

Unread Email Management

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Pathway: [Accounts > Unread Email Management](#)

The *Unread Email Management* screen records unopened email messages that were sent out of the Navusoft application. This screen loads based on the Division and time frame selected. Upon load, one record for each instance an unread email message is detected on an account is displayed.

UNREAD EMAIL MANAGEMENT							ACCOUNTS > UNREAD EMAIL MANAGEMENT	
DIVISION	All	Last 90 days	LOAD	3552 Unread Emails	Search			
DATE	TYPE	AMOUNT	BALANCE	ACCOUNT	FROM	TO	SUBJECT	
12/23/22 9:44 am	Invoice	252.54	252.54	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #887731 - Link	
12/09/22 1:57 pm	Invoice	68.85	68.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #942084 - Link	
12/09/22 1:57 pm	Invoice	109.35	109.35	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #941459 - Enclosed	
12/09/22 1:57 pm	Invoice	68.85	68.85	Example Account	ar@fakeEmail.com	Example39@Example.comxxx	Navusoft Example Invoice #942038 - Link	
12/09/22 1:57 pm	Invoice	68.85	68.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #942084 - Link	
12/09/22 1:57 pm	Invoice	20.00	20.00	Example Account	ar@fakeEmail.com	Example@healthyvision.orgxxx	Navusoft Example Invoice #941043 - Enclosed	
12/09/22 1:57 pm	Invoice	109.35	109.35	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #941459 - Enclosed	
12/09/22 1:57 pm	Invoice	20.00	20.00	Example Account	ar@fakeEmail.com	Example@healthyvision.orgxxx	Navusoft Example Invoice #941043 - Enclosed	
12/09/22 1:57 pm	Invoice	20.00	20.00	Example Account	ar@fakeEmail.com	Example@healthyvision.orgxxx	Navusoft Example Invoice #941043 - Enclosed	
12/09/22 1:57 pm	Invoice	20.00	20.00	Example Account	ar@fakeEmail.com	Example@healthyvision.orgxxx	Navusoft Example Invoice #941043 - Enclosed	
12/09/22 1:57 pm	Invoice	216.36	216.36	Example Account	ar@fakeEmail.com	Example@navusoft.com	Navusoft Example Invoice #938596 - Enclosed	
12/09/22 1:57 pm	Invoice	1.50	1.50	Example Account	ar@fakeEmail.com	Example64@Example.comxxx	Navusoft Example Invoice #939687 - Enclosed	
12/09/22 1:57 pm	Invoice	1.50	1.50	Example Account	ar@fakeEmail.com	Example64@Example.comxxx	Navusoft Example Invoice #939687 - Enclosed	
12/09/22 1:57 pm	Invoice	60.00	60.00	Example Account	ar@fakeEmail.com	Example@Example.COMxxx	Navusoft Example Invoice #933491 - Link	
12/09/22 1:57 pm	Invoice	60.00	60.00	Example Account	ar@fakeEmail.com	Example@Example.COMxxx	Navusoft Example Invoice #933491 - Link	
12/09/22 1:57 pm	Invoice	216.36	216.36	Example Account	ar@fakeEmail.com	Example@navusoft.com	Navusoft Example Invoice #938596 - Enclosed	
12/09/22 1:57 pm	Invoice	74.85	74.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #933490 - Enclosed	
12/09/22 1:57 pm	Invoice	74.85	74.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #933490 - Enclosed	
12/09/22 1:57 pm	Invoice	104.85	104.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #933481 - Link	
12/09/22 1:57 pm	Invoice	68.85	68.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #933482 - Link	
12/09/22 1:57 pm	Invoice	68.85	68.85	Example Account	ar@fakeEmail.com	Example@Example.comxxx	Navusoft Example Invoice #933482 - Link	

Permissions

The following permissions are required to use the Unread Email Management screen:

Permission ID	Permission Name
387	Unread Email Management

Filters and Field Descriptions

Filters	
Filter	Description
Division	Filters the screen by the selected division.
Last Days	Filters to only display unread emails sent in the past number of days selected.
Screen Fields	
Field	Description
Date	Displays the date and time the email was sent.
Type	Displays what type of email was sent such as "Invoice."
Amount	Applies to 'Invoice' type emails and displays the amount of the invoice.
Balance Account	Displays the balance of the associated account.
From	Displays who the email was sent from.

To	Displays who is receiving the email.
Subject	Displays the subject of the email.

Resend an Email

Resend an email to more than one account

1. Check the selection box in relation to the account you would like to resend the email to.
 - If this is for all accounts, select the check box displayed in the header row and it will select all check boxes.
2. Select the green envelope icon to the right of the Load button to initiate the send process.
 - A notification message will display indicating the process has started and no further steps are needed.

Resend an email to a single account

1. Right-click on the account you would like to resend the email on.
 2. Click on the 'Resend Email' popup option that displays. This will initiate the resend process and a notification popup message will display.
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