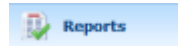## Updates Campaign Tracking Report

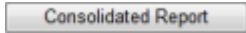Note: These reports pertain only to updates sent via email.

From the Dashboard or Menu:

1. Select 'Updates'.

2. Select 'Reports' on the right.

3. This page shows the statistics for each campaign sent.

4. You may create a comparison report of sent updates by checking the boxes by your individual campaigns or checking 'Select All'.

5. You now have the following options:

   a. Click 'Export Selected' to export the data you have chosen to an Excel spreadsheet,

   b. Select 'Consolidated Report' to analyze the overall usage of your selected campaigns, or

   c. Choose 'Print' to print your reports.