

# Reporting - Cheat Sheet

## Reporting

**Message Type**  
Filter by texts or email messages.

**Filter Dates**  
Choose a specific time frame to see messages sent.

**Sent By**  
Filter by user that sent the message.

**Search**  
Use our search function to find specifics.

The screenshot shows the 'Reporting' section with tabs for 'Delivery Report', 'Overview', and 'Total Messages'. The 'Total Messages' tab is active, displaying a table with columns for 'Message Type', 'From Date', 'To Date', 'Sent By', and 'Message'. The 'Message Type' is set to 'SMS', 'From Date' is '01/07/2022', 'To Date' is '07/09/2022', and 'Sent By' is 'All'. The table lists various messages sent by users like Anne Wheeler and princek.

The screenshot shows the 'Reporting' section with the 'Total Messages' tab active. It displays a table with columns for 'Month', 'SMS Sent', 'SMS Units', 'Email Sent', 'Email Delivered', and 'Total Sent'. The data shows a significant spike in messages in November 2021.

Month	SMS Sent	SMS Units	Email Sent	Email Delivered	Total Sent
September 2021	4	4	0	0	4
October 2021	0	0	0	0	0
November 2021	450	2046	5	4	455
December 2021	6	8	4	4	10
January 2022	10	12	42	42	52
February 2022	7	7	4	4	11
March 2022	7	7	12	6	6
April 2022	0	0	0	0	0
May 2022	0	0	2	2	2
June 2022	495	495	262	81	81
July 2022	3	3	8	7	7
August 2022	498	498	108	7	7
September 2022	0	0	0	0	0
<b>Total</b>	<b>1480</b>	<b>3080</b>	<b>447</b>	<b>157</b>	

### Total Messages

See the exact amount of messages you've sent each month, including a breakdown of message type.

### Overview

Our graph shows you how many messages you've sent overtime, at a glance.

