



## Creating a Quick Report

<https://campus.barracuda.com/doc/91979939/>

Create a quick report to get a quick look at your campaign data.

To see all results, create a quick report when the campaign is complete. You can also create a quick report while the campaign is still in progress, although not all data is available until the campaign is complete.

To create a quick report:

1. Navigate to **Campaigns > Campaign Manager**.
2. Locate the desired campaign, using filters in the left panel if needed.
3. In the **Action** column, click the Generate Report icon .  
The quick report starts processing. When it is ready, a notification appears as a red dot over the alert bell in the top right of the screen. 
4. Click the bell icon and select **Export/Print Files**.
5. Locate the report you generated, then click it to download the Microsoft Word (DOCX) file.  
After you download the report, it is removed from the list.

Click **Access All Recent Print/Export Files** to see other recently created reports. You can download the report from this list.

## Figures

1. generateReportButton.png
2. adminBell.png

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