# fotoShout Metrics, Tracking, Reports & E-Mail – Quick Guide

USERS GUIDE #06

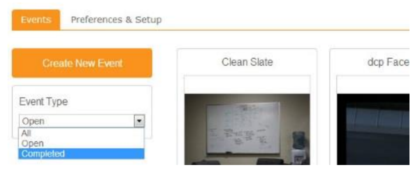
fotoShout Users Guide #06

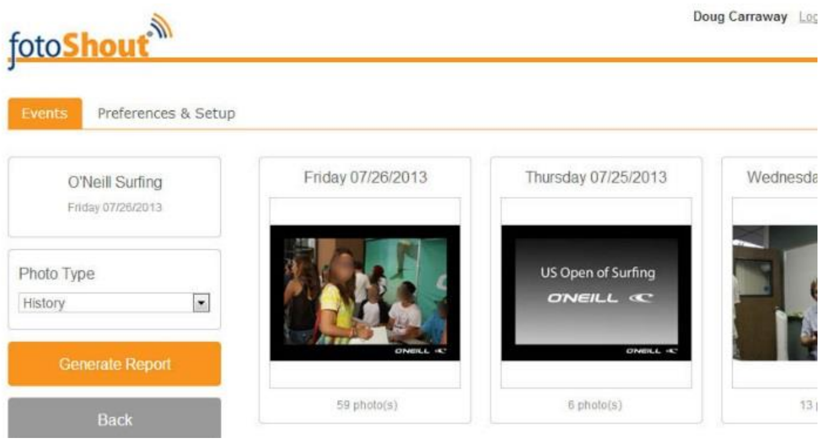
UPDATED 12-13 |

# fotoShout Metrics, Tracking, Reports & E-Mail Quick Guide

To View Published Images & Generate Reports

1) Login, Confirm "**Events**" tab at top of page is selected.
2) Double Click on the image of the event you wish to view.
3) Event Opens -Thumbnail views of all images are displayed, the current selected image is enlarged.
4) The navigation panel allows you to select "**Photos**" or "**History**" within the dialog box. Select **"History."**

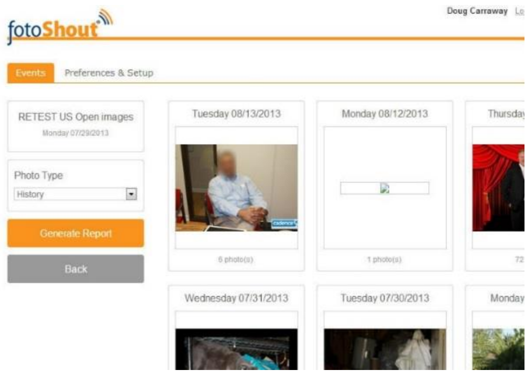


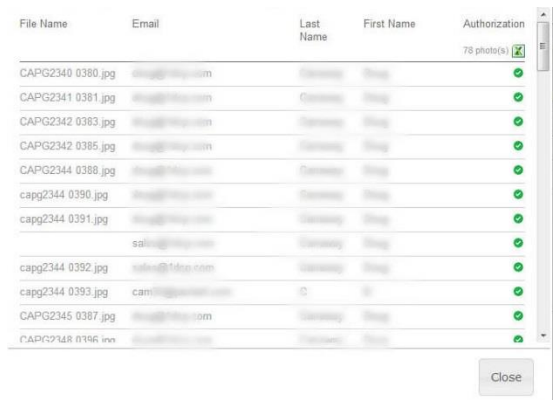




5) When "**History**" is selected – A dialog box will display the name of the event, date of the event, and how many images were processed by fotoShout at the event.
   a. Click on selected Event (distinguished by day and date).
   b. All images that were processed with fotoShout that day are viewable.
   c. 

   Each Image displays **Image File Name**, **Date & Time** submitted for publishing, **Publishing Status** – such as **- published, waiting to publish, not published yet/unauthorized, guests e-mail address**. An Icon from the social media sites fotoShout published to will also be displayed.

**REPORTS** - When History mode is selected “**Reports**” can be generated. (View video demo on fotoShout website.) Click on the “**Generate Reports**” tab left side of screen. All information collected will




be displayed.

d. An e-mail file with all data collected may also be generated for easy export to Excel. Just Click on the Excel Icon.

6) When done click the **“Back”** tab.

# Metrics, Tracking, Additional Reports

## Available from our Cadence9 website during Beta Testing

BROADCAST METRICS
- Summary
- Publishing Activity and Engagement
- Broadcast Performance

CHANNEL METRICS
- Channel Status
- Publishing by Unique Channel
- Engagement by Channel Type
- Publishing by Channel Type
- Engagement by Unique Channels
- Channel Summary

USER METRICS
- User Summary
- User Comparison Chart
- Login Activity
- Group User Transaction Log

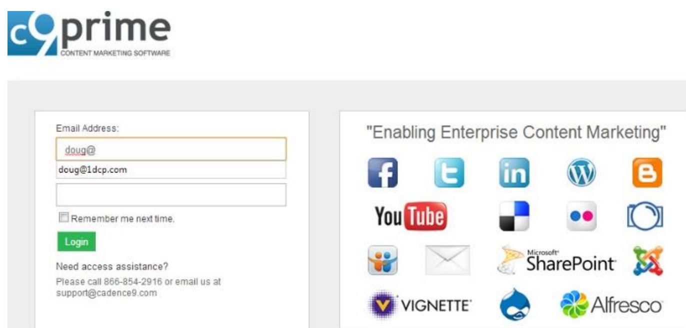
ENGAGEMENT METRICS
- Engagement by Unique Channels
- Engagement by Channel Types
- Engagement by User Groups
- Engagement by Channel Groups
- Engagement by Campaigns

ALL INFORMATION COLLECTED BY FOTOSHOUT
- E-Mail
- Names
- Image File Number
- Permission to Publish
- Signature
- etc.
- Available in Report Form or as an XLS file

fotoShout

Login

A. Go to [http://cadence9.com/](http://cadence9.com/)
B. Click on Login (located top right corner)




C. Enter E-mail Address and Password – Click Login

D. Click on Reports


Select from reports

- Broadcast Metrics
- Engagement Metrics
- Channel Metrics
- User Metrics
- Choose Dates
- Customize Dates
- Print