

## Managing Your Targeted Campaign

The platform gives you tools to manage your appointment campaign once it has been created and sent.

On the Appointment Campaigns tab, you will see three at-a-glance statistics if the campaign is active: Appts. Made, Reports Created, and Attend. Rate.

Here are the definitions for these metrics:

- x Appts. Made: the % of appointments scheduled by students on the outreach list
- x Reports Created: of the appointments scheduled, % of summary reports filed for those appointments
- x



Reports Created This tab will list any summary reports made from the campaign. From this tab you can view the detailed report or delete the report.

