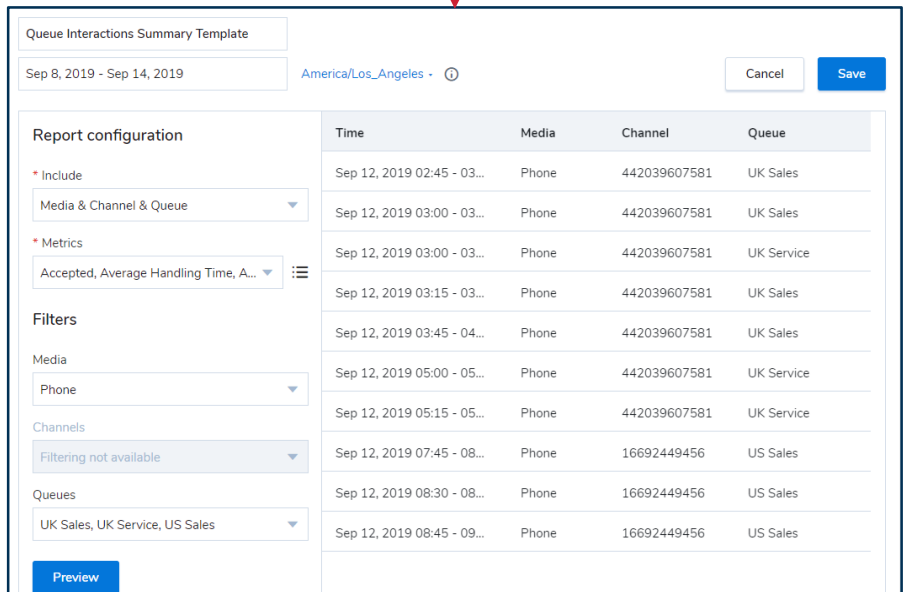
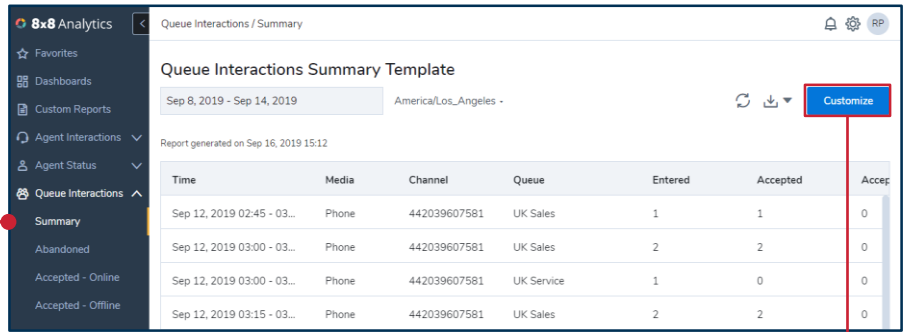


