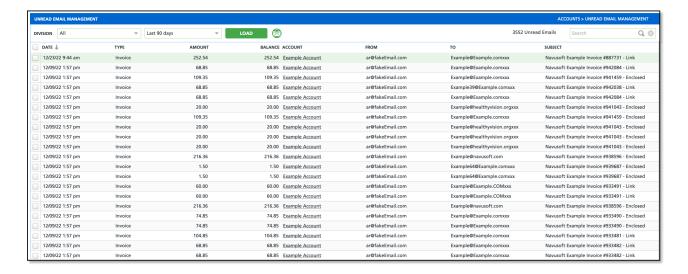
Unread Email Management

Last Modified on 02/29/2024 4:26 pm EST

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



Permissions

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

Permission ID	Permission Name
387	Unread Email Management

Filter 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.	
Туре	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.
То	Displays who is receiving the email.
Subject	Displays the subject of the email.

Resend an Email

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