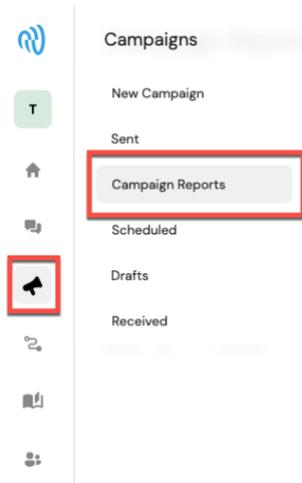## Introduction

Within your MessageMedia account, you can run reports on all your "**Campaigns**." This guide will walk you through **running reports** and how to **view the status of all messages** that have been sent within a Campaign.
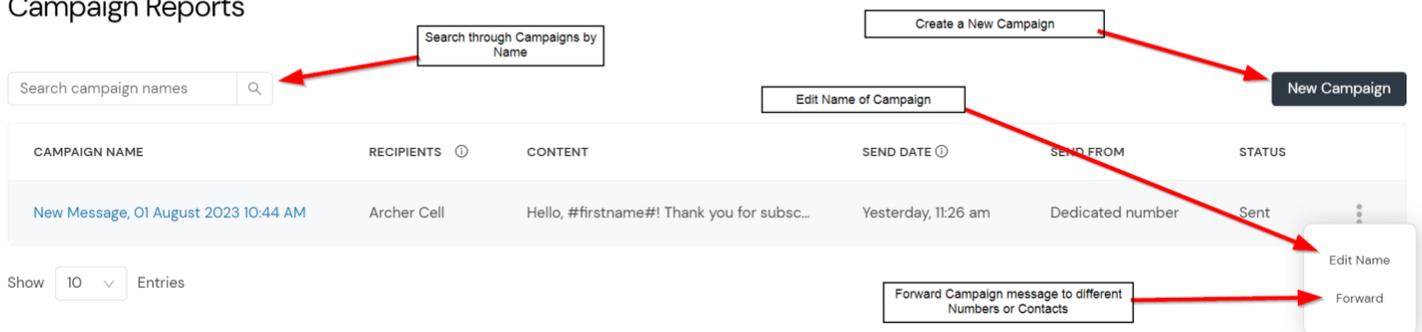
How to Access and Manage Campaign Reports

1. Login to your MessageMedia account at www.hub.messagemedia.com

2. Hover over or click the "**Campaign**" icon (megaphone) and select the "Campaign Reports" option.

3. This will open the "Campaign Reports" page which will show you a list of previous campaigns run within the domain. From this section, you can view details about past campaigns, edit the names of campaigns, and forward campaign messages to other contacts or numbers.

4. To view the details on a specific campaign, click on the "**Campaign's Name.**"

Campaign Reports

CAMPAIGN NAME	RECIPIENTS ⓘ	CONTENT	SEND DATE ⓘ	SEND FROM	STATUS	
New Message, 01 August 2023 10:44 AM	Archer Cell	Hello, #firstname#! Thank you for subsc...	Yesterday, 11:26 am	Dedicated number	Sent	•••

Search campaign names 🔍   New Campaign

Show 10 ∨ Entries   1 – 1 of 1

From this section, you can see a detailed view of the campaign. The campaign message can be found under the "**Overview**" section of the page. The "**Delivery Status**" section will show the status of all messages sent.

Campaign: New Message, 01 August 2023 10:44 AM

Overview
View detailed report

Send date ⓘ	Yesterday, 11:26 am
Sent from	Dedicated number
Message channel	Text message (SMS)
Message	Hello, #firstname#! Thank you for subscribing! Reply Stop to opt out View more

View a more detailed version of the Campaign Report

Message Content

View each message sent in detail

Delivery status

Overview of Messages Sent, Delivered, Scheduled, Failed, etc

Overview

■ Scheduled	0	0%	■ Failed	0	0%
■ Sending	0	0%	■ Rejected	0	0%
■ Sent	1	100%	■ Stopped	0	0%

Delivery rate of sent

■ Submitted	0	0%	■ Delivered	1	100%

Outbound 1 (100 %)	Inbound 0	Opt-outs 0	Undelivered 0		Export view / tab

Export Campaign Report to Email (CSV Format)

RECIPIENT	OUTBOUND MESSAGE	STATUS ⓘ	SEND DATE ⓘ
Archer Cell	Hello, Archer! Thank you for subscribing! Reply Stop t...	Delivered	Yesterday, 11:26 am

Show 10 ∨ Entries

5. To see a more in-depth report of all messages sent within the campaign, click "**View Detailed Report**." The "**Detailed Reports**" screen will have more details on each message, show messages sent over time, and provides filters for analyzing specific campaign messages or conversations. All reports can be emailed or scheduled to be exported daily, monthly, etc.