## Log for Sent Emails

09/16/2024 1:36 pm MDT

To view the Sent email status of an outgoing submittal, navigate to the Outgoing Submittals screen and scroll down to the Submittals Grid. Here you will see a "Log" icon - see red arrow in image below. Clicking on the Log icon will open the Email sending status log.

This image shows a Successful submittal.

				45		
Sent Date	Subject 1	Recipients	Status			
24/02/2021 09:55:02	***DDDDD*** 123 Submittal Notification for Quote : 15FEB2021	To: Admin DDDD	Successfully sent		ownlo	Tools
		From: Notification Email <do-not-reply@docboss.com></do-not-reply@docboss.com>				C.B.C.
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When there is an error, an email will be sent to the sending user for them to review. Examples of error statuses are below.

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	26/	Sent Date	Subject 1	Recipients	Status			
	24/ 24/ 24/	24/02/2021 09:39:31	***DDDD*** 123 Submittal Notification for Quote : 15FEB2021	To: CERT USER Cc: TEST123 From: GENERIC NAME	Failed to send email to one of recipients. Email address is not valid			
bb	22/ 22/ 21/ 20/ 17/ 17/ 16/	24/02/2021 09:45:08	FW: ***DDDD*** 123 Submittal Notification for Quote : 15FEB	To: Admin DDDD From: Notification Email <do-not-r< td=""><td>Failed to send email. Message size exceeds fixed maximum message size</td><td></td></do-not-r<>	Failed to send email. Message size exceeds fixed maximum message size			
		24/02/2021 09:47:05	FW: ***DDDD*** 123 Submittal Notification for Quote : 15FEB	To: Admin DDDD From: Notification Email <do-not-r< td=""><td>Successfully sent</td><td colspan="3"></td></do-not-r<>	Successfully sent			
		24/02/2021 09:41:04	RE: ***DDDD*** 123 Submittal Notification for Quote : 15FEB2	To: CERT USER	Failed to send email to one of recipients. Email address is not valid			
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