Beginner – Email Logging

Email Logging

o This is a new project page that contains a search interface to allow users with User Rights privileges to search and view ALL outgoing emails for that project (also includes searching and viewing of SMS messages if using Twilio services).

o This feature can be disabled in all projects via a global setting on the Modules/Services Configuration page in the Control Center.

o "Re-send email" feature - When viewing an individual email after performing a search on the page, a "Re-send email" button will be displayed in the dialog to allow users to re-send the email. Note: If the original email contained email attachments, the attachments will not be included in the email that is re-sent.

o Only users with User Rights privileges in the project may access the page, and additionally they must opt-in and agree to a disclaimer before being able to view the page. The following text will be presented to the user before accessing the page: "Before viewing and accessing this page, you must first agree that you understand the following important information and conditions. This page is only accessible by users having User Rights privileges in this project. The Email Logging feature allows users to search and view *all* outgoing emails related to this project, and this includes being able to view all aspects of any given email (i.e., the recipient(s), sender, subject, message body, attachment names). If you are using anonymous surveys in this project, keep in mind that viewing this page and the emails displayed therein might inadvertently cause anonymous survey responses to be identifiable/de-anonymized. Additionally, if the project is using Data Access Groups, you will be able to view the emails related to all DAGs in this project (and thus possibly any data piped into the body of those emails). If you understand and agree to these conditions, click the button below. Please note the act agreeing to this disclaimer will be documented on the project Logging page."

🖨 Email Logging

All outgoing emails for this project can be searched and accessed below by any user having User Rights privileges in this project. The Email Logging feature allows users to search and view *all* outgoing emails related to this project, which includes being able to view all aspects of any given email - i.e., the recipient(s), sender, subject, message body, and attachment names. Any email returned from a search may be viewed and (if desired) re-sent to the original recipient (e.g., in case they did not receive it). NOTE: If you are using anonymous surveys in this project, keep in mind that viewing this page and the emails displayed therein might inadvertently cause anonymous survey responses to be identifiable/de-anonymized. Additionally, if the project is using Data Access Groups, you will be able to view the emails related to all DAGs in this project (and thus possibly any data piped into the body of those emails). Please note that the search results on this page may not be complete for this project because the project was created prior to when the Email Logging feature was enabled, which was on 01/19/2022 7:35am.

Search all outgoing emails for this project

Search for [keywords_____] in [Sender only ▼]

Type: [Survey Invitations (all types) ▼]

Pertaining to a specific record: [1 ▼]

Search within a window of time from

[_____] 📅 to [_____] 📅

[Search emails]