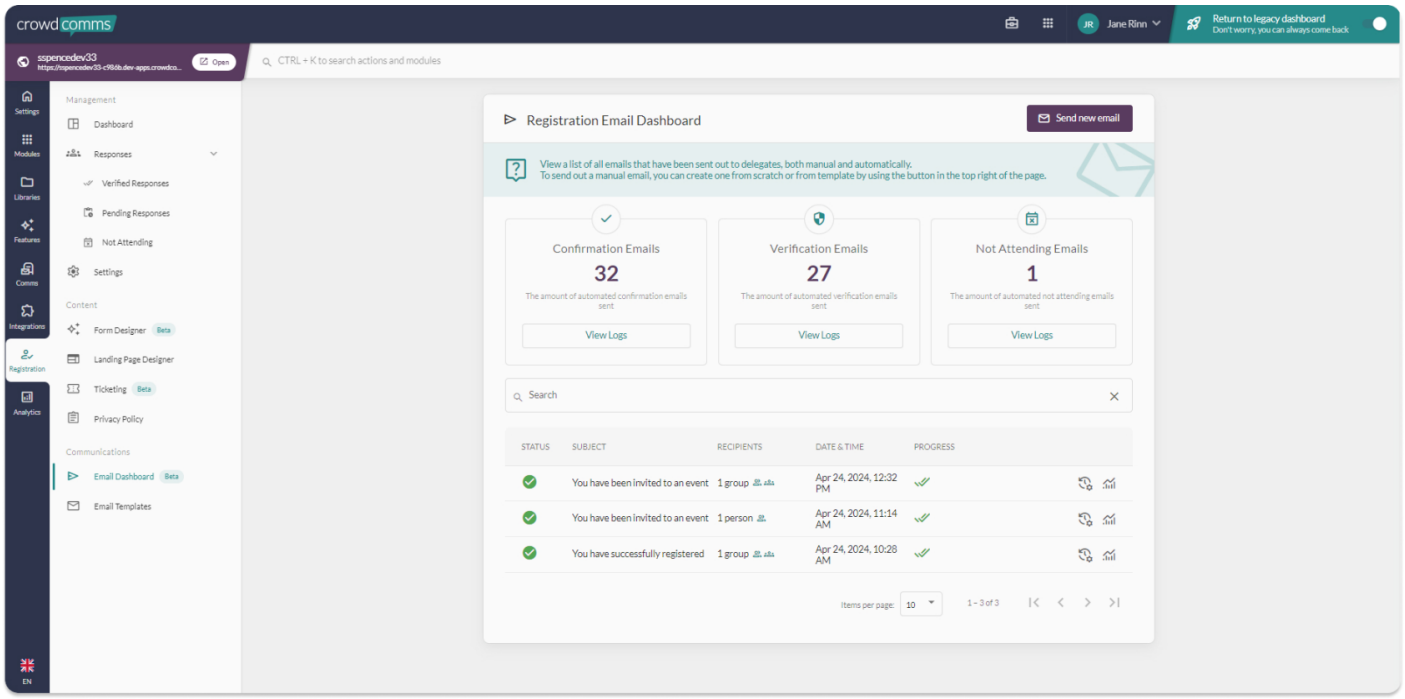
Registration Email Dashboard

Transform your event's registration phase with the cutting-edge **Registration Email Dashboard**! This innovative CMS dashboard is designed to elevate your communications management, delivering real-time analytics that provide deep insights into your email correspondence. Instantly access data on total emails sent and their delivery statuses, ensuring you stay informed and in control every step of the way!

Accessing the Email Dashboard

Unlock the full potential of your event communications by navigating to the **Registration** tab. From there, effortlessly access the **Email Dashboard** via the secondary menu.



Comprehensive Email Logs

Our user-friendly dashboard features three key tiles for streamlined monitoring:

- **Confirmation Emails**
- **Verification Emails**
- **Not Attending Emails**

Each tile includes a "View Logs" button, guiding you to a detailed, focused dashboard for the selected email category.

Intuitive Search and Filter Options

Enhance your efficiency with a powerful, searchable, and filterable table. Easily search by email address and filter by email status to streamline your investigations. The table provides comprehensive details, including:

- Current status
- Subject
- Recipients
- Date and time of sending
- Progress updates

