



Quick Start Guide To:

Viewing Email Reports


Swiftpage Reports provide vital, real-time data for every email blast you send. This Quick Start Guide provides the steps for accessing your results.


1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on Swiftpage Connect Portal, click Reports.



Resource center



 [visit website >](#)
email templates - postcards
landing pages - microsites
logos - and more

My Swiftpage 
Account Name
rs_121211_spe
UserID
rs_121211_spe
Service Level
Team
Drip Marketing Service Level
Free
Send Limit
100

Account Management
[Edit User Profile](#)
[Manage Account](#)
[Upgrade Account](#)

Support Information
Monday-Friday, 5:00am - 8:00pm EST
Phone: 1 (877) 228-8377
For international customers +1-303-978-1000
Email: support@swiftpage.com

4. Select the blast whose report you wish to view and then click View Report. If you do not see the desired blast listed, adjust the time filters.

Home Email Reports Scheduled Email Suppression Data Account Reports


Email Blasts Queued
All queued Email Blasts have been sent.

Sent time filters: 24 hours 1 week 2 weeks 1 month 2 months

Email Blasts Sent

- 1/25/2012 2:52:00 PM, Sample 2
- 1/16/2012 4:01:00 AM, Sample Campaign One

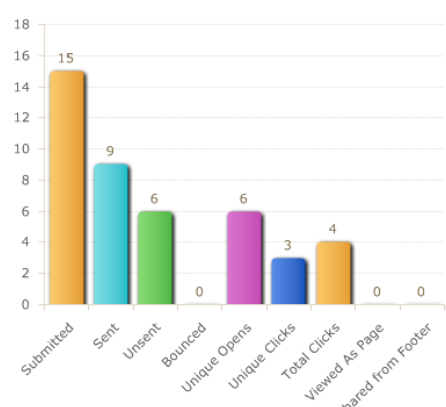
Individuals Sent
No individual emails sent in selected time frame

 [View Report](#) [Sample reports](#)

5. Click the Summary Reports or Detail Reports buttons to view the corresponding Report.

Email Blast Summary

Name: **Sample Campaign One**
 Submitted on: 8/23/2012 1:01:00 AM To Print: Right Click here and select 'Print'
 Subject: Sample Campaign
 Template: Read Only zzz_Company News
 Opened: 66.6%
 To view the Email [click here](#)



Category	Count
Submitted	15
Sent	9
Unsent	6
Bounced	0
Unique Opens	6
Unique Clicks	3
Total Clicks	4
Viewed As Page	0
-hard from Footer	0

Summary Reports	Detail Reports
Opens and Clicks	Submitted
Opens	Unique Opens by Time
Opens over time	Unique Opens by Email
Clicks	Opens by Time
Clicks over time	Opens by Email
Create Call List	Unique Clicks by Link
Social Sharing Summary	Unique Clicks by Email
	Clicks by Link
	Clicks by Email
	Unopened
	Bounced
	Unsent
	Footer Sharing Details