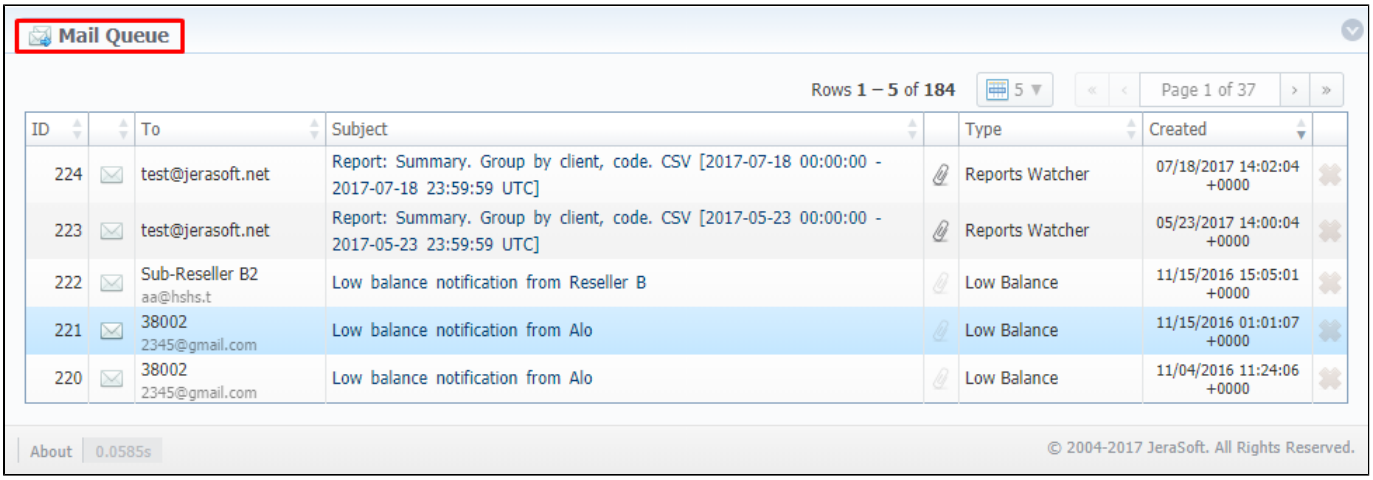
Mail Queue

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. The se 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



