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Creating a Report in Action Network

Here's how to run a report in Action Network, using your group's email list as an example.

There are two ways to begin:

- Select **Reports** from the **People** menu.
- From the **Create a sponsored** action menu on the right-hand side of your group's main hub page select **Report**.

You'll then be taken to a screen where you can set up your petition. You'll need to enter some details, from the top to the bottom.

Report stage 1

Here you decide the details of your report.

- First things first, **give it a name**. We'll use your group's email list as an example
- If you want everyone who's on your group's email list, you can ignore the rest of the fields on Stage 1.

To get started, choose an email list to pull a report from: Friends of the Earth Action Network

Name your report: REPORT NAME *
Email list

Scroll down to the bottom until you see the **Subscription status** field.

Alternatively, scroll down to set which things you'd like to include or exclude in your report. For example, to look at the details of people who've taken a particular action, use the **Actions** field. Click in the empty field and choose the action(s) you need from the menu which appears.

Include activists who have taken action on any of the actions you are an administrator of. You can choose more than one. Type in the input box to search for available selections.

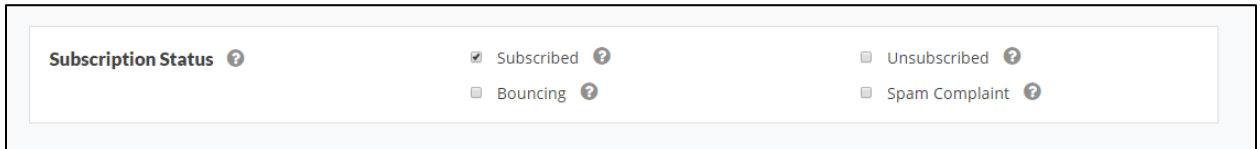
Actions

- [402, Upload] Baildon Friends of the Earth Mailing New Additions 18 (Baildon Friends of the Earth)
- [402, Upload] Baildon Friends of the Earth Mailing New Additions 18 [new activists] (Baildon Friends of the Earth)
- [401, Upload] Squarespace uploads 24.11.19 (Oxford Friends of the Earth)
- [401, Upload] Squarespace uploads 24.11.19 [new activists] (Oxford Friends of the Earth)

Select all search results
Hide actions from child groups

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- You'll see that the **Subscribed** tick box is pre-checked. This includes everyone who has opted in to emails from your group. You don't have consent to contact anyone else, so leave the **Unsubscribed** box unticked.



The screenshot shows a settings panel titled "Subscription Status" with a help icon. It contains four checkboxes: "Subscribed" (checked), "Unsubscribed", "Bouncing", and "Spam Complaint". Each checkbox has a small help icon to its right.

Head to **Save and select data** and proceed to Stage 2.

Report stage 2

Here you can decide which data fields you want to collect, beyond the default fields of name, email and postcode.

Again, if you're just looking at who has signed up to your group's email list, you don't need to do anything at this stage, just head to **Save and get results**.

Report stage 3

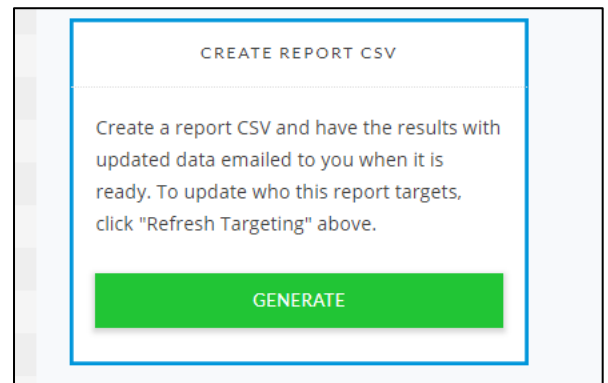
On this stage you can

- Preview your report
- Edit and make changes to it
- Set it as a recurring report
- Download the data in Excel format.

To download your report, you first need to generate it.

You'll then receive an email to let you know when it's ready to download, so head to your Inbox.

If you want to download your report again in the future, make sure to generate it again first, to refresh the data.



The screenshot shows a dialog box titled "CREATE REPORT CSV". The text inside reads: "Create a report CSV and have the results with updated data emailed to you when it is ready. To update who this report targets, click 'Refresh Targeting' above." Below the text is a prominent green button labeled "GENERATE".