

How to... Mail Reports

NOTES: An overview of the reports available in the Mail module.

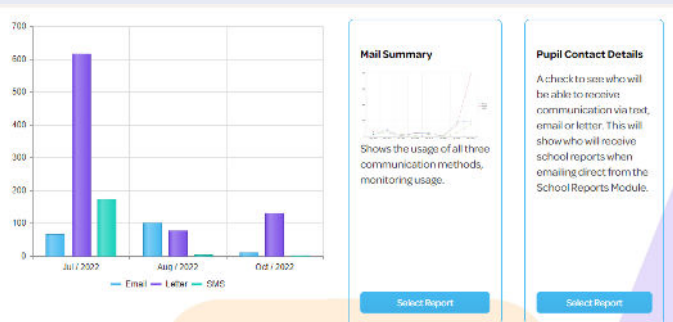
1. Accessing Reports

Go to the Mail module and click on Reports.

Send Archives Templates Groups **Reports** Admin Help

2. Mail Reports Dashboard

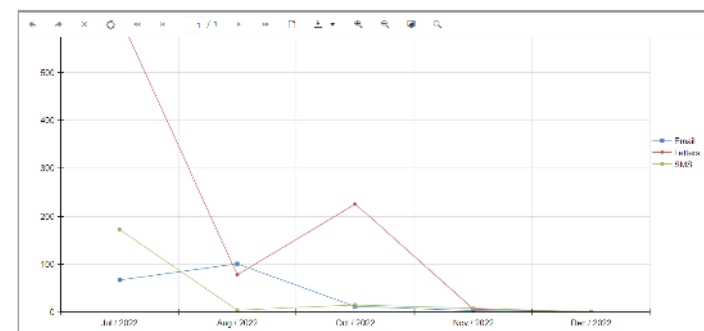
The Reports Dashboard captures the live data of communication usage over a 3-month period to give you an at a glance look at your communications usage.



3. Mail Summary Report

Mail Summary Report provides you with a Linear graph showing your peak periods of usage over a 3-month period, for all areas of communication.

This report can be downloaded in PDF, Word, or Excel.



4. Pupil Contact Details Report

This report gives you an overview of who can receive each form of contact. This will also show who can receive school reports when emailed via the School Reports Module.

To receive communication, all relevant areas including Parental will require ticking. You will be able to compare details that are stored on your MIS with what is in Educater. This report can be downloaded in PDF, Word, or Excel.

Pupil Contact Details

Pupil Name	Class	Year	Relation	Parental Consent	Contact Name	Allow Email Communication	Allow Mobile Communication	Allow Letter Communication	Email	Mobile	Post Code
Laura Adams	5B8	Year 2	Other Contact	No	Mrs Laura Adams	No	No	No	laura.adams@educater.co.uk	0115 123 4567	MU1000H
Tara Amar	5B8	Year 2	Mother	No	Mrs Tara Amar	Yes	Yes	Yes	tara.amar@educater.co.uk	0115 123 4567	MU1000H
			Father	No	Mr Abdul Amar	Yes	Yes	Yes	amr@educater.co.uk	0115 123 4567	MU1000H
			Child/Minors	No	Ali	Yes	No	No	ali@educater.co.uk	0115 123 4567	MU1000H
Gemma Atwood	5B8	Year 3	Other Contact	No	Mrs Gemma Atwood	Yes	Yes	Yes	gemma@educater.co.uk	0115 123 4567	MU1000H
			Other Contact	No	Mr Gem Atwood	Yes	Yes	Yes	gem@educater.co.uk	0115 123 4567	MU1000H
			Other Contact	No	Dr Susan Smith	No	No	No	susan@educater.co.uk	0115 123 4567	MU1000H
Steve Bond	5B8	Year 3	Other Contact	No	Mrs Jane Bond	Yes	Yes	Yes	jane@educater.co.uk	0115 123 4567	MU1000H
			Father	No	Mr Steve Bond	Yes	Yes	Yes	steve@educater.co.uk	0115 123 4567	MU1000H
			Other Contact	No	Mr Steven Bond	No	No	No	steven@educater.co.uk	0115 123 4567	MU1000H

Parental

Allow Mobile Communication
Allow Address Communication
Allow Email Communication
Primary Contact

