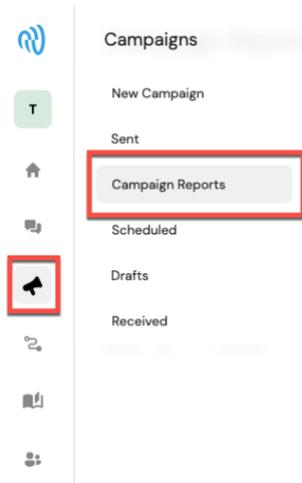


Introduction

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.

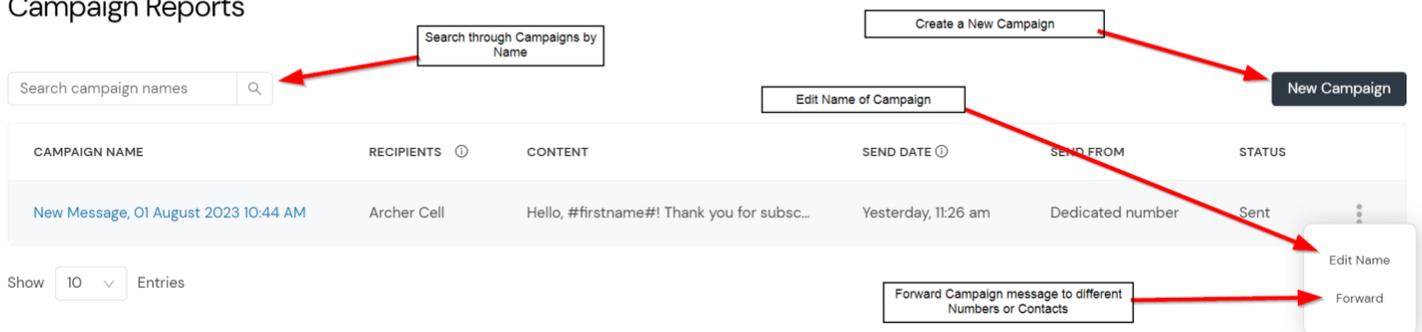
How to Access and Manage Campaign Reports

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.

Campaign Reports



The screenshot shows the 'Campaign Reports' page. A search bar at the top left is annotated with 'Search through Campaigns by Name'. A 'Create a New Campaign' button is annotated with 'Create a New Campaign'. A 'New Campaign' button is annotated with 'Edit Name of Campaign'. A table of campaigns is shown with columns: CAMPAIGN NAME, RECIPIENTS, CONTENT, SEND DATE, SEND FROM, and STATUS. A row is highlighted with 'New Message, 01 August 2023 10:44 AM', 'Archer Cell', 'Hello, #firstname#! Thank you for subsc...', 'Yesterday, 11:26 am', 'Dedicated number', and 'Sent'. A dropdown menu for this row is annotated with 'Forward Campaign message to different Numbers or Contacts' pointing to the 'Forward' option.

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

4. To view the details on a specific campaign, click on the **“Campaign’s Name.”**

Campaign Reports

Search campaign names

[New Campaign](#)

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

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

Overview

[View detailed report](#)

Send date

Sent from

Message channel

Message View more"/>

[View a more detailed version of the Campaign Report](#)

Message Content

[View each message sent in detail](#)

Delivery status

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

- 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.

Detailed Reports

Date Range of Campaign

Date range: 01-Aug-2023 - 02-Aug-2023

Accounts: Please select account

Status: Please select.

Contact: Phone number or contact

Metadata key: broadcastid

Metadata value: lee3098f-967b-68dc-b04c-737c

Buttons: Schedule report, Email report, Apply filters, Clear filters

Options: Schedule repeated reports via Email, One time emailed report

Identifier for this Campaign: lee3098f-967b-68dc-b04c-737c

Sent messages (outbound)

Sent message parts (billing units)

Received messages (inbound)

Graphs depicting messages sent over time

DATE	FROM	TO	FORMAT	MESSAGE	STATUS	UNITS	CAMPAIGN ID
1 Aug 2023, 11:26:47 am	+18448388046	Archer Cell	SMS	Hello, Archer! Thank you for subscrib...	Delivered	1	lee3098f-967b-68dc-b04c-737cc13f9ba5

Report of each message sent or received from Campaign

Show 10 Entries

