DMX373	How to Access Email Performance								
	This procedure provides the steps for using the Email Performance option for quick reporting,								
	including click through rates and click through open rates. Email Performance will only be								
	gathered on published emails that have been delivered.								
Order	Tasks								
of Steps									
Step 1	Log into <b>DocuMatix</b>								
Step 2	Select the <b>Product Suite</b> product and the <b>Emails</b> module								
	Marquis L&D SUPPORT   HELP Marquis Learning & Development   Log Out								
	Dashboard Create Reports Account Settings News Community DOCUMATIX								
	Product Suite   Emails  Templates								
	Add N v Add N								
	New Template New Template New Template New Template New Template								
	Recent Work								
	Drafts Scheduled Published Completed All Types  All Folders  Q								
	Budgett         Budgett         Budgett         Budgett         Budgett         Budgett           You talked and we listened!         Student Savings         Learning and Development         How was your recent experi ence?         How was your recent experi								
	Credit Union     New Customer     Holiday Savings - Fall Promotion     Learning and Development     Member Savings								
	Customer Outreach								
	Modified     Image: State S								
Step 3	Click the <b>Published</b> tab								
	MARQUIS Marquis L&D SUPPORT   HELP Marquis Learning & Development   Log Out 2								
	Dashboard Create Reports Account Settings News Community DOCUMATIX								
	Product Suite   Emails   Dashboard Templates								
	Add New								
	🖾 Standard 🛱 Marketing Path 📾 Newsletter 🛛 🕫 Triggered 🖽 Web Form 🔗 PURL								
	New Iemplate New Iemplate New Iemplate New Iemplate New Iemplate New Iemplate								
	Recent Work								
	Drafts Scheduled Published Completed All Types   All Folders								
	eLearning Feedback Submit Apply Now for a Home Loan You talked and we listened!								
	red eLearning Learning and Product Information University of MI CU - Old Second NB Responses Development Home Web Form Client Portal Overview Data								
	Loan SetUp								
	Launched Lau								
	Her         ← Prev         1         2         3         4         5            Go To         Show (5 • Next → +)								

	Click the Viev		<u></u>					
	MARQUIS	S			Download PDF 🛤			
	Email Performan	ce ←	Client Portal Up	date				
			Created Date: 6/ Publish Date: 7/			Report run: 1	10/27/2023 8:33am	
	Use for Marquis L&D	Save Preferred Color	We've Updated Our Client Portal!           Learning & Development [email@email.gomarquis.com]           Reply to: learning@gomarquis.com					
	Report options	•	Performance					
	Compare with peer co	Run Report	Delivered 624	Mail Size: 624	4	Undeliverable 1.4% 9		~
			Unique Opens 17.1% 107	Total Opens: 505	a	Unopened 82.9% 517		*
			Click-throughs 2.1% 13	Total Click-throughs (CTR): 19	4	Unsubscribed 0.2%		~
			Click-to-Open 12.1%			Rejected 🛛		
			Click-through R	ate (CTR) Details				
								_
			Link			lt Unic	que ¶i   Total	łt
				uis.com/client-portal-login/		Jt Unic	<b>13</b> 100.00% <u>▲</u> 19 100.00%	
			https://gomarg	uis.com/client-portal-login/			13 100.00% 🛓 19 100.00%	2
-			https://gomarg	e right of each ca		access t	13 100.00% 19 100.00% he corresponding report	t t
ote: To	the right of <b>Un</b>	ique Opens	to the	e right of each ca <b>:k-throughs</b> , the	re are two	access tl o downlo	13 100.00% 19 100.00% he corresponding report ad icons. One is for the	t rep
<b>ote:</b> To owing ι	the right of <b>Un</b> <i>inique</i> opens of	<b>ique Opens</b> r click-throu	to the and <b>Clic</b>	e right of each ca <b>:k-throughs</b> , the	re are two	access tl o downlo	13 100.00% 19 100.00% he corresponding report	t repo