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

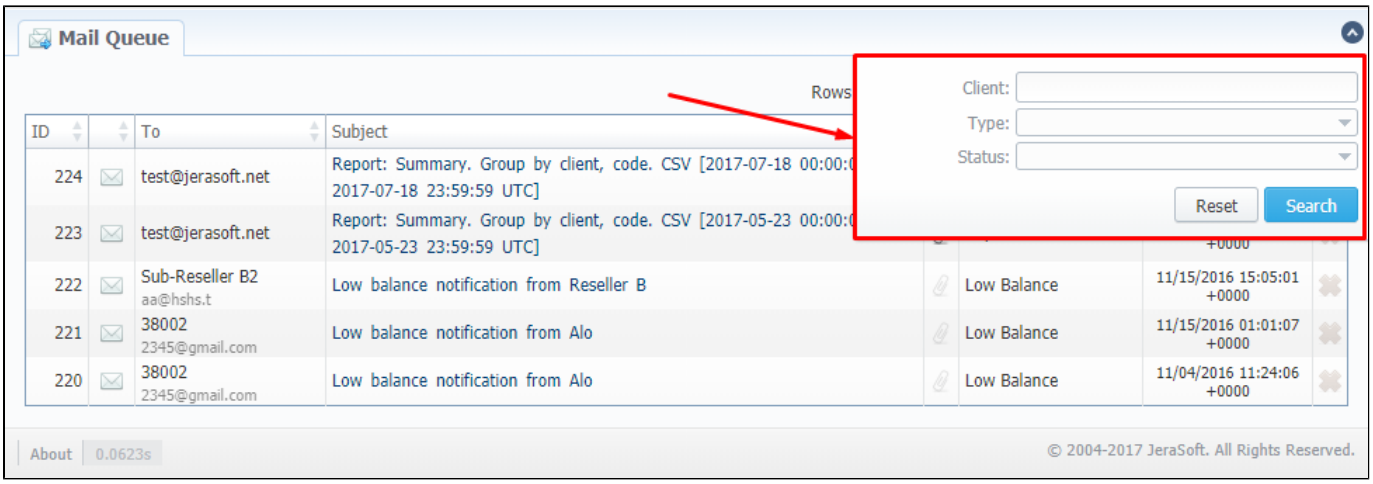
Attention

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

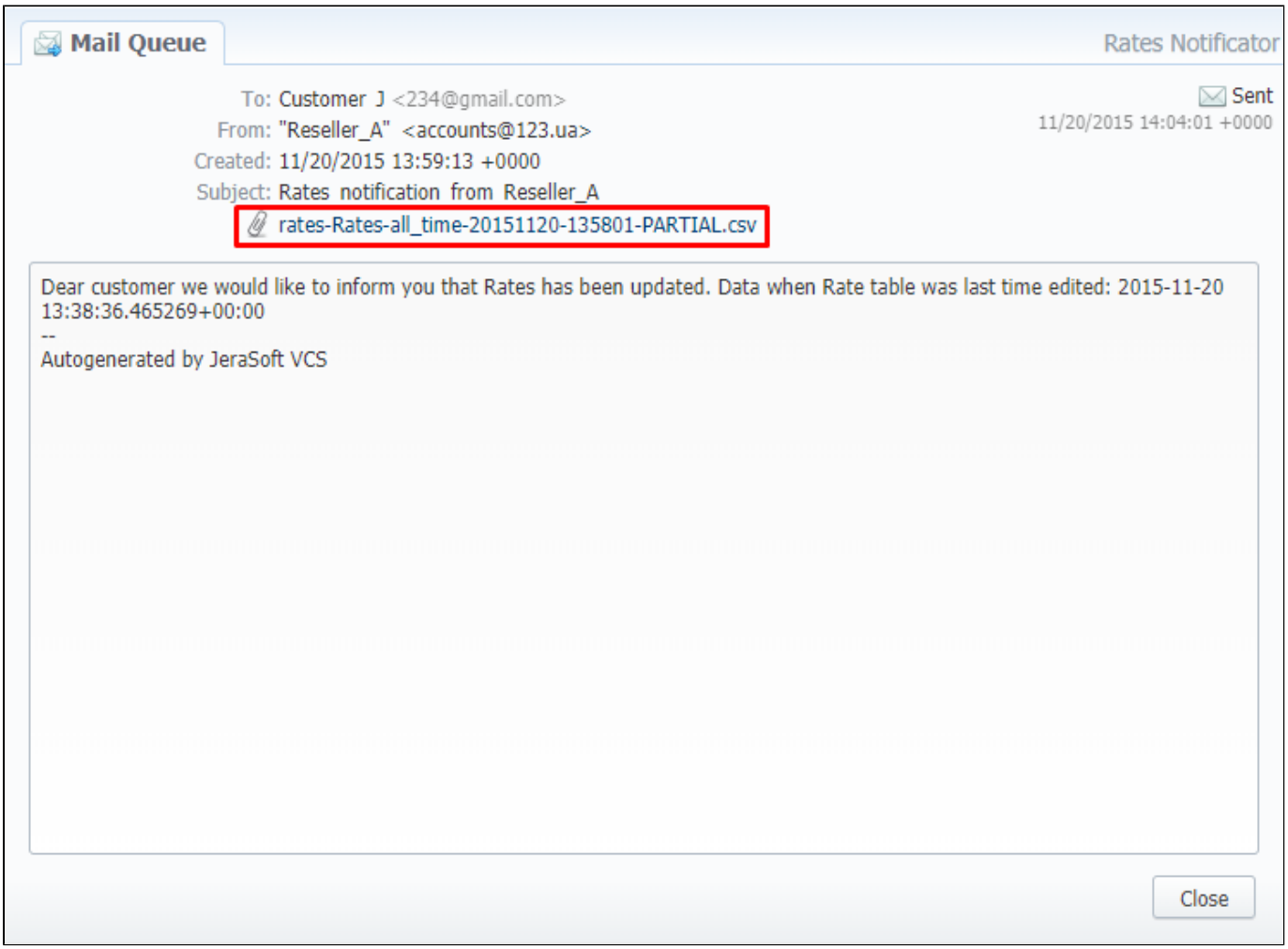


Field	Description
Client	Type the name of a client that you want to filter by
Type	Select the type of mail: • ***Invoice*** • ***Notify (Before)*** • ***Notify (After)*** • ***Low Balance*** • ***Reports Watcher*** • ***Rates Notificator***
Status	Choose a state of email: • ***In Queue*** • ***Sent***

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



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