

Content Campaign Tracking Report

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

From the Dashboard:

1. Select the icon that includes the content you wish to track.

2. Select 'Reports' on the right.



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

<input type="checkbox"/> Select All	Bulletin Title	Sent	Opened	Opt Out	Unopened	Bounced Back
<input type="checkbox"/>	CryptoLocker virus is still out there!	46 100%	0 0%	0 0%	46 100%	0 0%
<input type="checkbox"/>	CryptoLocker Virus Warning!	1 100%	0 0%	0 0%	1 100%	0 0%

4. You may create a comparison report of sent content 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.