# **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 Add a Shortcut to Transactions with Received Emails

## 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.



<sup>3</sup> Click Search by Date Range, select [Choose a Date Type → ], thenEmail Received.

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

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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.

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<sup>3</sup> Choose an icon to represent your Search and/or Sortand name your custom shortcut.

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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.

