Centralized reporting hub %

This article applies to:

Max Classic

You now have a single place where you can see and search all of the available reports. You can also pin your top 10 most relevant reports and saved searches to the top of the page for easy access.

	Opportunities	Lead Generation	Product
Customize Now	Referral Partners	Templates	Paymen
	Visitors	Dynamic Content	Actions
	Zapier Integrations	Legacy	Promoti
			Legacy
it my nav	Reports Settings	Reports Settings	Reports
1.000	<u> </u>		-

1. In the main menu, you'll see a new Reports column to click on

Q V Find	a contact	•	
erce	Admin	Reporting	
erce Setup	Branding Center	Reports	
	Billing & Account Info	Analyt	
Setup	Users	Data Cleanup	
Jerup	Import Data		

2. There are two sections: one for Reports and one for Saved searches

			sea	rches, just selec re
ſ	Keap reports	Saved searches		
	Search reports - Q email stat			

3. From here you can search for the report or saved search you are looking for

Keap reports Saved search	nes
- Search reports Q email stat	
Report name	Description
Email Status Search	View email addresses that have either of marketing or that have bounced too ma

4. You can also filter for report categories

			≓ Filter	
	Category 🕇	Filter by cat	egory	
of email	Marketing	Administrative		
		Affiliate	Ð	
		Marketing	-	

5. To pin the report to the top of the page, click the show more button and choose Pin to top

	∓ Filter
Category 🔨	Pin to top
Marketing	:

6. To open a report in a new tab, just click the name of the report



7. To unpin a report, just click the view more icon and choose $\ensuremath{\mathsf{Unpin}}$

Email Status Search	:			
View email addresses th				
have either opted out o email marketing or that bounced too many time	Ŷ	Unpin	Ŀ	
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8. To open a pinned report, click the arrow button at the bottom-right of the card

