Quick Start Guide to:

Viewing Your Suppressed and Opted Out Email Addresses

Swiftpage reports are generated on an individual or email blast basis and are represented by a bar graph. Individual analytics can be viewed and then sent to yourself as a .CSV (Excel) file. The reports are generated in real time, so if an email is opened and clicked-through, when you go back to look at your reports, the results will have updated and changed because of the new actions.

Viewing Reports and Opted Out Email Addresses:

1. Click on the Swiftpage icon in the toolbar of the Swiftpage integration you use (ACT!, SalesLogix, Excel, etc.) and select the Reports button; the Reports button will vary where it is in the window depending on how you access Swiftpage (e.g. in ACT! it is on the Results tab).

2. If you don't have the Reports button in this window you will want to log into the Swiftpage editor by clicking Edit or logging into your account at the top of the home page of our web site: http://www.swiftpage.com. This will take you to the My Swiftpage portal. From there, click on the Reports button to be taken to your online reports.

3. To view the suppressed data from opt-outs, click on the Suppression Data button at the top of the screen. Enter the account password and then choose to have your list emailed to you or view the list online.

Suppression Data

Account Password: ••••••••

Email To: iandoescher@gmail.com

Email List   View List

If you choose to view the list online, it will appear like this:

Suppression Data

Suppressed Email Addresses (*Opted-out or Bounced 3 times)

test@swiftpage.com
test2@swiftpage.com

*Note: to request your complete 3 Bounce Suppression list, please email Support@swiftpage.com with your Account name. We will send you the list as a .csv file to your email address.