



How to Review and Export Communication Reports

In this video we will see how to review and export your communication reports

On occasion it's helpful to be able to organize or sort through your messages in the form of a spreadsheet. This is useful when you're quickly searching for keywords in a message or you'd like an overview of how many messages were sent on a specific day.

To export and create a spreadsheet of your communications simply hover over "Admin Reports" and select the bottom most option titled "Communication Report". From here you can select a specific date range for your alerts. You also have the option to simplify the search from "all communications" to "text messages only" and "email messages only". By clicking "go" you will be able to view a complete and comprehensive list of alerts sent by your organization. By clicking "export" our system will create a spreadsheet that will automatically download for you. From here you can search through the information provided to find exactly what you're looking for!

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.