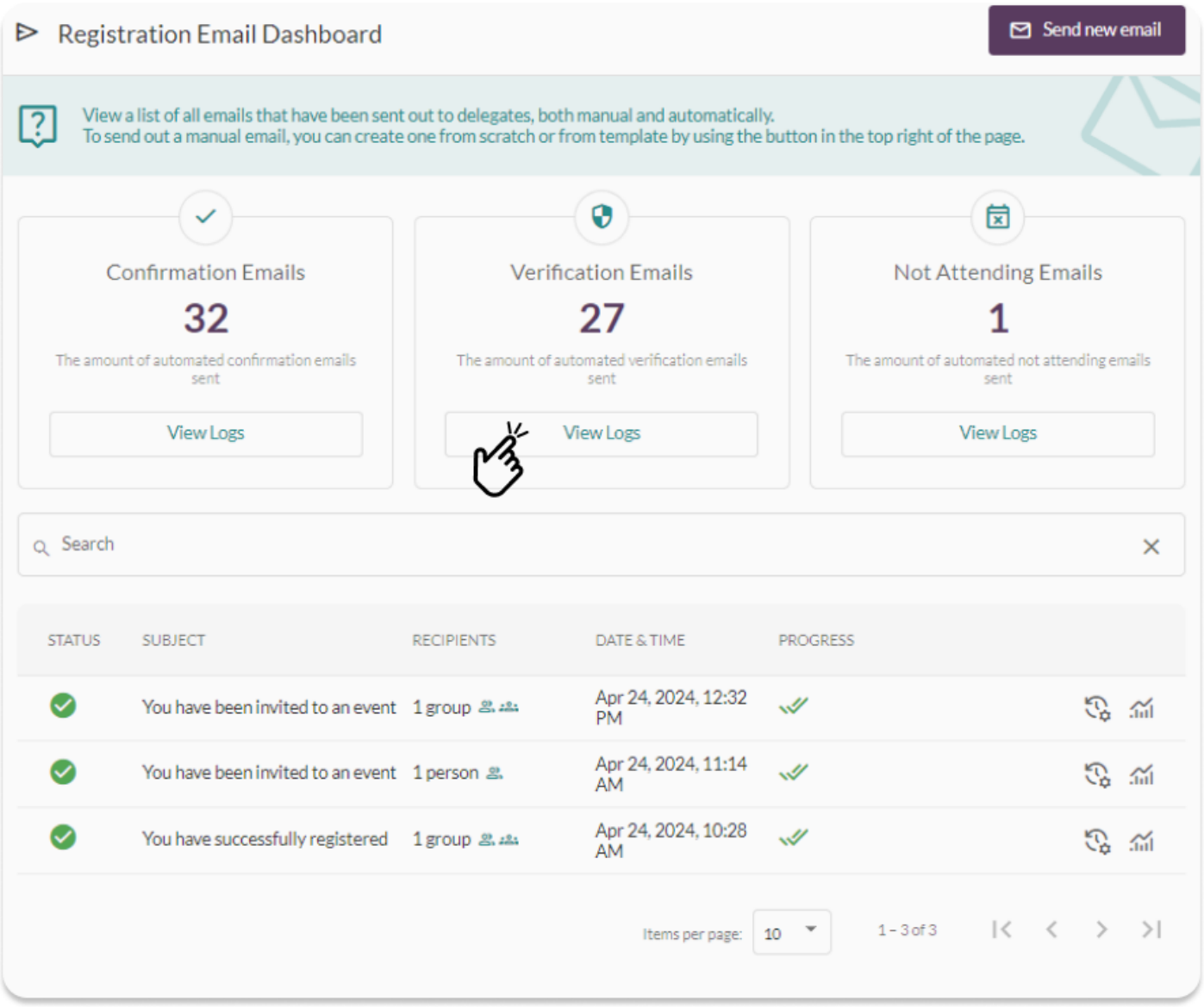
Additionally, benefit from two convenient shortcut icons:

- **Clock Icon**: Quickly view email details
- **Graphs Icon**: Instantly navigate to the logs

Experience seamless navigation with our paginated table, allowing you to view multiple items per page with options for 10, 20 or 50 items.

Email Logs Overview

Ready to explore your email logs? Start by clicking the "View Logs" button on one of the three tiles below. This action will direct you to a focused dashboard designed specifically for the selected email type.

