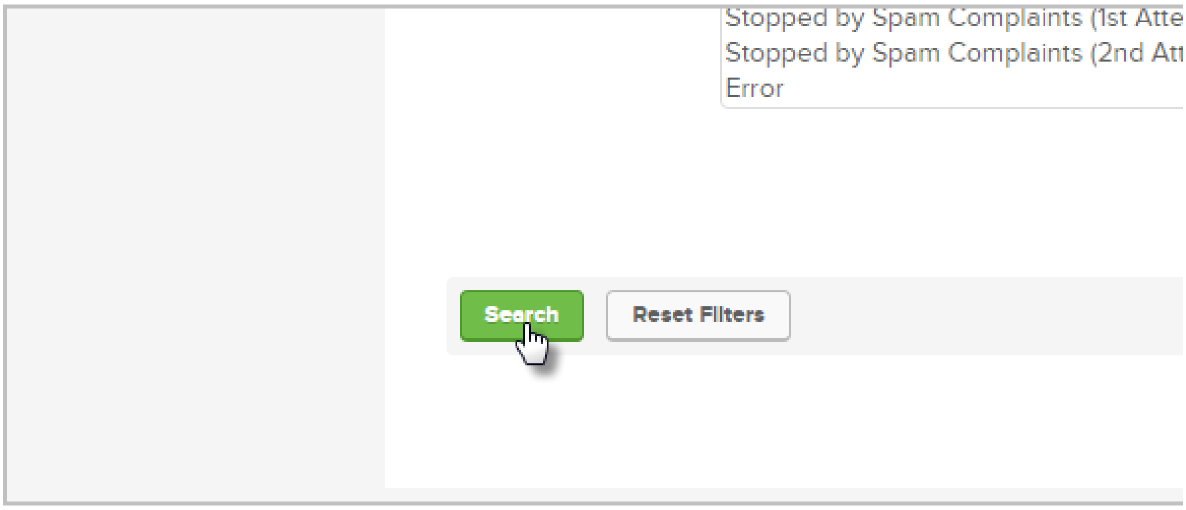


6. (Optional) Search user Broadcast's Subject line. Add the subject line to the "Batch Name" field

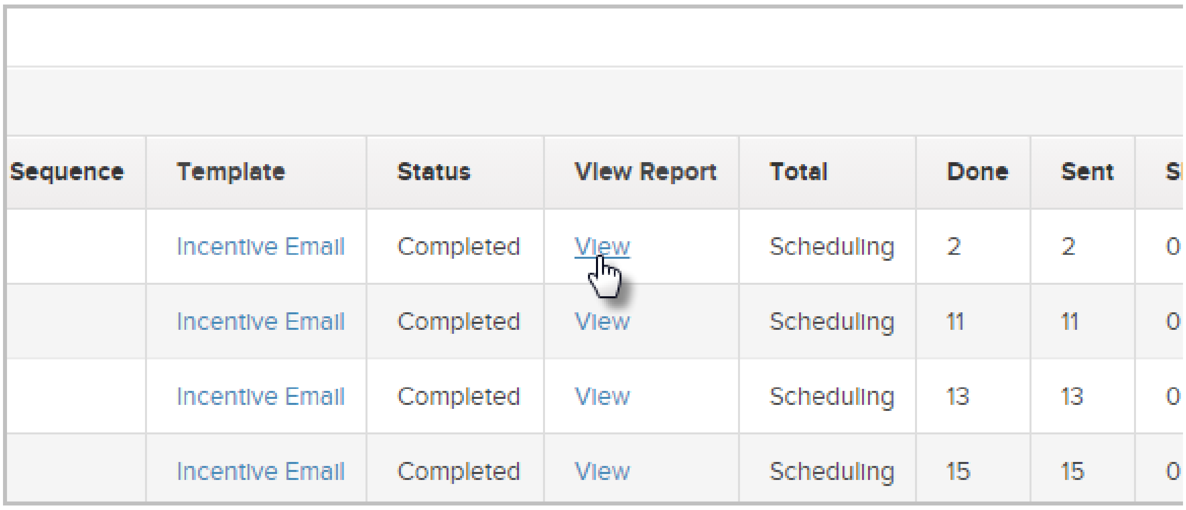


7. (Optional) Go to the status section and select **Queued** from the status list.
    - Select **Contains Any** from the dropdown.
    - Select **Scheduling** To find Broadcasts that the system is getting ready to add to the queue
    - Select **Queued** to find only broadcasts that are waiting to send
    - 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



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	View	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**.