

## 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.

The screenshot displays the Ubersmith interface for a 'Cogswell Cogs' account. On the left, a sidebar contains navigation links: Home, About Profile, About Profile, Payment Methods, Your Account, Billing & Services, Reports, Account Management (highlighted with a red circle), and Support. The main content area is titled 'Mail Log' for May 2017. It features a table with columns for Date & Time, Subject, Recipient, and Success. The table lists several email events, including account verification emails and password reset requests. At the bottom, there is a 'Send Message' button and a list of email addresses associated with the account.

Date & Time	Subject	Recipient	Success
May/12/2016 3:10:25AM	Your account is verified	John Customer <john@pawnee.com>, Blue Public <verified.cog>	Yes
May/12/2016 3:10:44AM	Your account is not verified	John Customer <john@pawnee.com>, Blue Public <verified.cog>	No
May/16/2016 3:10:14AM	Your account is verified	John Customer <john@pawnee.com>, Blue Public <verified.cog>	Yes
May/16/2016 3:10:15AM	Account Verified	John Customer <john@pawnee.com>, Blue Public <verified.cog>	No
Jun/1/2016 12:14:57PM	Account Verified	John Customer <john@pawnee.com>, Blue Public <verified.cog>	No
Jun/1/2016 12:15:19PM	Account Verified	John Customer <john@pawnee.com>, Blue Public <verified.cog>	No
Jun/1/2016 12:15:39PM	Send Email Information	john@pawnee.com	No

## Related Topics

[Client Portal](#)

**On this page:**

On this page:

- Event Log
- Mail Log
- Related Topics