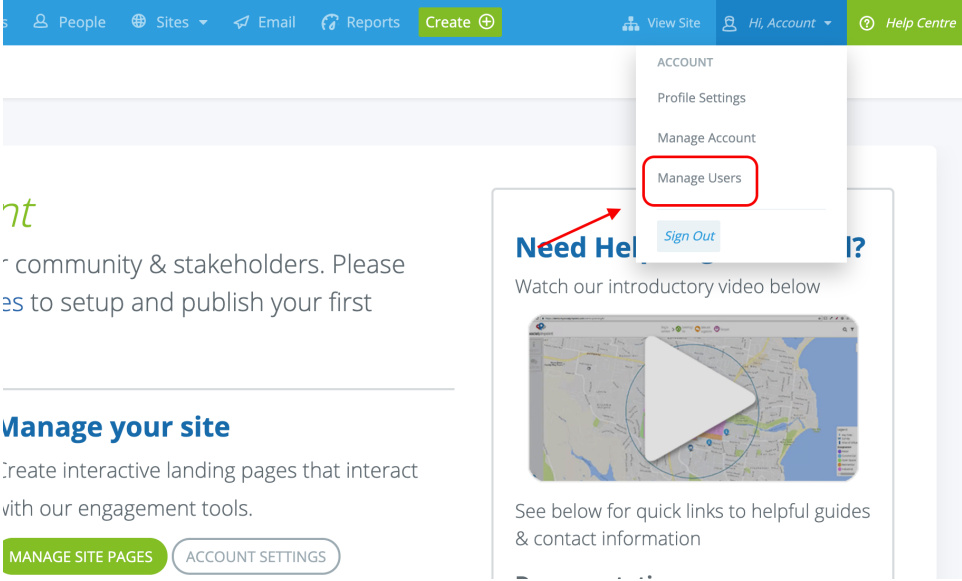
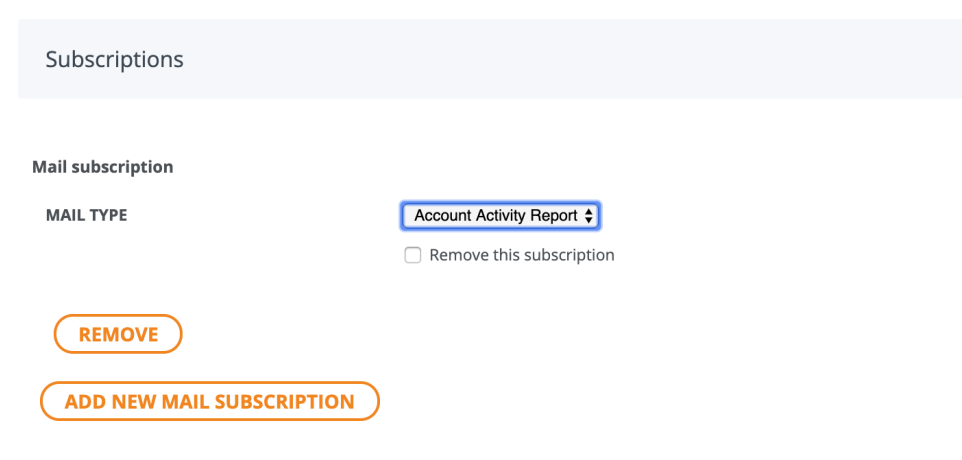



Weekly Email Reports

Admin users can opt-in to receive a weekly email report for the entire account or a specific project.

Click to enlarge	Steps
 <p>The screenshot shows the top navigation bar of an admin site. The 'Hi, Account' dropdown menu is open, and 'Manage Users' is highlighted with a red box. A red arrow points to the 'Manage Users' option. Below the navigation bar, there is a 'Need Help?' section with a video player and a 'Sign Out' button. At the bottom, there are buttons for 'MANAGE SITE PAGES' and 'ACCOUNT SETTINGS'.</p>	<p>Log in to the admin site and head to 'M</p>
 <p>The screenshot shows the 'Subscriptions' section of the admin site. Under 'Mail subscription', the 'MAIL TYPE' is set to 'Account Activity Report'. There is a checkbox for 'Remove this subscription' which is unchecked. Below this are buttons for 'REMOVE' and 'ADD NEW MAIL SUBSCRIPTION'.</p>	<p>When you create a new user or edit a</p> <p>Select the type of report this user will b</p> <p>Account Activity Report: This report v account.</p> <p>Project Activity Report: This report w</p> <p><i>These subscriptions can be changed o</i></p>
<h3>Report Examples</h3>	
<p> Some of the data outlined in these reports including Gender, Interests and Age Bracket are collected using Google Analytics so may not be 10 recommends asking specific questions using surveys or other engagement tools.</p>	
<p>Account Activity Report</p>	<p>Project Activity Report</p>



Demo

Last Week's Activity

01 JAN 2019 - 21 JUL 2019

[View Account](#)

ACCOUNT SUMMARY

8

Active Projects

26

New Stakeholders

1494

Page Views

Lanc

77

Stakeholders made a