

How to Configure Email Logs?

- Step 1: Install the extension and clear the cache.
- Step 2: Login to the admin panel and go to Stores -> Configuration->Folio3 Extensions - Email Logs and set the following necessary configurations
 - Enable Email Logs: Yes.
 - Clear Email Logs: Yes /No.
 - Frequency: Specify the number of days.

| Ŵ | Configuration | | | Save Config |
|-----------------------|-------------------|----------------------------------|---|-------------|
| DASHBOARD | GENERAL | , Enable Email Logs | Yes | • |
| \$ SALES | FOLIO3 EXTENSIONS | (core men) | This will log all outbound emails. Logs can be viewed on Folio3->Email Logs page. | |
| CATALOG | 100 C | Clear Email Logs [store view] | Yes | • |
| R CUSTOMERS | | Frequency | Select Yes to clear email logs routinely, which are logged before the configurable days count for history limit. | |
| | Email Logs | [global] | 1 Example: 3 (Cron-Job will run on every 3rd day of the month, i.e. 2 days after from | n now, |
| | | | at 11:45pm). | |

• Step 3: Once you have configured your Email Logs, you can now view the logged emails in the *Folio3 ->Email Logs*.

| Email Logs Q 💋 | | | | | | | | | |
|----------------------------|------|-------------------------|----------------------|--|--|--------|----------|--|--|
| Store View: All Websites • | | | | Clear All Logs | | | | | |
| Search by keyword Q | | | Q | Filters Oefault View Image: Column State | | | | | |
| Acti | ons | → 34 records | found | Life and | 5 v per page | < 1 | of7 > | | |
| | I ID | Logged At | Recipient | Sender | Subject | Status | Action | | |
| | 36 | May 1, 2020 4:24:52 PM | testuser1@folio3.com | sales@example.com | Your Main Website Store order confirmation | SENT | Select 👻 | | |
| | 34 | May 1, 2020 3:18:04 PM | testuser2@folio3.com | owner@example.com | My Daily Order Report | SENT | Select 🝷 | | |
| | 35 | May 1, 2020 3:18:04 PM | testuser3@folio3.com | owner@example.com | My Daily Order Report | SENT | Select 🔹 | | |
| | 33 | May 1, 2020 12:13:20 PM | testuser4@folio3.com | sales@example.com | Your Main Website Store order confirmation | SENT | Select 🕶 | | |
| | 32 | May 1, 2020 10:11:55 AM | testuser5@folio3.com | sales@example.com | Your Main Website Store order confirmation | SENT | Select 🝷 | | |

• The actual email content can be previewed in the email templates section.

Folio3 Test

Welcome to Main Website Store.

members and friends

To sign in to our site, use these credentials during checkout or on the My Account page:

Email:testuser1@gmail.comPassword:Password you set when creating account

Forgot your account password? Click here to reset it.

When you sign in to your account, you will be able to:

