

## Status Reports

A report message will be appended to the outgoing message, in the event that a confirmation was requested from the message options. Among the information listed, will be the date and time the message was browsed, if the confirmation requested was 'confirm receipt'. When confirmation of delivery is enabled, a similar report will be appended to the outgoing message, when the message is accepted by one or all of it's recipients.

A report is very easily identifiable by it's status envelope.



Status: test

Date Sent: 16/01/95 at 09:36:09 OK

Recipient	Delivery	Receipt	Note
TO: CLOUTIER Lynn -STC	Not Requested	95/01/16 09:36:25	

### Method

#### To consult a status report:

From the accepted window or from the Outbox folder:

1. Select the report message.
2. Click on the STATUS ICON on the Tool Bar. A report window will be generated on the screen.
3. Click on the OK button to dismiss the report window.

### TRAP

Deleting the report message will result in the deletion of the original outgoing message.