

Automations Menu

From here you can see queued emails awaiting checking and sending, sent emails and failed emails.

The only time they should fail is if the email address is wrong

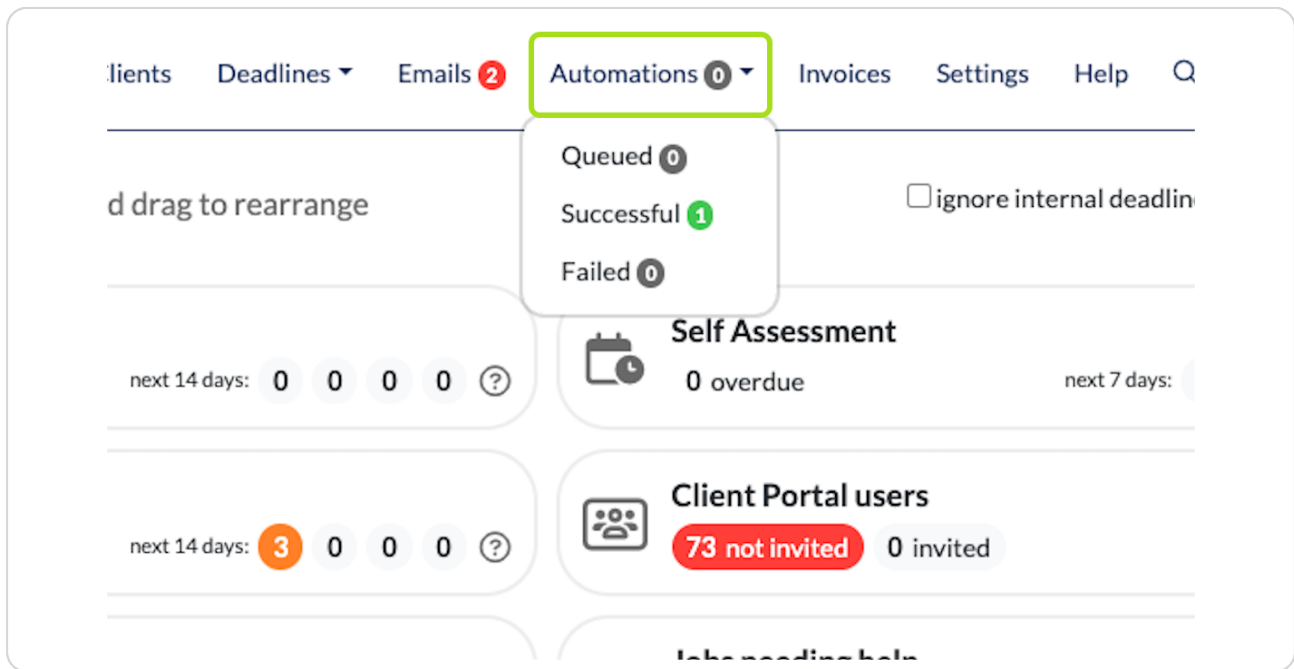
6 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Johann Goree	June 3, 2023	June 3, 2023



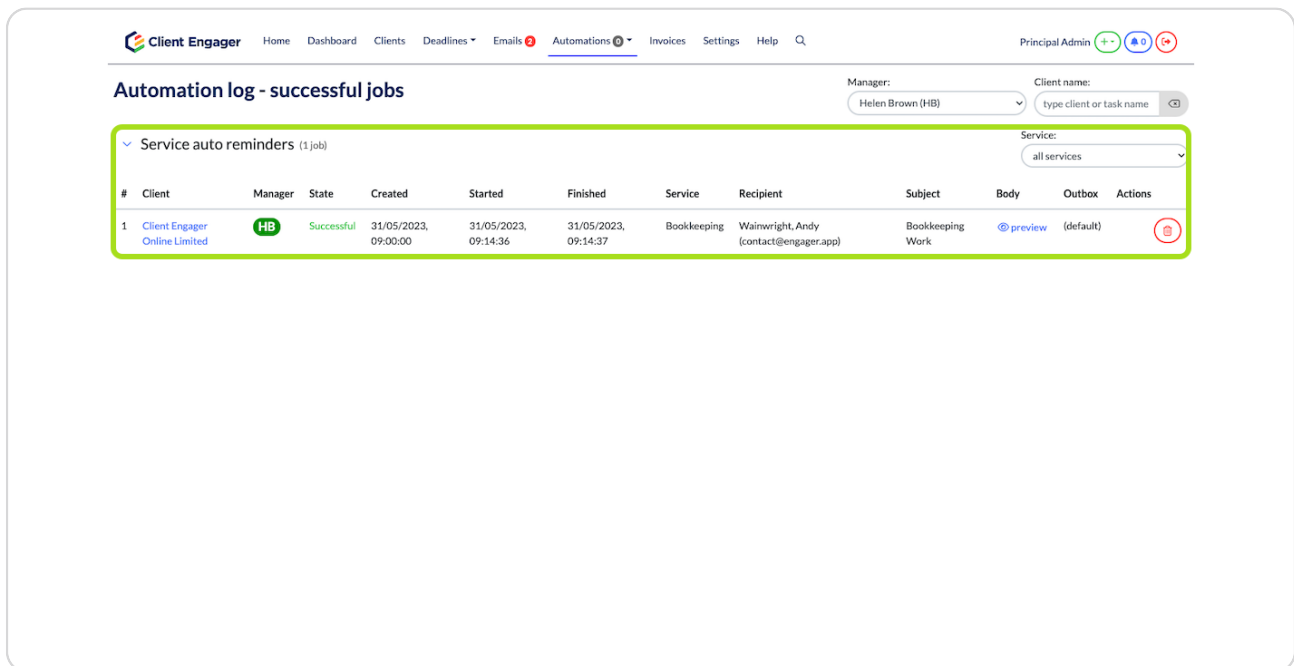
STEP 1

Click on Automations and choose the section you want to visit




STEP 2


Here you can see the list of emails queued, sent or failed.




STEP 3

You can filter by Manager

[Help](#) 

Principal Admin 

Manager:


Helen Brown (HB) 

Client name:

type client or task name


Service:




all services

Recipient	Subject	Body	Outbox	Action
ainwright, Andy ontact@engager.app)	Bookkeeping Work	 preview	(default)	


STEP 4

Search by client name




Principal Admin   0 


Manager:



Helen Brown (HB) 

Client name:

type client or task name 

Service:

all services 

	Subject	Body	Outbox	Actions
t, Andy ngager.app)	Bookkeeping Work	 preview	(default)	



STEP 5

You can filter by service

Principal Admin

Manager:

Helen Brown (HB)

Client name:

type client or task name

Service:

all services

	Subject	Body	Outbox	Actions
ht, Andy engager.app)	Bookkeeping Work	preview	(default)	

STEP 6

You can delete or if in queued and want to send there will be a green tick to press

Service:

all services

	Subject	Body	Outbox	Actions
ht, Andy engager.app)	Bookkeeping Work	preview	(default)	



