

Server Mail Admin

This is where all the emails sent from Chase are stored. You can view basic information about the email e.g. from address, to address, subject and date email was sent.

Screen layout

The screenshot shows the 'SERVER MAIL ADMIN' interface. At the top, there is a search bar with 'Filter Where: From' and 'contains:' fields. A 'View Sent Only' checkbox is visible. Below the search bar is a table with the following columns: Company, From, To, Subject, PDF, Date Created, and Sent. The table contains 20 rows of email data, including entries from 'Insika Production' and 'Client Portal Login Details'.

Company	From	To	Subject	PDF	Date Created	Sent
Insika Production	sipho@insikapro.co.za	administrator@chasesoftware.co..		<input checked="" type="checkbox"/>	15 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..	sipho@insikapro.co.za;		<input checked="" type="checkbox"/>	15 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	sipho@insikapro.co.za	administrator@chasesoftware.co..		<input checked="" type="checkbox"/>	15 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..	sipho@insikapro.co.za;		<input checked="" type="checkbox"/>	15 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	sipho@insikapro.co.za	administrator@chasesoftware.co..		<input checked="" type="checkbox"/>	15 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..	sipho@insikapro.co.za;		<input checked="" type="checkbox"/>	15 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..		Workflow Actioned	<input checked="" type="checkbox"/>	08 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	08 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	01 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	01 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	01 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	01 March 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production		gavin@trish.co.za	Client Portal Login Details	<input type="checkbox"/>	03 February 2017	<input type="checkbox"/> <input type="checkbox"/>
Insika Production		michele@bmw.co.za	Client Portal Login Details	<input type="checkbox"/>	02 February 2017	<input type="checkbox"/> <input type="checkbox"/>
Insika Production		aronh@audisa.co.za	Client Portal Login Details	<input type="checkbox"/>	02 February 2017	<input type="checkbox"/> <input type="checkbox"/>
Insika Production		martin@trish.co.za	Client Portal Login Details	<input type="checkbox"/>	02 February 2017	<input type="checkbox"/> <input type="checkbox"/>
Insika Production		Bother@juriBP.co.za	Client Portal Login Details	<input type="checkbox"/>	02 February 2017	<input type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..	inactive@team.com;		<input checked="" type="checkbox"/>	17 January 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	16 January 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..	luke@insikapro.co.za;		<input checked="" type="checkbox"/>	16 January 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..	luke@insikapro.co.za;		<input checked="" type="checkbox"/>	16 January 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>
Insika Production	administrator@chasesoftware.co..			<input checked="" type="checkbox"/>	16 January 2017	<input checked="" type="checkbox"/> <input type="checkbox"/>

Field Help

Fields and Columns	Description
View Sent Only	If checked it will filter out all emails that were successfully sent from Chase. Leave unchecked if you want to see all emails.
Filter Where	Select how you want to filter through emails e.g. with the From or To email address.
Contains	Enter all or part of the email address you are searching for.
Rows/Pages	Display several rows or pages on this screen.
Company	Shows the Chase company the User was logged into when they sent the email.
From	Shows the email address from which an email was sent.
To	Shows the email address to which an email was sent.
Subject	The subject line that was on the email.
PDF	The checkbox will be automatically checked if there was a PDF attachment on the email, and unchecked if there was no attachment.

Date Created	The date that an email was sent.
Sent	The Sent checkbox will be automatically checked if the email was successfully sent from Chase, and unchecked if sending failed.