

## Managing Reports from the Client Portal

Reports provides your clients access to activities related to their accounts, such as general system-related events, account-related events, and general correspondence that has occurred.

## Event Log

Clicking **Event Log** opens the *Event Log* page which displays all the actions that have occurred in your client's account. The *Event Log* page contains links which your clients can click to navigate to the corresponding information for more details.

[illegible]

## Mail Log

Clicking **Mail Log** opens the *Mail Log* page which displays all the messages your clients have received. The *Mail Log* page contains links which your clients can click to navigate to the corresponding message.

**ubersmith**

**Cogswell Cogs**

Log Out

1 user logged in (view details)

2 outstanding invoices (view invoices)

Mail Log

View From: [Calendar icon] To: [Calendar icon] [Filter icon] [Refresh icon]

From: May 1, 2018 To: May 31, 2019

Date & Time	Subject	Recipient	Status
May/1/2018 9:11:25AM	Your invoice is overdue	John Customer <john@pawnee.com>, Blue Public <mail@pawnee.com>	Yes
May/1/2018 9:11:40AM	Your account is past due	John Customer <john@pawnee.com>, Blue Public <mail@pawnee.com>	Yes
May/16/2018 9:31:14AM	Your invoice is overdue	John Customer <john@pawnee.com>, Blue Public <mail@pawnee.com>	Yes
May/16/2018 9:31:58AM	Invoice Received	John Customer <john@pawnee.com>, Blue Public <mail@pawnee.com>	No
Jun/1/2018 9:14:57AM	Invoice Received	John Customer <john@pawnee.com>, Blue Public <mail@pawnee.com>	No
Jun/1/2018 9:15:19PM	Invoice Received	John Customer <john@pawnee.com>, Blue Public <mail@pawnee.com>	No
Jun/1/2018 9:15:39PM	New Invoice Information	john@pawnee.com	No

From: May 1, 2018 To: May 31, 2019

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  - Change Password
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## Related Topics

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