<b>ote:</b> To owing ι	the right of <b>Un</b> <i>inique</i> opens of ee what report	<b>ique Opens</b> r click-throu	to the and <b>Clic</b>	e right of each ca <b>:k-throughs</b> , the	re are two	access tl o downlo	13 100.00% 19 100.00% he corresponding report ad icons. One is for the	t repo
o <b>te:</b> Το owing ι	the right of <b>Un</b> <i>inique</i> opens of	ique Opens r click-throug they will gen	to the and <b>Clic</b> ghs when nerate.	e right of each ca <b>:k-throughs</b> , the	re are two for <i>total</i> o	access the downlo pens or o	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
<b>ote:</b> To owing ι	the right of <b>Un</b> <i>inique</i> opens of ee what report <b>MARQUIS</b>	ique Opens r click-throug they will gen client Port Created Dat Publin Dat	to the and Clic ghs when nerate.	e right of each ca <b>:k-throughs</b> , the	re are two for <i>total</i> o	access tl o downlo	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
<b>ote:</b> To owing ι	the right of <b>Un</b> <i>inique</i> opens of ee what report MARQUIS Email Performance	ique Opens r click-throug they will gen client Port Crased Dar Publish Data	https://gomarol to the and <b>Clic</b> ghs whee nerate.	e right of each ca <b>k-throughs</b> , ther reas the other is f	re are two for <i>total</i> o	access the downlo pens or o	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
<b>ote:</b> To owing ι	the right of <b>Un</b> <i>inique</i> opens of ee what report MARQUIS Email Performance Display Settings	ique Opens r click-throug they will gen client Port Crased Dar Publish Data	https://gomarol	e right of each ca <b>k-throughs</b> , ther reas the other is f	re are two for <i>total</i> o	access the downlo pens or o	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
<b>ote:</b> Το owing ι	the right of <b>Un</b> inique opens of ee what report MAROUIS Email Performance Display Settings Use for Marquis L&D	ique Opens r click-throug they will ger created out Publich dat Created out Publich dat Weive Und Ba Re Re Re Re References	https://gomarol	e right of each ca <b>k-throughs</b> , ther reas the other is f	Download PDF R	access the downlo pens or o	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
ote: Το lowing ι	the right of <b>Un</b> unique opens or ee what report MARQUIS Email Performance Display Settings Use for Marquis L&D Report options	ique Opens r click-throug they will get they will get created Dat Publish Dat We'v Upda an Preferred Cafe unity data	https://gomarol to the and Clic ghs whee nerate. al Update ter 62/10201 1:44gm arring 4:0evelopment (er er e main 4:0evelopment (er Mail Ster: 624	e right of each ca <b>k-throughs</b> , ther reas the other is f	Download PDF R	access the downlo pens or of other or of the second	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
<b>ote:</b> To owing ι	the right of <b>Un</b> unique opens or ee what report MARQUIS Email Performance Display Settings Use for Marquis L&D Report options	ique Opens r click-throug they will ger they will ger created Dat Publin Dat Weve Upda ex Referred COIV ex Referred COIV for Referred	https://gomarol kto the and Clic ghs when nerate.	e right of each ca <b>k-throughs</b> , ther reas the other is f	Download PDF R	access the odownlo pens or of other odownlo pens or of other odd the o	he corresponding report ad icons. One is for the click-throughs. Hover ov	t repo
<b>ote:</b> To owing ι	the right of <b>Un</b> unique opens or ee what report MARQUIS Email Performance Display Settings Use for Marquis L&D Report options	ique Opens r click-throug they will ger they will ger created out created out created out publich dat Created out publich dat	https://gomarol to the and Clic ghs when nerate. al Update te: 6/21/2021 150/am te: 7/8/2021 150/am te: 7/	e right of each ca <b>k-throughs</b> , ther reas the other is f	Download PDF R	access the odownloo pens or of odownloo pens or odownloo pe	13 100.00% 19 100.00% he corresponding report bad icons. One is for the click-throughs. Hover ov	t repo
