

Log for Sent Emails

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To view the email delivery status of an outgoing submittal, navigate to **Project Menu > Cards In/Out > Outgoing Submittals** and open the "Submittals Sent" tab. Under the "Tools" column, there is a "Log" icon. Click on the icon to open the email delivery status log.

The delivery status of the email will show in the "Status" column. If the email was delivered, it will show as "Successfully sent".

The screenshot shows the 'Outgoing Submittals' interface with the 'Submittals Sent' tab selected. A modal window titled 'Email Delivery Status' is open, displaying a table with the following data:

Sent Date	Subject	Recipients	Status
2026-04-27 13:31:22	Wolfe Instruments Submittal Notification for PO: 1234	To: John Doe Cc: Alysha Mosveen Fro...	Successfully sent

When an email is not successfully delivered, the user who sent the outgoing submittal will be notified via email in order for them to review. Emails cannot be successfully delivered when:

- The email address of a recipient is not valid
- The message size exceeds the fixed maximum