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C.J - 2025-06-22 - Comments (0) - App Pages

Once you've sent messages, you'll need a way to track those messages.

Enter the Sent Messages report.



From here you can see a list of all the messages you've sent.

The search bar at the top allows you to filter the report according to the content of the message.

The drop-down button will allow you to filter the report according to the date

messages were sent.

The "show automated messages" toggle allows you to filter out the messages that are triggered automatically, if you only want to see messages that you manually sent out.

The report itself will show you:

- What day/time the message was sent
- Which administrator sent the message (note: if the sender says "Administrator," that means the message was sent via the primary account user)
- The recipients for the message (whether an individual, a number of recipients, a name of a group, or "all subscribers")
- The content of the message that was sent

Tapping into a specific message will show you a more detailed delivery report of the specific recipients for that message, including the name (if provided), phone number, email address (if provided), and delivery status for each individual subscriber. (You can filter this delivery report by searching for a specific subscriber with the search bar, or by selecting the drop-down to only view specific message statuses.) The delivery report will also show you how many credits your message used from your monthly messaging balance.

4:21			I 🕈 💽	
<	D	elivery Report		
Se	earch subscribe	٩		
Status  SMS: 8 Credits Used				
-	Jay McGuire 8887776644	(Not provided)	Undelivered	
•	Nancy Larryson 8887774444	(Not provided)	Undelivered	
	Sam Pelton 4027188843	(Not provided)	Sent	
-	Katie Lawrence 4028028402	(Not provided)	Sent	

11:32 6			
× Filter by S	tatus Clear		
Sent 🔟			
Queued			
Sending			
Sent			
Sending failed			
O Delivery failed			
O Delivery unconfirmed			
O Delivery rejected			
O Undelivered			
Filter			