ote: Το iowing ι	the right of <b>Un</b> unique opens or ee what report MARQUIS Email Performance Display Settings Use for Marquis L&D Report options	ique Opens r click-throug they will ger cheve will ger crased Dar Publish Data were upda were upda the newer Delivered 624 Unique Op 17.1%	https://gomarol to the and Clic ghs when nerate. al Update te: 6/21/2021 150/am te: 7/8/2021 150/am te: 7/	e right of each car <b>:k-throughs</b> , ther reas the other is f	Download PDF R	access the downlo pens or of opens of the open open open open open open open ope	13 100.00% 19 100.00% he corresponding report bad icons. One is for the click-throughs. Hover ov	t repo
nowing ι	the right of <b>Un</b> unique opens or ee what report MARQUIS Email Performance Display Settings Use for Marquis L&D Report options	ique Opens r click-throug they will get they will get created out Publish dat Created out Publish dat	https://gomargi to the and Clic ghs when nerate. al Update the G2/1021 1:46pm the G2/1021 1:46pm t	e right of each car <b>:k-throughs</b> , ther reas the other is f	Pre are two For total o	access the compension of the c	13 100.00% 19 100.00% he corresponding report bad icons. One is for the click-throughs. Hover ov	t repo

5.1	Set the report fo	ormat as desired						
5.2		e report will be pass	word protecte	d				
5.3	Click Download							
				Download PDF 🛼				
		Client Porta	Total Opens	Reports	×			
		Created Date Name: Client Po	ortal Update		10/2	27/2023		
		Publish Date: Total records: 5	605		_			
		We've Update Lear Report format						
		Rep Report format	007+)		•			
		Password pr	otect download					
		Performance						
		Delivered		Downlo	Die			
	l l	Mail Size: 62	24		1.4%			
Note: The	Click-through Ra	te (CTR) detail link is	located belo	w the top sectio	n of the repo	rt.		
Step 6	Click the downlo	oad icon 📥 to the r	right of each c	ategory to acce	ss the corresp	onding	report	
	Click-through Rate (C	CTR) Details						
	Link			lt Unique	티	Total	lt.	
	https://gomarquis.co	m/client-portal-login/		13	100.00% 🛓	19	100.00% 🕹	
Note: Spa		for the browser, ope	orating system		nd mobile de	vico is o	licplayod	
	e bottom of the r	•	erating system	i, eman chent, a		vice is c	lispiayeu	
	Device Details	•						_
		Browser <b>1</b>	Total 🗐		Operating System	t Total	퀵	
		Unknown	492 93.89%		Windows	254	48.47%	
	, i i i	Chrome	21 4.01%		Unknown	204	38.93%	
		Internet Explorer	11 2.10%		Mobile	62	11.83%	
					Mac	4	0.76%	
		Email Client 1	Total 🔋		Mobile Device 4	1 Total	<b>1</b>	
		Outlook	219 41.79%		Unknown	462	88.17%	
		Unknown	188 35.88%		iPad	36	6.87%	
		Other Desktop	38 7.25%		iPhone	26	4.96%	
		_						
		iPad	36 6.87%					
			36         6.87%           26         4.96%					
		iPad						

MARQUIS			Dow	vnload PDF 🛼				
Erecil Derfermense		Client Portal Up	odate					,
Email Performance	<i>←</i>	Created Date: 6/ Publish Date: 7/			Report run: 10	/27/2023 8:33am		
Display Settings	•	We've Updated (						
Use for Marquis L&D	Preferred Color		ng & Development [email@email.gomarquis.com o: learning@gomarquis.com	]				
Report options		Performance						
Compare with peer commun	ity data	Delivered		*	Undeliverable			
	Run Report	624	Mail Size: 624		1.4% 9			
		Unique Opens			Unopened			
		17.1% 107	Total Opens: 505	- 10 	82.9% <sup>517</sup>			
		Click-throughs			Unsubscribed			
		2.1%	Total Click-throughs (CTR): 19	±	0.2%			
		Click-to-Open 12.1%			Rejected 🚱			
		Click-through R	ate (CTR) Details					
		Link			lt Uniqu	e	튁 Total	J
		https://gomarg	uis.com/client-portal-login/			13 100.00%	19 100	.00%