

Mail Queue

Section overview

Mail Queue is a section designed to provide a 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 the form of a table with the following columns:

Screenshot: Mail Queue section

Mail Queue

Rows 1 – 5 of 184

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ID	To	Subject	Type	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]	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]	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

About 0.0585s

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Column Name	Description
ID	Email's identification number
To	A recipient of the email
Subject	Subject of the letter on the list
Type	Certain type of 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
	Icon indicates that respective email has already been sent
	Icon indicates that respective email contains an attached file
	Allows deleting 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 downward arrow  icon.

Screenshot: Mail Queue search toolbar

Mail Queue

Rows

Client:

Type:

Status:

Reset

Search

ID	To	Subject
224	test@jerasoft.net	Report: Summary. Group by client, code. CSV [2017-07-18 00:00:00 2017-07-18 23:59:59 UTC]
223	test@jerasoft.net	Report: Summary. Group by client, code. CSV [2017-05-23 00:00:00 2017-05-23 23:59:59 UTC]
222	Sub-Reseller B2 aa@hshs.t	Low balance notification from Reseller B
221	38002 2345@gmail.com	Low balance notification from Alo
220	38002 2345@gmail.com	Low balance notification from Alo

About

0.0623s

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

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

To: Customer J <234@gmail.com>

From: "Reseller_A" <accounts@123.ua>

Created: 11/20/2015 13:59:13 +0000

Subject: Rates notification from Reseller_A

rates-Rates-all_time-20151120-135801-PARTIAL.csv

Sent

11/20/2015 14:04:01 +0000

Dear customer we would like to inform you that Rates has been updated. Data when Rate table was last time edited: 2015-11-20 13:38:36.465269+00:00

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Autogenerated by JeraSoft VCS

Close

Field	Description
To	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 attached file , its name will be specified in the field. By clicking on it, the file will be downloaded 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