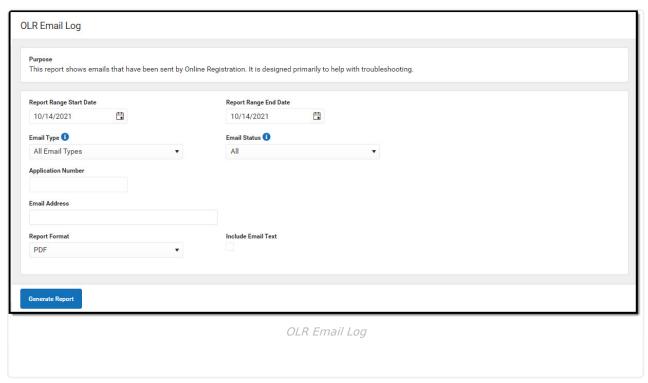# OLR Email Log

Last Modified on 03/11/2024 8:45 am CDT

OLR Email Log Online Registration Workflow | Report Editor | Generate the Report

> This documentation applies to both versions of Online Registration.

Tool Search: OLR Email Log

The OLR Email Log report shows emails that have been sent by Online Registration.

OLR Email Log

Online Registration Workflow

▶ Click here to expand...

Report Editor

Field	Description
Report Range Start Date	Records are limited to those reported between the selected dates.

Field	Description
Report Range End Date	Records are limited to those reported between the selected dates.
Email Type	Indicates which type of emails are included in the report. • All Email Types • Emails to Parents • Notifications - emails that were triggered by a notification
Email Status	Indicates which email statuses are included in the report. • All Email Statuses • Sent - the email was sent, and the addressee should have received it • Error - there was an issue in sending the email to the addressee and it has not been sent • Processing - the email has not yet been sent to the addressee
Application Number	Records are limited to those containing the entered Application Number.
Email Address	Records are limited to those containing the entered Email Address.
Report Format	The report displays in the selected format. Options include: CSV or PDF.
Include Email Text *PDF Only*	When marked, the text content of the reported email(s) is included in the report.
Export report to:	Option to generate the report in either a PDF or CSV format.

Generate the Report

1. Enter dates between the desired time period to limit records reported to those between the selected dates.
2. Select an **Email Type** from the drop list.
3. Select an **Email Status** from the drop list.
4. Enter an **Application Number** in the field if desired.
5. Enter an **Email Address** in the field if desired.
6. Mark the **Include Email Text checkbox** if desired. When marked, the text content of the reported email(s) is included in the report.
7. Select a report format from the **Export report to** dropdown.
8. Click **Generate Report**.

Application Number	Message Status	Sent Time	Message Type	Sent By
Sent To				
Message Subject				
34	Sent	10/30/2017 13:04	Status: new	Administrator, System
test@infinitecampus.com				
Welcome to Online Registration				
46	Sent	10/31/2017 13:19	Status: new	Online Registration
test@infinitecampus.com				
Welcome to Online Registration				

OLR Email Log Report (PDF)