# **Mail Queue**

### Section overview

Mail Queue is a section designed to provide visual representation of all system emails that have already been sent or are in a queue to be delivered. These emails can contain *invoices*, *low balance notifications* or *other types of messages*. The section is presented in a form of a table with the following columns:

Screenshot: Mail Queue section

🔯 Mail Queue							
			Rows 1 – 5 of	184	₩ 5 ▼ « <	Page 1 of 37 →	*
$ID = \begin{smallmatrix} \mathbb{A} \\ \mathbb{V} \end{smallmatrix}$	×	To Å	Subject A		Туре 🗍	Created 🖕	
224		test@jerasoft.net	Report: Summary. Group by client, code. CSV [2017-07-18 00:00:00 - 2017-07-18 23:59:59 UTC]	Q	Reports Watcher	07/18/2017 14:02:04 +0000	*
223		test@jerasoft.net	Report: Summary. Group by client, code. CSV [2017-05-23 00:00:00 - 2017-05-23 23:59:59 UTC]	Q	Reports Watcher	05/23/2017 14:00:04 +0000	
222		Sub-Reseller B2 aa@hshs.t	Low balance notification from Reseller B		Low Balance	11/15/2016 15:05:01 +0000	
221		38002 2345@gmail.com	Low balance notification from Alo		Low Balance	11/15/2016 01:01:07 +0000	
220		38002 2345@gmail.com	Low balance notification from Alo		Low Balance	11/04/2016 11:24:06 +0000	

Column Name	Description
ID	Email's identification number
То	A recipient of the email
Subject	Subject of the letter on the list
Туре	Certain type of the email
Created	Date and time when the email was created

Functional icons, presented in the section, are as follows:

Button/Icon	Description
	Icon indicates that respective email is currently in a queue and hasn't been sent yet
$\bowtie$	Icon indicates that respective email has already been sent
Q	Icon indicates that respective email contains attached file
*	Allows to delete an email from the queue. Requires confirmation

#### Attention

Emails that have been sent cannot be deleted from the list; you can delete only those that are currently in a queue

### Advanced Search

You can filter data, presented in the section, using an Advanced Search drop-down menu. It makes a search filter to limit the search results for higher working efficiency. To open this form, click on a blue downwards arrow vicon.

Screenshot: Mail Queue search toolbar

			Rows		Client:		
ID 🛔	×	То	💂 Subject		Туре:		
224		test@jerasoft.net	Report: Summary. Group by client, code. CSV [2017-07-18 00:00:0 2017-07-18 23:59:59 UTC]		Status:	Darash Car	
223		test@jerasoft.net	Report: Summary. Group by client, code. CSV [2017-05-23 00:00:0 2017-05-23 23:59:59 UTC]	Sel.		+0000	arch
222		Sub-Reseller B2 aa@hshs.t	Low balance notification from Reseller B		Low Balance	11/15/2016 15:05:01 +0000	
221		38002 2345@gmail.com	Low balance notification from Alo		Low Balance	11/15/2016 01:01:07 +0000	
220		38002 2345@gmail.com	Low balance notification from Alo		Low Balance	11/04/2016 11:24:06 +0000	

Field	Description
Client	Type the name of a client that you want to filter by
Туре	Select the type of mail: • Invoice • Notify (Before) • Notify (After) • Low Balance • Reports Watcher • Rates Notificator
Status	Choose a state of email: <ul> <li>In Queue</li> <li>Sent</li> </ul>

## Email view

To view any email on the list, click on a respective email's subject in the **Subject** column. A pop-up window with the following structure will appear:

Screenshot: Detailed view of email letter

Mail Queue		Rates Notificator
Cr	To: Customer J <234@gmail.com> From: "Reseller_A" <accounts@123.ua> eated: 11/20/2015 13:59:13 +0000 biect: Rates polification from Reseller A</accounts@123.ua>	Sent 11/20/2015 14:04:01 +0000
Dear customer we 13:38:36.465269+	vould like to inform you that Rates has been updated. Data v 10:00	when Rate table was last time edited: 2015-11-20
Autogenerated by J	eraSoft VCS	
		Close

Field	Description
То	Full name and email address of the recipient
From	Full name and email address of the sender
Created	Date and time of email creation
Subject	Subject of the email letter
Attached file (if any)	If an email has the <b>attached file</b> , its <b>name</b> will be specified in the field. By clicking on it, the file will be <b>downloaded</b> to your computer
Status	Email status: Sent or In Queue. If the status is Sent, time and date when it was delivered will be specified
Message	Body of the letter