

4 QuickStart Guide for Admins

View Email Analytics

Sign into GradLeaders Career Center and select Reports > Email Reports > Email Analytics

| Activity Calendar | Configuration | Reports |
|----------------------|----------------|--------------------------|
| (| Current Set: | Metrics Dashboard |
| | | Company Reports |
| | | Employment Reports |
| | | Job Board Reports |
| Refre | sh Search Clea | On-Campus Reports |
| | | Co-op Reports |
| 200 201 » Last | Name Q | Room Reservation Reports |
| | | Resume Database Reports |
| e Resume Book Status | | Order Reports |
| | | External Survey Reports |
| 19 | | 4 Email Reports |
| 2018 Email Analytics | · | Other Admin Reports |
| Undeliverable I | Email Export | |

Select **Send Date Range** for emails of interest

| ADMIN REPORTS: EMAIL ANALYTICS REPORT | | | | | |
|---------------------------------------|-------|---|----------|--|--|
| * Sent Date Range: | From: | i | Through: | | |
| | | | | | |

Select **Sources** of emails and/or specific Entity Types

| Source(s): | Select All / Clear All | | |
|-----------------|--------------------------------------|----------------------------------|--|
| | Admin | Student(tr) | |
| | Employer | System | |
| | | | |
| Entity Type(s): | Select All / Clear All | | |
| | Company Event(tr) Student(tr) Signup | Co-op(tr) | |
| | Interview | Interview Closed(tr) Student(tr) | |
| | Interview Interviews | Interview Open(tr) Student(tr) | |
| | Interview Recruiters | Job Applications | |
| | Jobs | Mock Interview Signup | |
| | Recruiter | School Staff | |
| | Student(tr) | Workshop | |
| | Workshop Signup | | |

Click **View Report** for detailed reports on emails sent, opened, clicked, delivered, spam, etc.

View Report