# Analytics Reporting

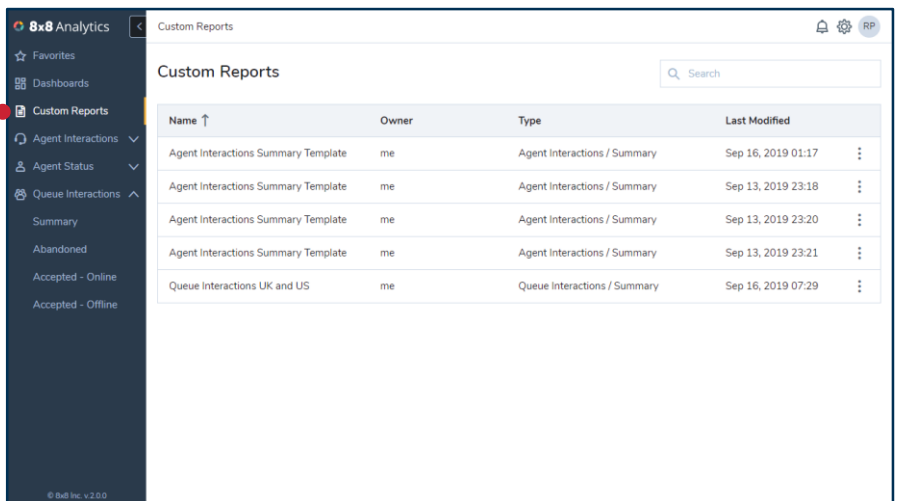
## Customize a report

1. Select a report template
2. Select **Customize**
3. Name the report
4. Select report date range and granularity
5. Select a **Timezone** (if more than one configured)
6. Select data to include
7. Select **Metrics**
8. Set **Filters**
9. Select **Preview**
10. Select **Save**



## Access Custom Reports

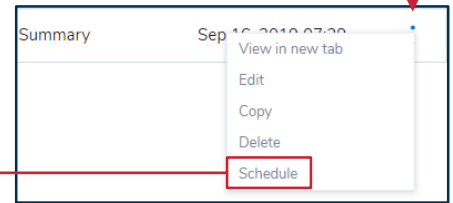
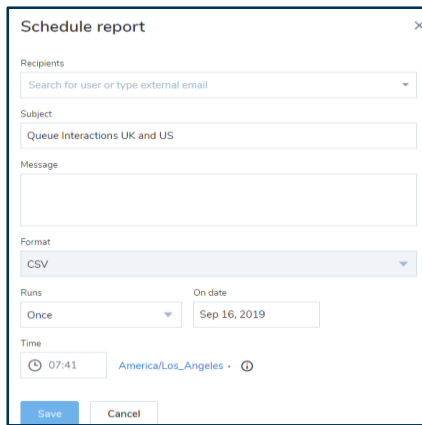
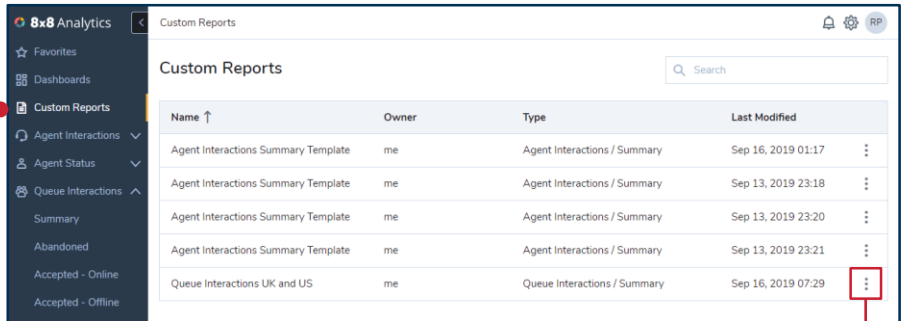
1. Click **Custom Reports** in the navigation pane
2. Find the desired report in the table or use **Search**
3. Click on the report to open



# Analytics Reporting

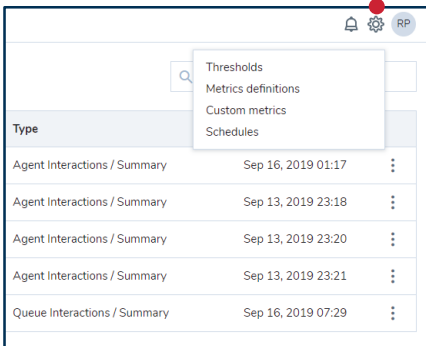
## Schedule a report

1. Click **Custom Reports** in the navigation pane
2. Click **ellipsis** next to report to be scheduled
3. Click **Schedule**
4. Enter **Recipient, Subject, Message** and Schedule settings
5. Click **Save**



## Access Schedules

1. Click the **Settings** icon
2. Click **Schedules**



## Edit a Schedule

1. In the Schedules area, click the **ellipsis** next to the schedule to edit
2. Click **Edit**
3. Amend the details as required. Click **Save**

