Email Dashboard

Communication · https://docs.dacapoinventory.com/doc/email-dashboard/

The Email Dashboard allows teachers and directors to see all emails that were sent out on their behalf. By clicking on the purple magnifying glass in the Actions column, a copy of the sent email can be viewed along with a list of all of the email addresses to which the email has been sent and the time that it was sent.

Emails can be unscheduled if they have not yet been sent from the 'Teacher' version of this page. To cancel the scheduled delivery of an email, click the orange Cancel button within the allotted amount of time. Emails are sent every five minutes "On the 5s". ie: :00, :05, :10, :15, etc.

