

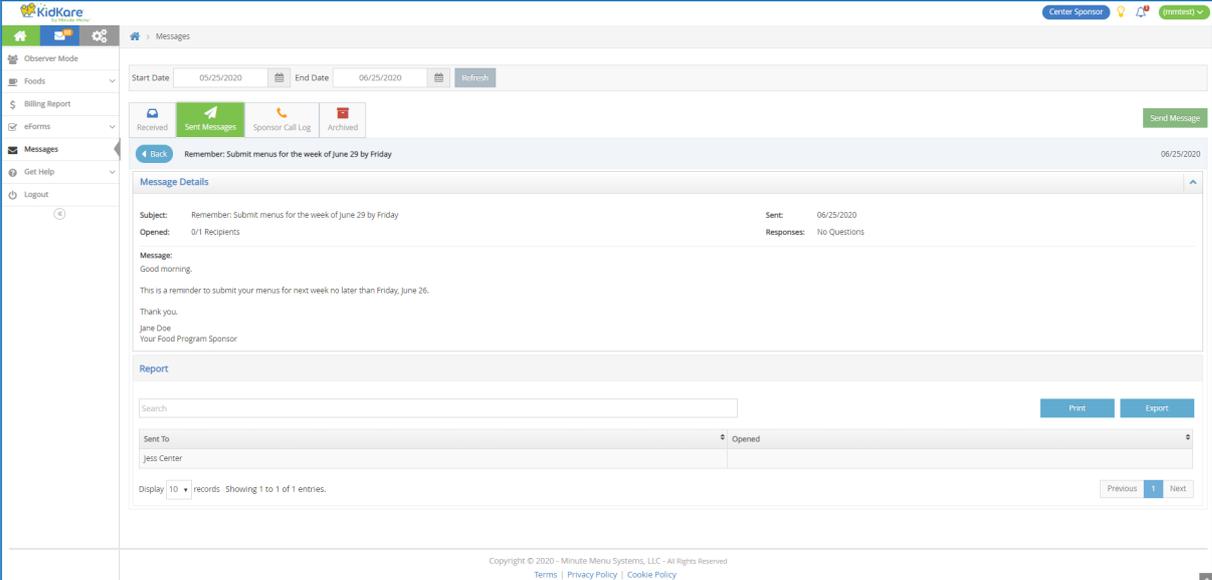
View Message Reports

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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 displays the KidKare Messages interface. The top navigation bar includes 'KidKare', 'Center Sponsor', and a user profile dropdown. The left sidebar contains navigation options like 'Observer Mode', 'Foods', 'Billing Report', 'eForms', 'Messages', 'Get Help', and 'Logout'. The main content area shows a message titled 'Remember: Submit menus for the week of June 29 by Friday' sent on 06/25/2020. The 'Message Details' section shows the subject, sent date, and recipient information. The 'Report' section includes a search bar, a table with columns for 'Sent To' and 'Opened', and a pagination control showing 1 of 1 entries.

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.