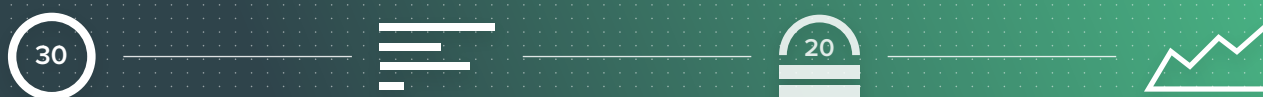


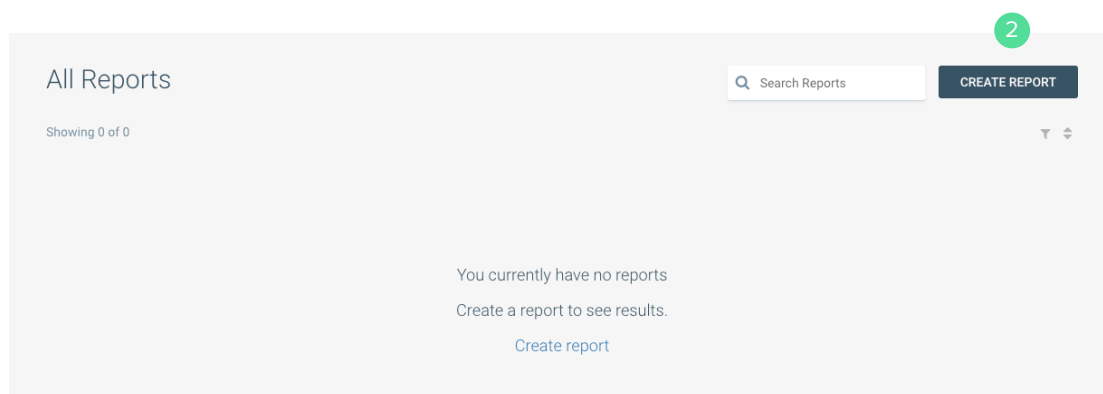
Analyze

Create Report

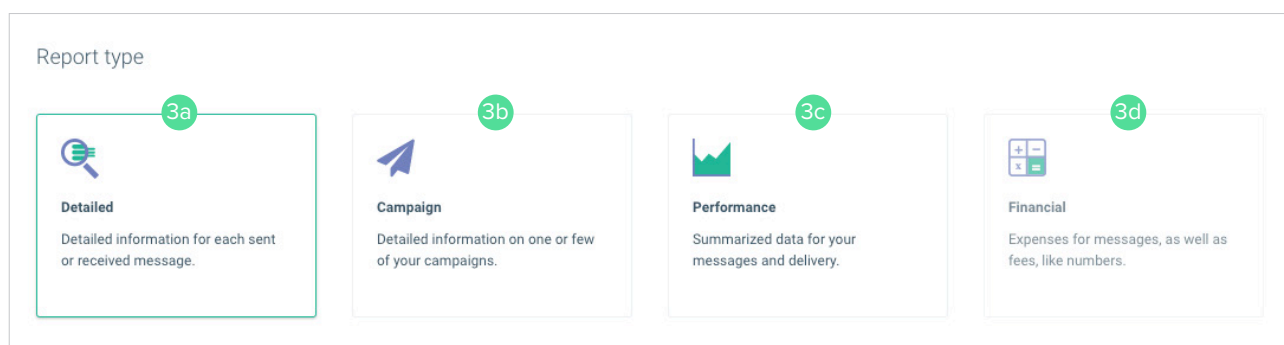


In this Quick User Guide we will demonstrate how to get detailed or summary reports on traffic sent over the Planet IT platform.

1. Open **ANALYZE** section on **CUP**.
2. Click **CREATE REPORT**.



3. Choose the report you want to see from one of the four available options:



- a. **Detailed Report** - detailed log of all messages.
- b. **Campaign Report** - detailed log of all messages for specific campaign(s).
- c. **Performance Report** - summary overview of communications.
- d. **Financial Reports** - summary overview of costs.

