Exporting Results / Metrics

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Applies To: **PoliteMail Desktop** PoliteMail Online PoliteMail M365

Version: 4.9 5.0 5.1+

PoliteMail gives you the option to export your metrics to an Excel spreadsheet. You can export selected messages or all messages. You can also choose to export the message grid or export individual message metric results.

To begin, go to **PoliteMail > Results > Messages**. If you have grouped your messages into Campaigns, you can select Campaigns.

Exporting from the Message Grid

- 1. By default, PoliteMail will export everything that is displayed on the Message Grid. You can narrow this list down either by searching for keywords in the Search bar, or by filtering by specific owners.
- 2. Once the results are displayed, go to Actions and choose Export All.
 - You can also select messages by holding down the CTRL key and choosing individual messages.
- 3. Go to Actions > Export Selected.

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Sender \	~	Last Update	d	

Actions \vee 📋 Delete			Exporting Individual Message Results							
Add To Campa	1. To export the metrics of a specific message, select the message and click on Email Met						on Email Metrics			
□ = View Heatmap		2.	From the Metrics view, you can click the Excel, Word, or Mail link to export.							
🖉 Edit Message [Details									
\bigcirc Search by Tag			Message Results > Report							
X Clear Search by	y Tag		Report generated August 26, 2021 8:11 AM- Update - Restore		%∆ Compare जि	😨 Segmentation 🔳 Excel 🗟 Wo	rd 🖂 Mail Report Definitions			
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↑ Export All	>		July 6: 2021 11:02 AM - Individual Measurement V	iews 8,931	2 -	3 -	1 -			
↑ Export Selecter	Export Selected > Changing Your Mindset From: Corporate Communications <corporate.communication@politemail.co 'all="" employees'<="" td="" to:=""><td>Changing Your Mindset From: Corporate Communications <corporate.communication@politemail.com>; Sent By: <u>kanyasri va</u> To: 'All Employees'</corporate.communication@politemail.com></td><td>>; Sent By: <u>kavyasri vadde</u></td><td>Time to Read 00:03:10</td><td>Desktop 97.5% 8.708 unique devices</td><td>223 mobile devices</td></corporate.communication@politemail.co>		Changing Your Mindset From: Corporate Communications <corporate.communication@politemail.com>; Sent By: <u>kanyasri va</u> To: 'All Employees'</corporate.communication@politemail.com>	>; Sent By: <u>kavyasri vadde</u>	Time to Read 00:03:10	Desktop 97.5% 8.708 unique devices	223 mobile devices			
					457 words, 6 images (1,509 x 1,180) at 200 words/minute. Reading Ease: 62 - Grade Level: 8	11.5% CTR	0% CTR			

If you click on the number link after 'Sent', you'll be brought to another list view with only those messages selected. From here, you can go to Actions > Export to export these messages to Excel.