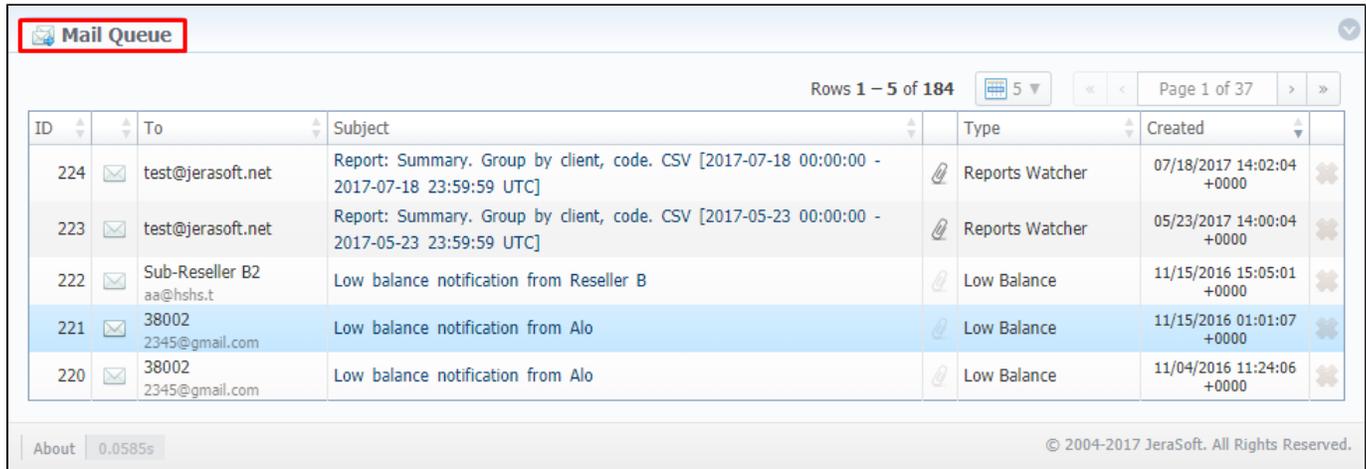


# Mail Queue

## 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



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

Column Name	Description
<b>ID</b>	Email's identification number
<b>To</b>	A recipient of the email
<b>Subject</b>	Subject of the letter on the list
<b>Type</b>	Certain type of email
<b>Created</b>	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

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]			+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	

Client:   
 Type:   
 Status:   
 Reset Search

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Field	Description
<b>Client</b>	Type the name of a client that you want to filter by
<b>Type</b>	Select the type of mail: <ul style="list-style-type: none"> <li>• <b>Invoice</b></li> <li>• <b>Notify (Before)</b></li> <li>• <b>Notify (After)</b></li> <li>• <b>Low Balance</b></li> <li>• <b>Reports Watcher</b></li> <li>• <b>Rates Notificator</b></li> </ul>
<b>Status</b>	Choose a state of email: <ul style="list-style-type: none"> <li>• <b>In Queue</b></li> <li>• <b>Sent</b></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

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

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

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

--  
 Autogenerated by JeraSoft VCS

Field	Description
<b>To</b>	Full name and email address of <b>the recipient</b>
<b>From</b>	Full name and email address of <b>the sender</b>
<b>Created</b>	<b>Date and time</b> of email creation
<b>Subject</b>	<b>Subject</b> of the email letter
<b>Attached file (if any)</b>	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
<b>Status</b>	Email status: <b>Sent</b> or <b>In Queue</b> . If the status is <b>Sent</b> , <b>time</b> and <b>date</b> when it was delivered will be specified
<b>Message</b>	<b>Body</b> of the letter