

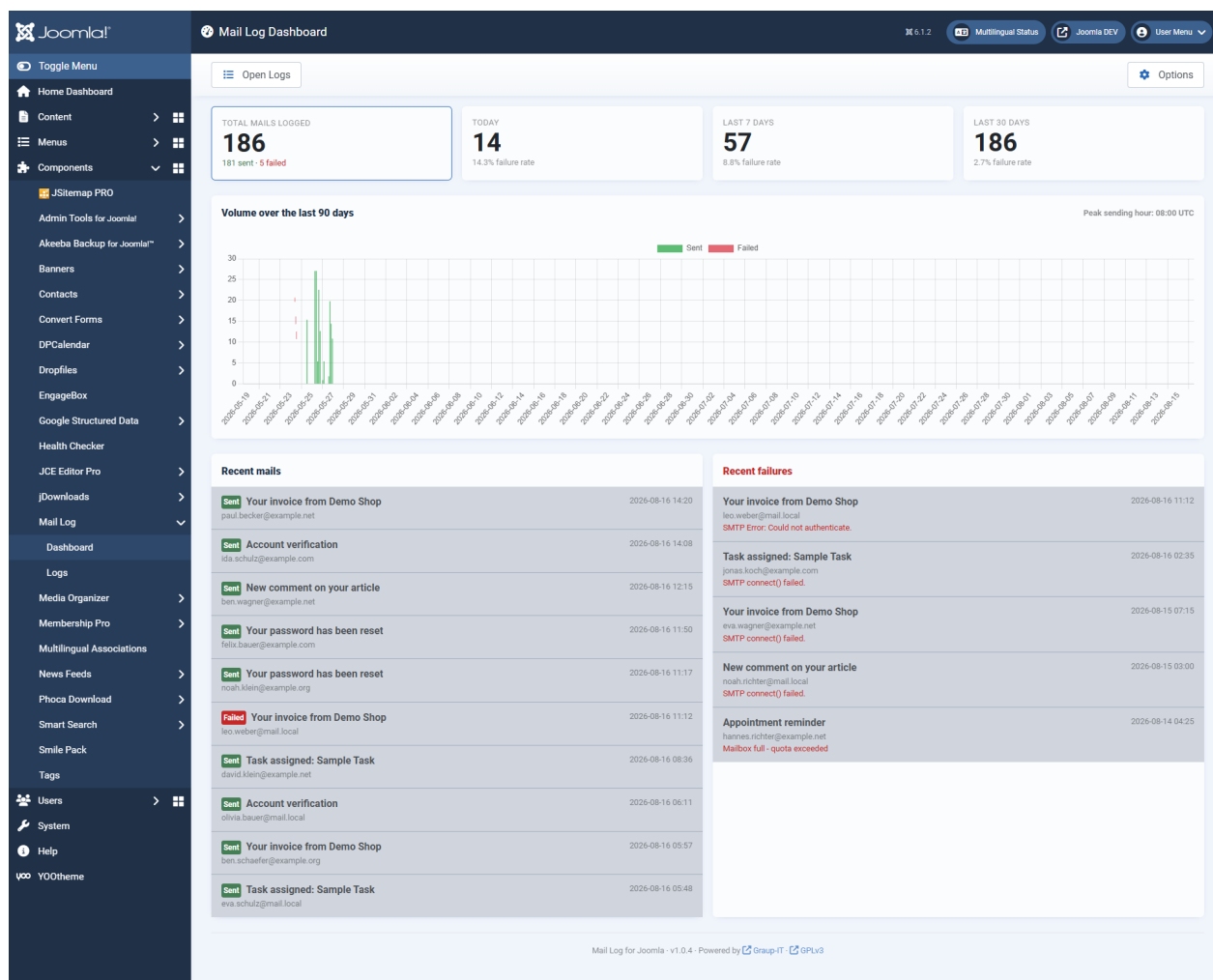
Quick start: the dashboard

Mail Log works immediately after the installation. This page shows how to produce the first entry and how to read the dashboard properly.

Producing the first entry

Send any email through your website — easiest is the built-in test email under *System* → *Global Configuration* → *Server* → *Send Test Mail*. Then open *Components* → *Mail Log*. The message appears as the most recent entry.

Reading the dashboard



The dashboard is the start page of Mail Log.

At the top there are four key figures:

Tile	Meaning
Emails in total	All logged mails, broken down into sent and failed.
Today	Mails of the current day with error rate.
Last 7 days	Weekly figure with error rate.
Last 30 days	Monthly figure with error rate.

Below them follow:

- **The activity chart** — sent and failed mails per day, stacked. Above the chart the peak hour of the period is shown.
- **Latest emails** — the most recent messages with status, subject and sender. One click opens the detail view.
- **Latest errors** — the most recent failed deliveries, so that you see problems immediately.

If the chart does not render (with JavaScript switched off, for instance), Mail Log shows the same figures as a table automatically. No information is lost.

Where to go from here

The button *Open logs* takes you to the complete list. There you filter and search all entries — that is described in the chapter [The log list](#).

Applies to version 1.0.5.

[Deutsche Fassung](#)

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