4. Choose **SERVICES** and **CHANNELS** you want to be included in the report.

Detailed Report Content

4

CHANNELS & SERVICES
Select the channels you would like to include.

SMS	Number Lookup	Voice Call
Email	Facebook	Line
Push	Telegram	Viber
Voice Message		

5. Choose the **DATE RANGE** for the report.

Filters

Last 15 minutes ▾

Start Date **5** End Date

07/02/2018 10:11 ▾ 07/02/2018 10:26 ▾

[View Additional Filters](#)

6. Choose other criteria like **CAMPAIGN**, **ACCOUNT**, **USERNAME**, **SENDER**, **DESTINATION**, **TEMPLATE** and **STATUS** to view only those reports fulfilling these.

Accounts <input type="text" value="Select Accounts"/>	Users <input type="text" value="Select Users"/>
From <input type="text" value="Enter Senders"/>	To <input type="text" value="Enter Destinations"/>
Campaigns <input type="text" value="Select Campaigns"/>	Templates <input type="text" value="Select Templates"/>
Status <input type="checkbox"/> Delivered <input type="checkbox"/> Pending <input type="checkbox"/> Failed <input type="checkbox"/> Expired <input type="checkbox"/> Rejected	

7. Select from other reporting options:

- a. Report file format (Microsoft Excel or Comma Separated Value plain text)
- b. Make report 'recurring' and generate it on a daily, weekly or monthly basis.
- c. Add the email addresses of the people who need to be notified once the report is generated.

Note that the current user will get the notification automatically. There is no need to include their email address.

Options

7a File Format

SPREADSHEET (XLSX)

PLAIN TEXT (CSV)

7b Recurring report

Generate this report every month

7c Recipients

USER@EXAMPLE.COM x

8. NAME your report.

8 Report Name

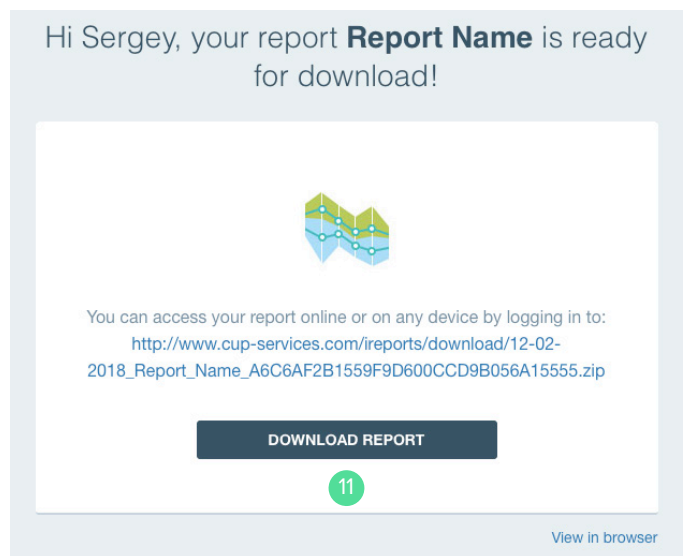
CLOSE CREATE

9. Click REQUEST.

10. You will return to the overview of all reports. On this list the STATUS of your newly requested report be marked PENDING.

11. Once the report is ready, you will receive a notification with a download link via email.

- a. Alternatively, you can download the report by clicking the "Download" button, once report's status turns to ACTIVE.



All Reports

Showing 20 of 25

Search Reports CREATE REPORT

<input type="checkbox"/>	Report Information	Channels & Services	Report Date Range	
10	PENDING - Requested 2 seconds ago Birthday SMS Messages to Customers	1 Channels & Services	07/02/2018 - 07/02/2018	⋮
	ACTIVE - Requested 27 seconds ago New Year Promotions	10 Channels & Services	07/02/2018 - 07/02/2018	⬇️ ⋮
	ACTIVE - Requested 44 seconds ago Week 34 Campaigns	10 Channels & Services	07/02/2018 - 07/02/2018	⬇️ ⋮