

Track Received Emails

SUMMARY

Easily keep track of transactions that have received emails during your desired time period by adding a custom shortcut to your Transactions page and Home page.

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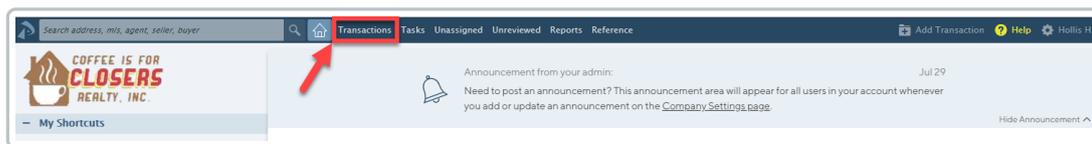
[Search for Transactions with Received Emails](#)

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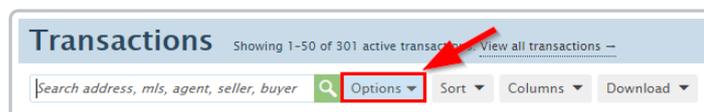
Search for Transactions that Received Emails

To search for transactions that received emails in your desired time period:

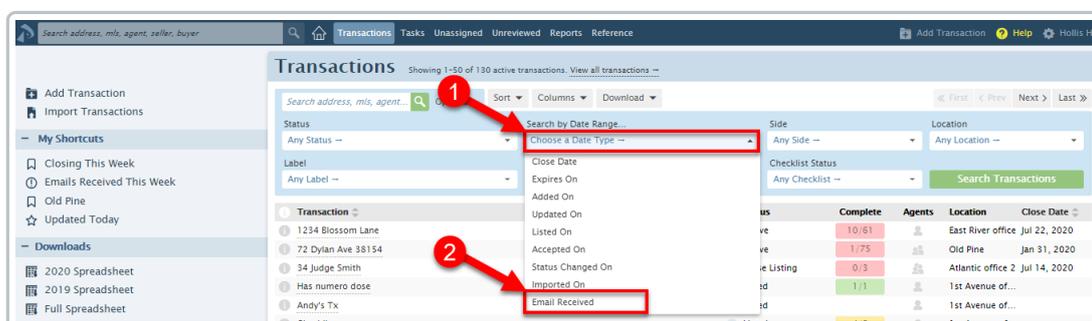
- 1 Go to the [Transactions] page.



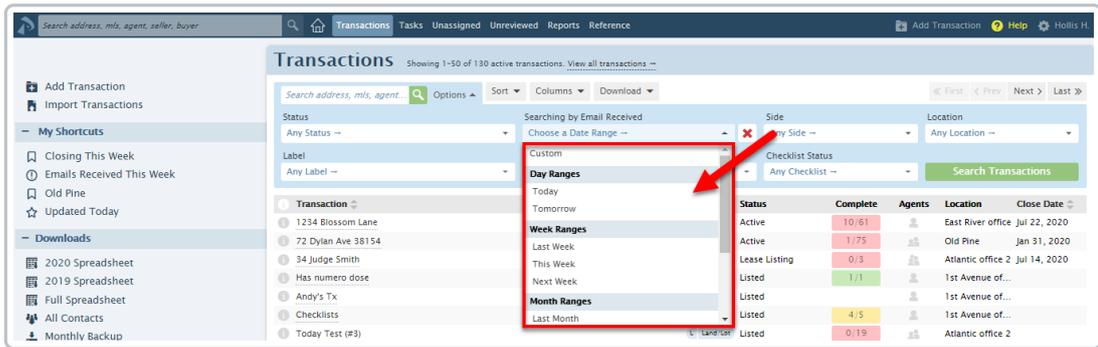
- 2 Click [Options] to expand the Advanced Search area.



- 3 Click *Search by Date Range*, select [Choose a Date Type →], then *Email Received*.



- 4 Choose your desired day, week, month or year range or select [Custom] and enter a custom date range.



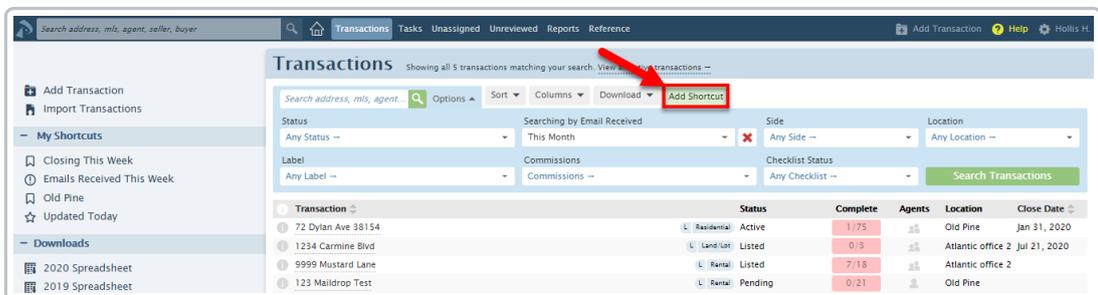
- 5 Click [Search Transactions]. Transactions that received an email in your desired date range will be displayed in the resulting list.

Add a Shortcut for Transactions that Received Emails

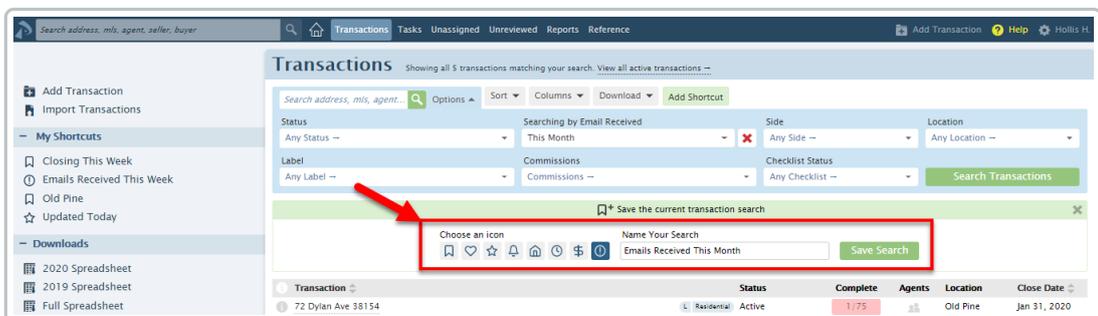
To get quick access to transactions that have received emails in a certain time period, you can create a shortcut that will appear on your Transactions page and Home page.

To add a shortcut to transactions that have received emails:

- 1 Run the received emails search described in the previous section.
- 2 When your search results appear, click [Add Shortcut] near the top of the page



- 3 Choose an icon to represent your Search and/or Sort and name your custom shortcut.



- 4 Click [Save Search].

- 5 Your custom shortcut will appear on the left menu in the *My Shortcuts* section on both the Transactions page and the Home page.

