

# Campaigns | Build a historical report for campaigns

## Introduction

**Prerequisite:** Log in to your manager account in CCAIP.

**Scenario:** In this exercise, you log into Google's CCAI Platform as a manager. Once logged in, create a historical report for campaigns.

*Note: The historical report may not contain data.*

### Directions:

1. Navigate to **Reports** and select **Campaigns**
2. Select **campaign** mode.  
*Note: For this exercise, select **preview campaign**.*
3. Choose a specific campaign or all campaigns configured in the **Campaign Manager settings**.  
*Note: For this exercise, select all campaigns.*
4. Select the desired report(s).  
*Note: The title of the options may vary depending on the campaign type selected in step one.*  
*Note: For this exercise, select the **preview dialer summary report**.*
5. Choose your **Timeframe** and **Timezone** filters.
6. Click **Download**.