

Event Campaign Tracking Report

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


From the Dashboard:

1. Select the icon you have chosen for events.

2. Select 'Reports' on the right.

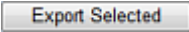




3. This page shows the statistics for each email campaign sent.

Image	Select All	Title	Status	Sent	Opened	Opt Out	Unopened	Bounced Back	Start Date
	<input type="checkbox"/>	July 4th Celebration	Active	1 100%	1 100%	0 0%	0 0%	0 0%	07/04/2013

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

5. You now have the following options:

- Click 'Export Selected'  to export the data you have chosen to an Excel spreadsheet,
- Select 'Consolidated Report'  to analyze the overall usage of your selected campaigns, or
- Choose 'Print'  to print your reports.