

Reading Faxem Fax Reports

You will receive automatic reporting after each fax campaign to your nominated Email address if you use your own fax database. In order to clearly read the reports- here are a few simple steps to follow.

To read the reports clearly:

1. When the first report (**main report**) is emailed through, when opened there will be 2 files, a text file and an excel file.
2. The **text file** simply summarised the particulars and success of the broadcast.
3. The **excel file** itemises the each number attempted, and provides details on the outcome, time and date.
4. To read to excel file, select **open**, click on **column A until it is highlighted**, go **Data-Text to Columns**, select **Delimited**, select **Tab and Semi-colon**, Go **Finish**.
5. This will divide all of the text into readable columns.
6. **Repeat Step 1** for the **Resend report** (2nd report which is emailed through).

Please contact your customer service team for any additional information on 1300 667 335.