

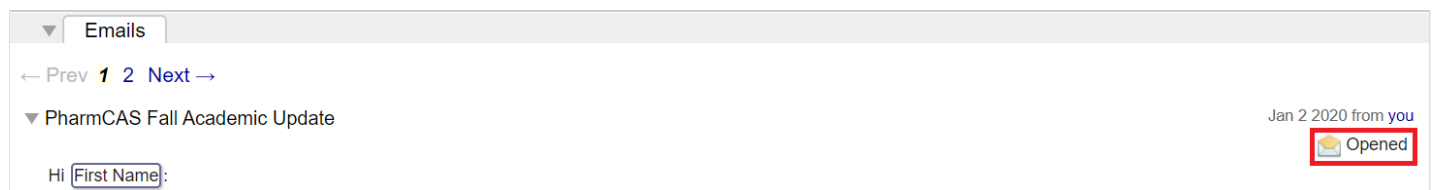
WebAdMIT: The More You Know

Hello colleagues,

In our first edition of *The More You Know: WebAdMIT Edition*, we are focusing on the **Search Correspondence** feature.

BACKGROUND

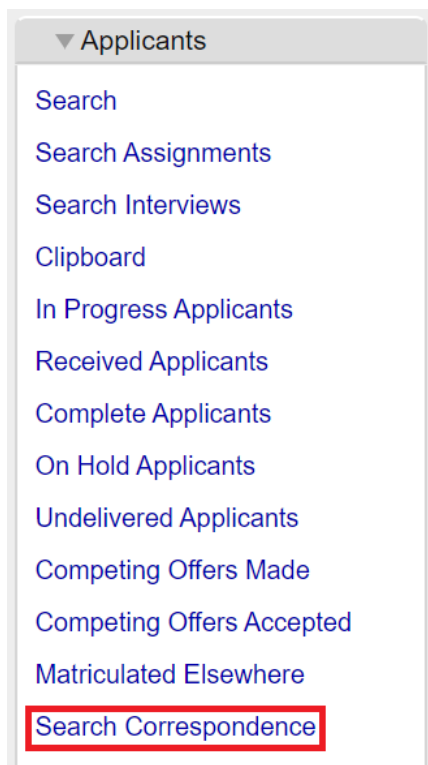
Looking for a way to confirm applicants opened your email? Curious if any sent emails have dropped or bounced? Many users are aware that you can track the email status (including drops and bounces) in WebAdMIT via a manual process. The email status can be found by selecting an individual applicant, scrolling to the email tab, and opening the sent email to locate the email status, as seen here:



However, many users desire a more efficient way to view this information.

SOLUTION

The Search Correspondence function allows you to view correspondence that was sent or is waiting to be sent to applicants. In WebAdMIT, open the Applicants panel, then click Search Correspondence:



Use the Email Status field to select the email status that you are looking for, such as Bounced, Dropped, or Opened:

Email Status	Bounced ▼
Email Sender	
Date Created	Bounced
Email Subject	Clicked
Email Template	Deferred
Local Status	Delivered
	Dropped
	Failed
	Opened
	Sent
	Spam Report
	Unknown

Use the Date Created field to narrow down your search. **NOTE:** When using the Date Created field, WebAdMIT searches for correspondence sent on or before the selected date.

Email Status	Bounced ▼
Email Sender	▼
Date Created	01/14/2020
Email Subject	
Email Template	
Local Status	

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Once you have filled out the Search Correspondence fields accordingly, you can select the Search button to narrow down your list of applicants who may not have received an email or confirm certain applicants opened your email. You can view results, but cannot export results from Search Correspondence.

RESOURCES

The following sections of the [WebAdMIT Help Center](#) may also be helpful for users:

- [Viewing Email History](#)
- [Sending Emails](#)
- [Email Statuses](#)

QUESTIONS ABOUT WebAdMIT?

- Email: webadmitsupport@liaisonedu.com
- Phone: 857-304-2020