


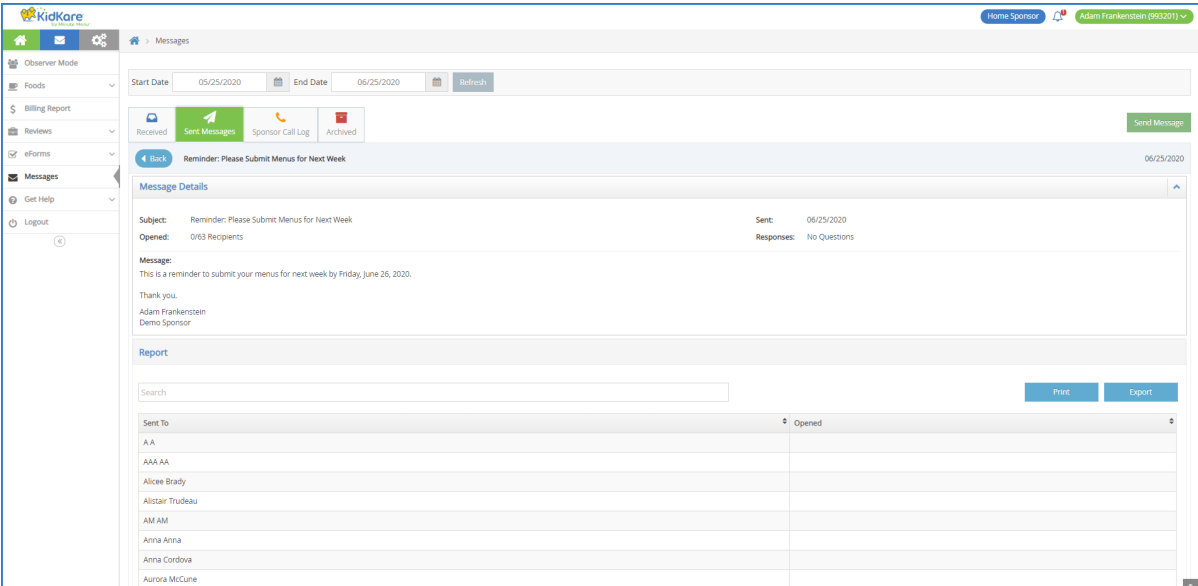
View Message Reports

Last Modified on 06/25/2020 7:26 am CDT

Message reports provide useful data for your sent messages, such as the number of recipients who opened the message.

To view this report:

1. Click . The Messages page opens.
2. Click the **Sent Messages** tab.
3. Click the link in the **Reports** column for the message to view. The message report opens.



The screenshot shows the KidKare Messages interface. The left sidebar contains navigation options like Observer Mode, Foods, Billing Report, Reviews, eForms, Messages, Get Help, and Logout. The main content area displays a message titled "Reminder: Please Submit Menus for Next Week" sent on 06/25/2020. The message details show it was sent to 0/63 recipients and has no responses. Below the message content is a "Report" section with a search bar and a table of recipients.

Send To	Opened
A A	
AAA AA	
Alice Brady	
Alistair Trudsau	
AM AM	
Anna Anna	
Anna Cordova	
Aurora McCune	

This report is divided into the following sections:

- **Message Details:** This section displays the message subject, content, and sent date. It also provides the number of recipients who have opened the message and the number of recipients who have responded to any attached survey.
- **Questions:** This section displays any survey questions you included in your messaging. If you did not include a survey in your message, this section does not display.
- **Report:** This section provides a review of recipients who have opened the message.