

## **Recent Email Send Summary** <sup>[1]</sup>



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Interested in exporting your most recent send data without copying and pasting it into an Excel spreadsheet? With Marketing Cloud's Recent Email Send Summary, you can. The Recent Email Send Summary displays detailed statistics for each email send for the last 30 days. You can use this report to uncover overall trends and behaviors about email sends.

**NOTE:** This wiki assumes that you've already read [Discover Reports in Marketing Cloud](#) <sup>[3]</sup> and know how to access Discover Reports.

### **Launching the Recent Email Send Summary Report**

To launch your report, locate the report name Recent Email Send Summary and click the Create button.

[Reports](#)[Overview](#)[Catalog](#)[Activity](#)

# Report Catalog

[Reset](#)[Save Filters](#)

Select A Saved Filter Set



Business Value



All



Customer Acquisition



Customer Engagement



Customer Retention



Message Deliverability



ROI / Conversion



Channel



All



GroupConnect



Contacts



Email



Journey Builder



MC Administration



CloudPages



Tools and Apps



All



Campaigns

The report will automatically populate using **all** of the data in your business unit based on the default filters contained within the report logic.

[Reports](#)[Overview](#)[Catalog](#)[Activity](#)[Back to Catalog](#)

## Results: Recent Email Send Sum

Available fields (89) for:  
Email

Find:

View

### Measures

- Bounce Rate
- Bounces
- Bounces - Block
- Bounces - Hard
- Bounces - Soft
- Bounces - Technical
- Bounces - Unknown
- Click Rate
- Clicks
- Complaints
- Conversion
- Deliveries
- Delivery Rate

### Layout

Rows

Send Date

Message ID

Email Name

Email Subject

Drop

Columns

Drop

Measures

Sends

Deliveries

Delivery Rate

Bounces

Marketing Cloud allows you to filter your report criteria to get more meaningful information about specific email sends.

For the purposes of this example, we will be using the Recent Email Send Summary report to measure sends of the monthly eComm newsletter over time.

## Customizing Your Report with Filters

Once your default report populates, you'll be presented with three key areas that allow you to customize the data generated:

- **Available Fields:** A list of fields you can use to display or filter email send information from your business unit. You can drag and drop available fields into both the layout and filter areas.
- **Layout:** Options for the X and Y axes and associated measurements that allow you to customize the data your report measures and how it is displayed.
- **Filters:** Options to specify filter criteria based on traditional filter logic such as "is equal to," "is not equal to," "contains," "does not contain," etc.

## Layout

Set your layout criteria as follows:

- **Rows:** Drag **Send Date**, **Message ID**, **Email Name**, and **Email Subject** from **Available Fields** to **Rows**. Remove other criteria listed by default by clicking the drop down arrow next to them and selecting Remove.
- **Measures:** Drag **Sends**, **Deliveries**, **Unique Opens**, **Opens**, **Open Rate**, **Unique Clicks**, **Clicks**, and **Click Rate** from **Available Fields** to **Measures**. Remove other criteria listed by default by clicking the drop down arrow next to them and selecting Remove.


## ▼ Layout

Rows 

Send Date	▼
Message ID	▼
Email Name	▼
Email Subject	▼
Drop Level Here	

Columns 

Drop Level Here
-----------------

Measures 

Sends	▼
Deliveries	▼
Unique Opens	▼
Opens	▼
Open Rate	▼
Unique Clicks	▼
Clicks	▼
Click Rate	▼
Drop Measure Here	

## ▼ Properties

Report Options...

## Filters

Since the layout options alone don't limit our email sends to a specific set of criteria, we can use filters to further narrow our view. First, drag **Email Name** from **Available Fields** to **Filters**. A window will open that allows you to specify the filter logic. In this case, we will select **Match a Specific String** and set the logic to **contains** eComm news.

Filter on Email Name

☐ Select from a list ([Includes](#), [Excludes](#))

☒ Match a specific string ([Contains](#), [Doesn't Contain](#))

Email Name Contains

[+] [Add another value](#)

☐  Parameter Name

OK Cancel

Click **OK** when you are finished.

We also want to exclude any test sends from our results, so we'll drag **Email Subject** from **Available Fields** to **Filter** and set the logic to does not contain test.

Click **OK** when you are finished. Your report will automatically refresh, and your final filter logic results will contain criteria for Email Name and Email Subject.

▼ 2 Filters

- ✕ ✎ Email Name contains eComm news
- ✕ ✎ Email Subject contains no test

Your final report will populate based on the criteria you entered and might look something like the screen shot below depending on the filters you are using.

## Results: eComm eNews Send Summary Over Time

▶ 2 Filters					
Send Date	Mes...	Email Name	Email Subject	Sends	Deliveries
2019-11-22	42867...	eComm News - November 2019	eComm News   November 2019	314	314
2019-10-30	42372...	eComm News - October 2019	eComm News   October 2019	314	314
2019-09-27	41594...	eComm News - September 20...	eComm News   September 20...	312	312
2019-08-29	40989...	eComm News - August 2019	eComm News   August 2019	307	307
2019-07-31	40402...	eComm News - July 2019	eComm News   July 2019	298	298
Grand Total				1,545	1,545
Grand Total for All Send Date, Message ID, Email Name, Email Subject				3,471,838	3,455,670

You can then save your report to access it again in the future or schedule updates to run automatically. See [Discover Reports in Marketing Cloud](#) [3] for more information.

### Display Title:

Recent Email Send Summary

### Send email when Published:

Yes

**Source URL:**<https://www.cu.edu/blog/ecommerce-wiki/recent-email-send-summary>

### Links

[1] <https://www.cu.edu/blog/ecommerce-wiki/recent-email-send-summary> [2] <https://www.cu.edu/blog/ecommerce-wiki/author/13789> [3] <https://www.cu.edu/blog/ecommerce-wiki/discover-reports-marketing-cloud>