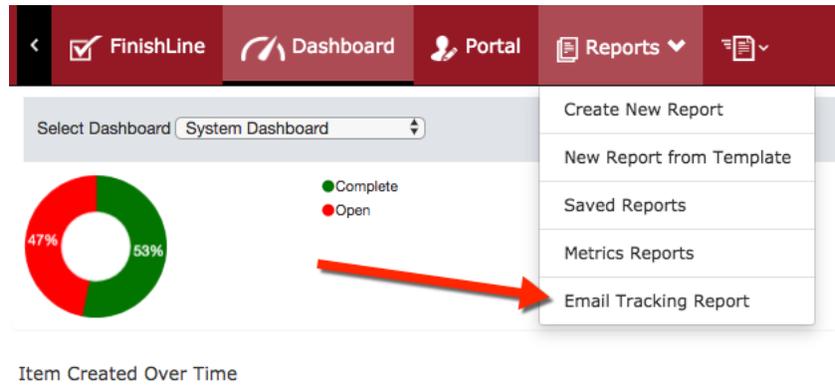


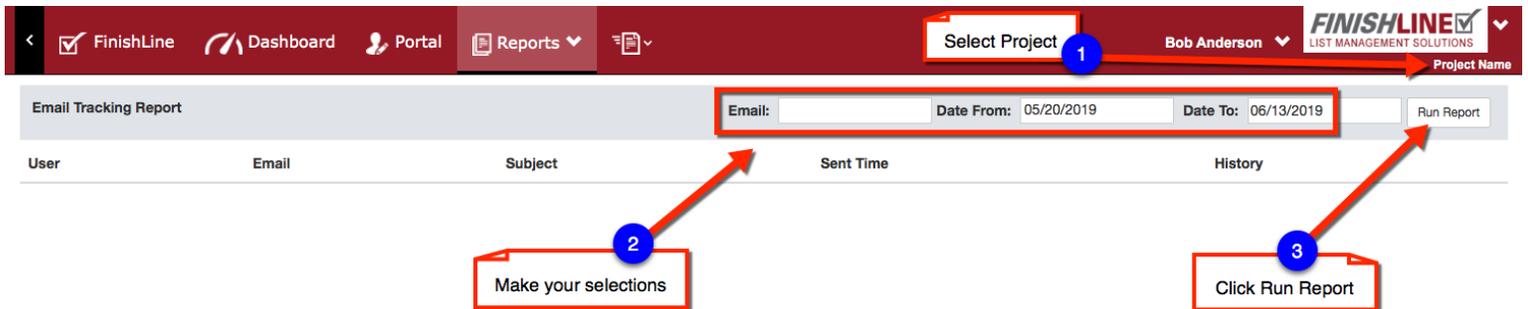
How to Use the Email Tracking Report Feature

The Email Tracking Report feature allows you to view a variety of information about the Reports you have emailed.

From the browser version of FinishLine in the Dashboard, click on “**Email Tracking Report**” in the Reports dropdown menu.



- 1) If you have access to more than one project, you will need to select a project from the dropdown in the upper right.
- 2) Make your selections depending on a specific email you're filtering for, and/or date range.
- 3) Click “Run Report”



If reports have been sent that match the criteria you've selected, you will see a variety of information displayed including the user(s) name(s), email address the report was sent to, the subject name of the report, the sent time, and the history of that emailed report.

Click on the green **Full History** button for more information, as related to that specific report.

Processed = Report was Processed in FinishLine

Delivered= Report was Delivered to the recipient's email inbox

Opened = Recipient Opened that specific report

Note: If a report is shown as "**Delivered**", but the recipient still doesn't see it in their inbox, you should suggest that they check their Junk/Spam folder.

You may click on the report blue subject name to view the report which was sent.

Email Tracking Report		Email:	Date From:	Date To:	Run Report
User	Email	Subject	Sent Time	History	
Bob Anderson	<jane@simplycabinets.com>	Project Punch List Report	05/20/2019 10:08:23	Delivered on 05/20/2019 10:08:35 Full History	
Bob Anderson	<frank@threebrospaint.com>	Project Punch List Report	05/20/2019 10:08:24	Delivered on 05/20/2019 10:08:33 Full History	
Bob Anderson	<team@cleanup.com>	Project Punch List Report	05/20/2019 10:08:24	Delivered on 05/20/2019 10:08:38 Full History	
Bob Anderson	<bob@thebuilderguy.com>	Project Punch List Report	05/20/2019 10:08:26	Opened on 05/20/2019 17:51:08 Full History Processed on 05/20/2019 10:08:33 Delivered on 05/20/2019 10:08:35 Opened on 05/20/2019 17:51:08	

Have questions or need more information?

Email us at support@punchlist.net or call 1-888-869-8685 – we're here to help.