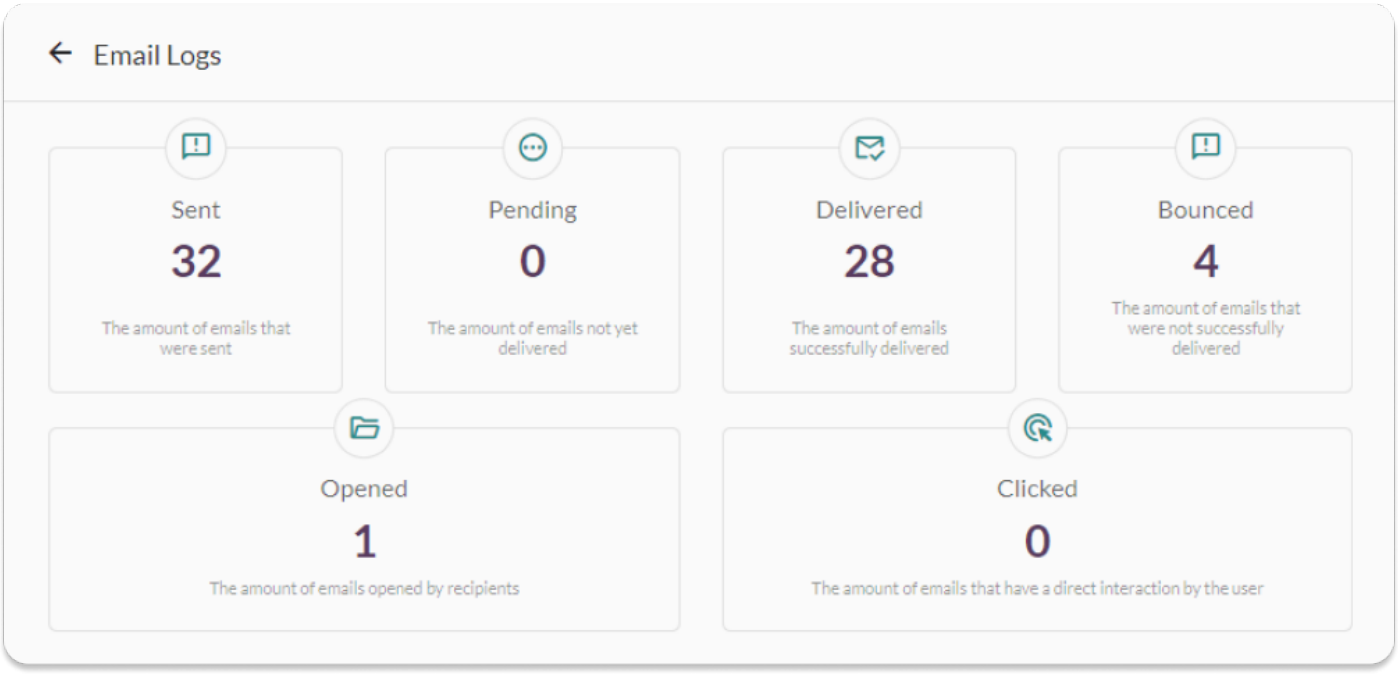


Inside each focused **Log** dashboard, discover six illuminating tiles presenting live updates on:

- **Emails Sent**
- **Pending**
- **Delivered**
- **Bounced**
- **Opened**
- **Clicked**

> Please note that the '*Click Count*' will not increment if a user clicks a button or link in an email related to *sending an email, a Registration QR Code, or an Email Verification URL*. This is because Amazon SES modifies each link in the email body to track clicks. When recipients open a link, they are sent to an Amazon SES server and immediately forwarded to the destination address. However, links related to sending an email, a Registration QR Code, or an Email Verification URL do not undergo this modification and redirection, hence their clicks

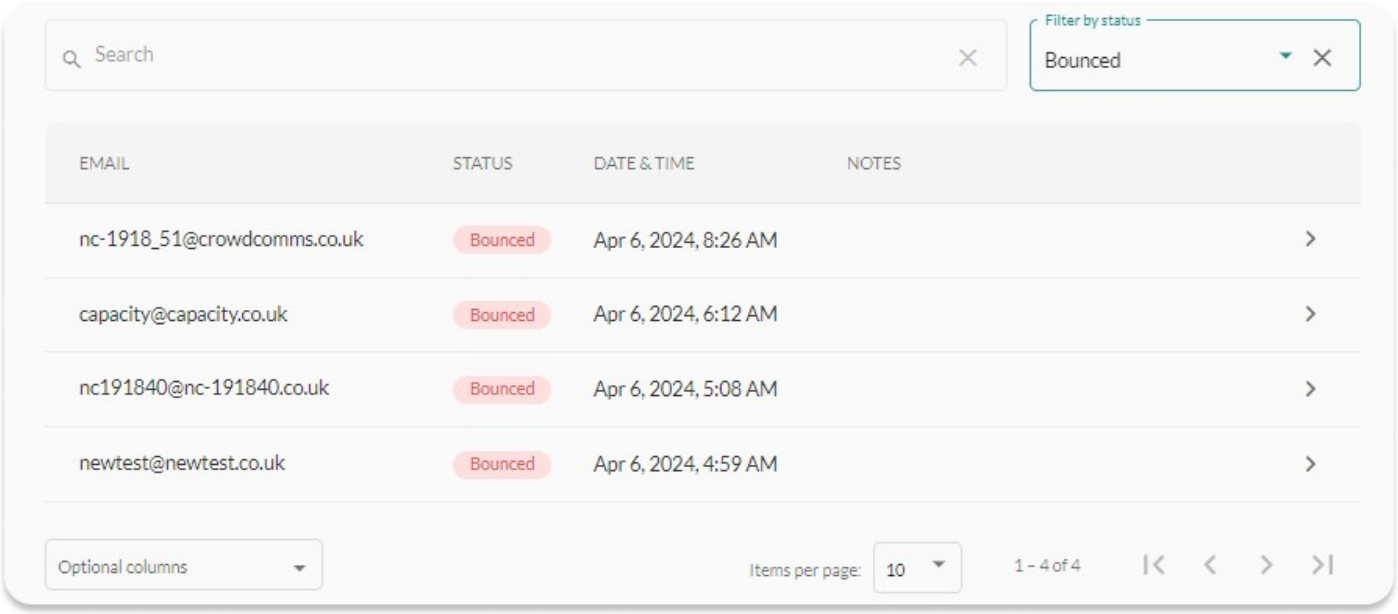
are not tracked.



Searchable and Filterable Table

Beneath these six tiles lies a dynamic, searchable, and filterable table, empowering you to

- Seamlessly search by email address
- Effortlessly filter by email status, enhancing the efficiency of your investigations



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