


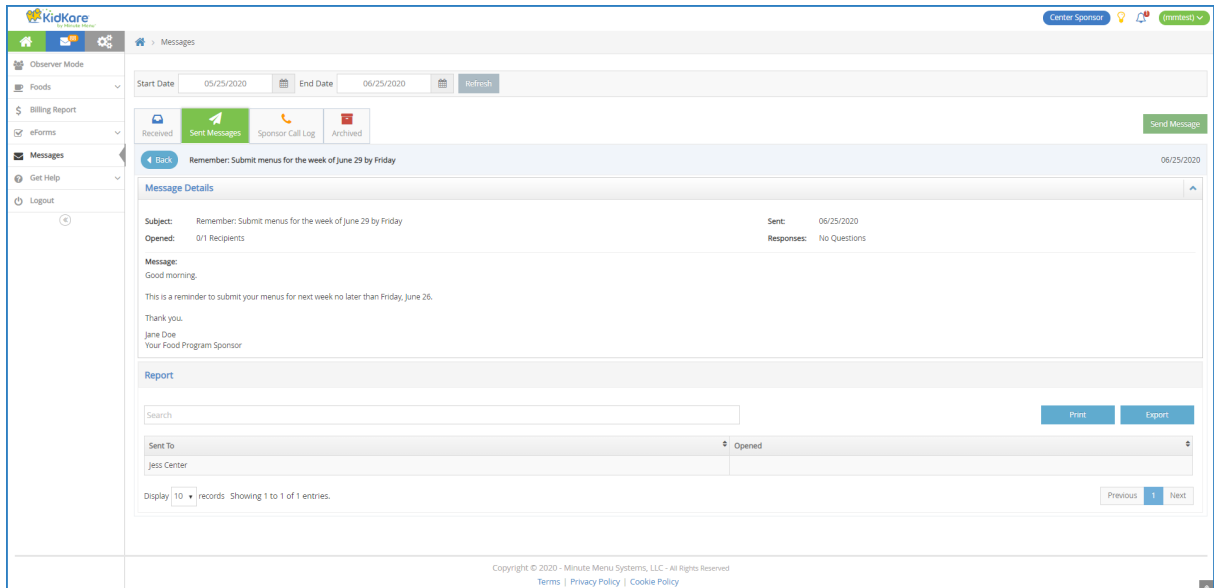
# View Message Reports

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Message reports provide useful data for your sent messages, such as the number of recipients who opened the message.

To view this report:

1. Click . The Messages page opens.
2. Click the **Sent Messages** tab.
3. Click the link in the **Reports** column for the message to view. The message report opens.



The screenshot shows the KidKare Messages interface. The left sidebar contains navigation links: Observer Mode, Foods, Billing Report, eForms, Messages (selected), Get Help, and Logout. The main content area displays the 'Messages' page with filters for Start Date (05/25/2020) and End Date (06/25/2020). A 'Refresh' button is present. Below the filters, there are tabs for Received, Sent Messages (selected), Sponsor Call Log, and Archived. A 'Send Message' button is in the top right. The selected message is 'Remember: Submit menus for the week of June 29 by Friday', dated 06/25/2020. The 'Message Details' section shows the subject, sent date (06/25/2020), opened status (0/1 Recipients), and responses (No Questions). The message content is: 'Good morning. This is a reminder to submit your menus for next week no later than Friday, June 26. Thank you. Jane Doe Your Food Program Sponsor'. The 'Report' section includes a search bar, 'Print' and 'Export' buttons, and a table with columns 'Sent To' and 'Opened'. The table shows one entry: 'jess Center' with '1' in the 'Opened' column. Below the table, it says 'Display 10 records Showing 1 to 1 of 1 entries'. The footer contains copyright information: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved' and links for Terms, Privacy Policy, and Cookie Policy.

This report is divided into the following sections:

- **Message Details:** This section displays the message subject, content, and sent date. It also provides the number of recipients who have opened the message and the number of recipients who have responded to any attached survey.
- **Questions:** This section displays any survey questions you included in your messaging. If you did not include a survey in your message, this section does not display.
- **Report:** This section provides a review of recipients who have opened the message.