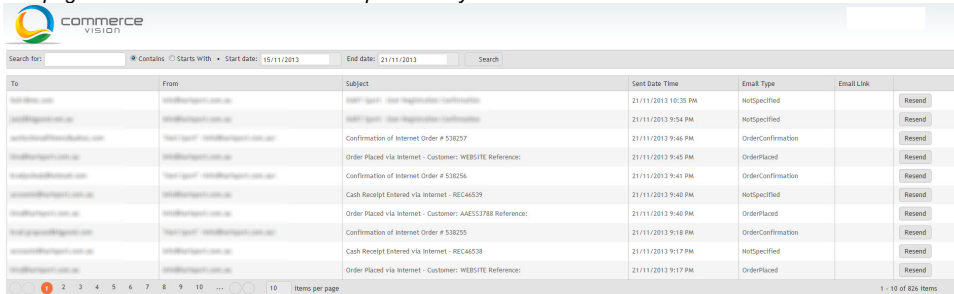


# Review sent emails

All emails sent from the website can be reviewed and resent via the 'Email History' page. This is handy if, for instance, a customer reports they have not received their order confirmation email. You can simply locate the email and trigger a re-send.

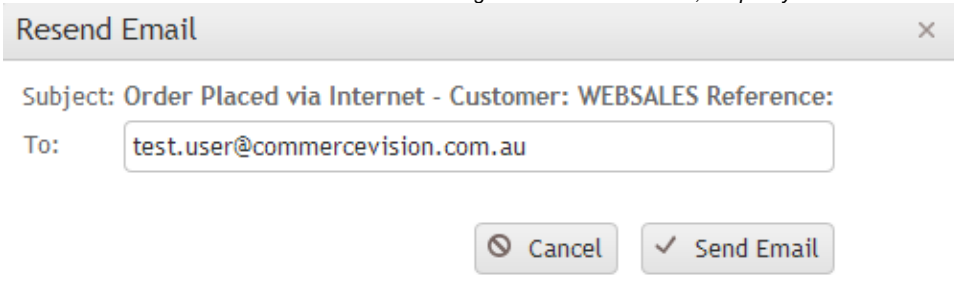
## Step-by-step guide

1. Login to the CMS.
2. Navigate to **Reporting Email History**.
  - Non-BPD admin users should look in their **Accounts** or **Settings** menus for the 'Emails' page.
3. The page will show all emails sent in the past 30 days.



To	From	Subject	Sent Date Time	Email Type	Email Link	
test@com...	web@commercevision.com.au	Order Placed via Internet - Customer: WEBSALES Reference:	21/11/2013 10:35 PM	NotSpecified		Resend
test@com...	web@commercevision.com.au	Order Placed via Internet - Customer: WEBSALES Reference:	21/11/2013 9:54 PM	NotSpecified		Resend
test@com...	web@commercevision.com.au	Confirmation of Internet Order # 538257	21/11/2013 9:46 PM	OrderConfirmation		Resend
test@com...	web@commercevision.com.au	Order Placed via Internet - Customer: WEBSITE Reference:	21/11/2013 9:45 PM	OrderPlaced		Resend
test@com...	web@commercevision.com.au	Confirmation of Internet Order # 538256	21/11/2013 9:41 PM	OrderConfirmation		Resend
test@com...	web@commercevision.com.au	Cash Receipt Entered via Internet - RECA6529	21/11/2013 9:40 PM	NotSpecified		Resend
test@com...	web@commercevision.com.au	Order Placed via Internet - Customer: AAE53788 Reference:	21/11/2013 9:40 PM	OrderPlaced		Resend
test@com...	web@commercevision.com.au	Confirmation of Internet Order # 538255	21/11/2013 9:18 PM	OrderConfirmation		Resend
test@com...	web@commercevision.com.au	Cash Receipt Entered via Internet - RECA6528	21/11/2013 9:17 PM	NotSpecified		Resend
test@com...	web@commercevision.com.au	Order Placed via Internet - Customer: WEBSITE Reference:	21/11/2013 9:17 PM	OrderPlaced		Resend

4. Use the paging arrows to browse, or search by keyword and/or date range.
5. Use the **'Resend'** button to resend an email to the original destination address, or specify an alternative email recipient.



**Resend Email**

Subject: Order Placed via Internet - Customer: WEBSALES Reference:

To: test.user@commercevision.com.au

Cancel Send Email



### Classic site admins:

If the 'Emails' page is not present under the Accounts or Settings menu, 'EmailNotificationRegister.aspx' may need to be added as a new menu item. See [Add a New Menu Item](#) for instructions.

## Related help

- [CC Order Confirmation emails](#)
- [Email Template List](#)
- [Widget-Based Email Templates](#)
- [Sender Policy Framework \(SPF\) Record](#)