

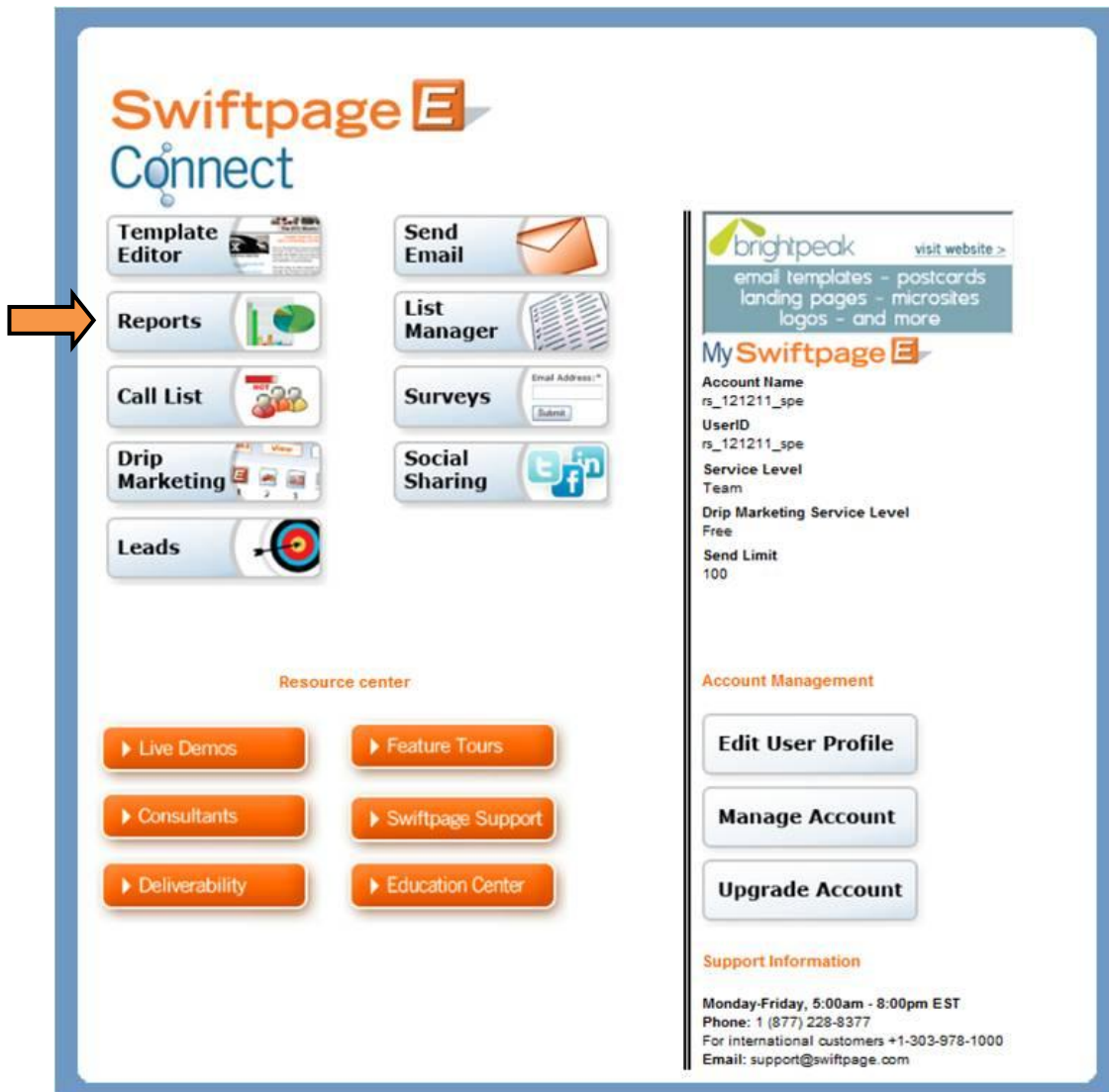


Quick Start Guide To:

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.



- 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.

Swiftpage Email Reports

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](#)

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

Swiftpage E-marketing Email Reports

Home | Email Reports | Scheduled Email | Suppression Data | Account Reports

Email Blast Summary

Name: Sample Send
Submitted on: 1/25/2012 4:41:00 PM
Subject: Sample Send
Template: Sample
Opened: 0.0%
To view the Email [click here](#)

To Print: Right Click here and select 'Print'

Submitted	39
Sent	38
Unsent	0
Bounced	0
Unique Opens	0
Unique Clicks	0
Total Clicks	0
Viewed As Page	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
	Unique Clicks by Email
	Clicks by Link
	Clicks by Email
	Unopened
	Bounced
	Unsent