

Tracking [1]

October 26, 2022 by [Melanie Jones](#) [2]

Checkout Marketing Cloud Tracking to find real-time data on all your email sends. You'll find an overview of engagement along with click activity in Marketing Cloud or export this information to a PDF or Excel file to share.

- From **Email Studio** hover **Tracking** in the top navigation and select **Sends** in the dropdown
- **Select the name** of a send to view and/or export detailed analytics

The screenshot displays the Marketing Cloud Tracking interface. At the top, there is a navigation bar with options: Home, Email, Overview, Content, Subscribers, Interactions, and A/B Testing. Below this, a 'Tracking' sidebar on the left contains a 'My Tracking' folder, which is expanded to show sub-folders: A/B Testing, Journey Builder Sends, New User Onboarding, Salesforce Mass Sends, Salesforce Single Sends, Test Send Emails, and Triggered Sends. Underneath these are 'My Reports' (Report Status and History, Administrator Reports) and a plus sign for more reports. The main area, titled 'My Tracking', features a toolbar with icons for Move, Delete, Pause Send, Resume Send, and Cancel. Below the toolbar is a table with two columns: 'Job ID' and 'Name'. The table lists several tracking entries, with the entry 'Cvent Payment Processing Update 2' (Job ID: 5759384) highlighted with a green box.

Job ID	Name
<input type="checkbox"/> 5760184	Denver User Ticketing Announceme
<input type="checkbox"/> 5759384	Cvent Payment Processing Update 2
<input type="checkbox"/> 5755881	MEC Weekly Digest 101022
<input type="checkbox"/> 5749932	Preferred Name Testing
<input type="checkbox"/> 5749914	Preferred Name Testing
<input type="checkbox"/> 5724473	Last Login - CV
<input type="checkbox"/> 5722659	Last Login - SFMC

Tracking Folders [3] found in the panel on the left (image above) can help keep teams organized.

Compare Email Sends

- You can click **Compare Email Sends** after checking the box next to numerous sends

My Tracking > Digest

Move
 Delete
 Pause Send
 Resume Send
 Cancel Send
 Compare Email Sends
 Showing : []

<input type="checkbox"/>	Job ID	Name	Date/Time S
<input checked="" type="checkbox"/>	5755881	MEC Weekly Digest 101022	10/10/2022 4
<input checked="" type="checkbox"/>	5718078	MEC Weekly Digest 091322	9/13/2022 9
<input checked="" type="checkbox"/>	5706386	MEC Weekly Digest 090622	9/6/2022 1:4
<input type="checkbox"/>	5693847	MEC Weekly Digest 082322	8/23/2022 3:

- Overview
- Click Activity
- Job Links
- Conversions & Surveys

- You will be taken to the **Overview** tab. Users typically look at the following details:
 - **Summary**
 - Total Sent
 - **Inbox Activity**
 - Current Activity vs. Activity Over Time
 - Total Opens
 - Unique Opens
 - **Delivery Rate**
 - Delivery rates usually exceed 98%. If it drops below, contact your eComm specialist.

My Tracking > Tracking Details

Select Recipients Export

Overview Click Activity Conversions Surveys Job Links

Summary

Job ID: 5759384
 Name : Cvent Payment Processing Update 2
 Subject : RESOLVED | Cvent Payment and Refund Processing
 Date Sent: 10/15/2022 9:17 AM
 Total Sent: [168](#)

Data Extensions:

- OG MEC SYS and ADV TXN (5) sent
- OG MEC UCB TXN (3) sent
- OG MEC UCCS TXN (3) sent
- OG MEC UCD and AMC TXN (2) sent
- OG CV Users AMC (34) sent
- OG CV Users SYS (7) sent
- OG CV Users UCB (62) sent
- OG CV Users UCCS (29) sent
- OG CV Users UCD (13) sent
- AMC eComm Leaders TXN (3) sent
- OT COE Team TXN (2) sent
- OT UIS eComm Support Team TXN (5) sent
- (Using All Subscribers)(168 sent)

Send Performance

Delivery Rate: 100%

Total Bounces:	0
Hard Bounce:	0
Soft Bounce:	0
Block Bounce:	0
Delivered:	168

Tracking for Individual Data Extensions

- Above the Overview tab is a option to **Select Recipients**. Click it.
 - The Data Extensions you sent to will display, each checked by default.
- **Uncheck/check the Data Extensions** you want to view analytics for.
- Click the **Apply** button and the filtered data will populate below
 - You can navigate to the Click Activity tab with the filter applied.



My Tracking > 06 Focus on Faculty > Tracking Details



Select Recipients

Export

Select the recipients to view :

- OG FoF UCD SUB Pres Announ
- OG FoF UCCS SUB Pres Announ
- OG FoF UCB SUB Pres Announ
- OG FoF SYS SUB Pres Announ
- OG FoF NOEMP SUB Pres Announ

Apply

Overview

Click Activity

Conversions

Surveys

Job Links

Summary

Job ID: 5039378

Name : Focus on CU Faculty - March 2021

Subject : Focus on Faculty March 2021

Date Sent: 3/3/2021 2:16 PM

Total Sent: [79](#)

Data Extensions: OG FoF UCD SUB Pres Announ (15) sent
OG FoF UCCS SUB Pres Announ (5) sent
OG FoF UCB SUB Pres Announ (11) sent
OG FoF SYS SUB Pres Announ (24) sent
OG FoF NOEMP SUB Pres Announ (24) sent
(Using All Subscribers)(79 sent)

- In the example below, you can see **I selected the UCCS Data Extension only, then clicked the Apply button** and the data below updated accordingly. Now I can compare how the UCCS audience compared to the average.



My Tracking > 06 Focus on Faculty > Tracking Details

Select Recipients Export

Select the recipients to view :

- OG FoF UCD SUB Pres Announ
- OG FoF UCCS SUB Pres Announ
- OG FoF UCB SUB Pres Announ
- OG FoF SYS SUB Pres Announ
- OG FoF NOEMP SUB Pres Announ

Apply

Overview

Click Activity

Conversions

Surveys

Job Links

Summary

Job ID: 5039378

Name : Focus on CU Faculty - March 2021

Subject : Focus on Faculty March 2021

Date Sent: 3/3/2021 2:16 PM

Total Sent: [5](#)

Data Extensions: OG FoF UCCS SUB Pres Announ (5) sent
(Using All Subscribers)(5 sent)

- Select the **Click Activity** tab
- The **Email Overlay View** will show by default. Here you can see the email that was sent with unique open rates overlaid on it. Click on the unique open rate number for further details, including the click-through rate and total clicks.

My Tracking > Preferred Name Reminder

Select Lists Export

Overview **Click Activity** Conversions Surveys Job Links

Email Overlay View **Link View**

Change to First Name Preferred Name Field

Beginning on Sept. 12*, **three new personalization fields will be added to Marketing Cloud:**

- Student Preferred Name
- Employee Preferred Name
- Alumni_Donor Preferred Name

Additionally, **the current First Name personalization field will become the Preferred Name. We recommend you update your content or before Sept. 12.**

Work with your content to update your preferred name fields.

**While the new personalization fields are being added to Marketing Cloud, we recommend you update your content to use the fields before Sept. 12.*

"eComm spec

<https://www.cu.edu/eComm>

3.2%	Click Through
45%	Percentage of total clicks
44.4%	Actual total clicks
	Percentage of unique clicks
	Actual unique clicks

Frequently Asked Questions

When can I use preferred name fields?

- Select the **Link View** to see the click activity as a table

My Tracking > Preferred Name Reminder

Select Lists Export Showing: Links with activity

Overview Click Activity Conversions Surveys Job Links

Email Overlay View **Link View**

Link

[eComm specialist](#)

[Personalizing your Email with Preferred Name or other Profile Attributes](#)

[Understanding Preferred Name at CU](#)

[contact update form](#)

View as a Web Page

- Select the **Job Links** tab. Here you can replace a broken or incorrect link in an email that's already been delivered [4].

My Tracking > Cvent Payment Processing Update 2

Overview Click Activity Conversions Surveys **Job Links**

EMAIL NAME	EMAIL SUBJECT	EMAIL PREHEADER
Cvent Payment Processing Upd...	RESOLVED Cvent Payment a...	Please contact Jen Mor

Click on the URL ID to edit the associated URL. Your edits only affect this job and not the link in the source email. [Learn More](#)

URL Search

URL ID	URL
1767114	http://www.cu.edu/ecomm
10739584	https://view.communications.cu.edu/?i=fe861177706d077571&m=%ex2:MemberID%&ls=%

eComm does not currently leverage Conversions or Surveys.

My Tracking > Tracking Details

Select Recipients Export X X

Overview Click Activity **Conversions** Surveys Job Links

Summary


Job ID: 5705787

Name: Preferred Name Reminder

Subject: Reminder: First Name and Preferred Name in Marketing Cloud

Date Sent: 9/6/2022 8:31 AM

Total Sent: 240



Inbox Activity

Viewing:

	Total	Unique	
Opens	508	148	
Clicks	20	14	5.645%
Forwards	0	0	0%
Conversions	0	0	0%

Related Content

- [Datorama Overview](#) [5]
- [How-to Use Datorama](#) [6]
- [Einstein for Marketing Cloud](#) [7]
- [Salesforce Dashboards](#) [8]
- [How can I personalize my emails](#) [9?]
- [How can I be better organized in Marketing Cloud?](#) [3]
- [Set your Marketing Cloud default Login Preference to Email Studio.](#) [10]

Display Title:

Tracking

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/ecommerce-wiki/tracking>

Links

[1] <https://www.cu.edu/blog/ecommerce-wiki/tracking> [2] <https://www.cu.edu/blog/ecommerce-wiki/author/39>
 [3] <https://www.cu.edu/blog/ecommerce-wiki/folders-marketing-cloud> [4] <https://www.cu.edu/blog/ecommerce-wiki/marketing-cloud-update-broken-link-after-send> [5] <https://www.cu.edu/blog/ecommerce-wiki/marketing-cloud-intelligence-reports-overview> [6] <https://www.cu.edu/blog/ecommerce-wiki/marketing-cloud-intelligence-reports> [7] <https://www.cu.edu/blog/ecommerce-wiki/marketing-cloud-einstein-overview>
 [8] <https://www.cu.edu/blog/ecommerce-wiki/salesforce-dashboards> [9] <https://www.cu.edu/blog/ecommerce-wiki/personalizing-your-email-preferred-name-or-other-attribute> [10] <https://www.cu.edu/blog/ecommerce-wiki/set-default-login-preference>