How to Email Yourself Reports from Matomo

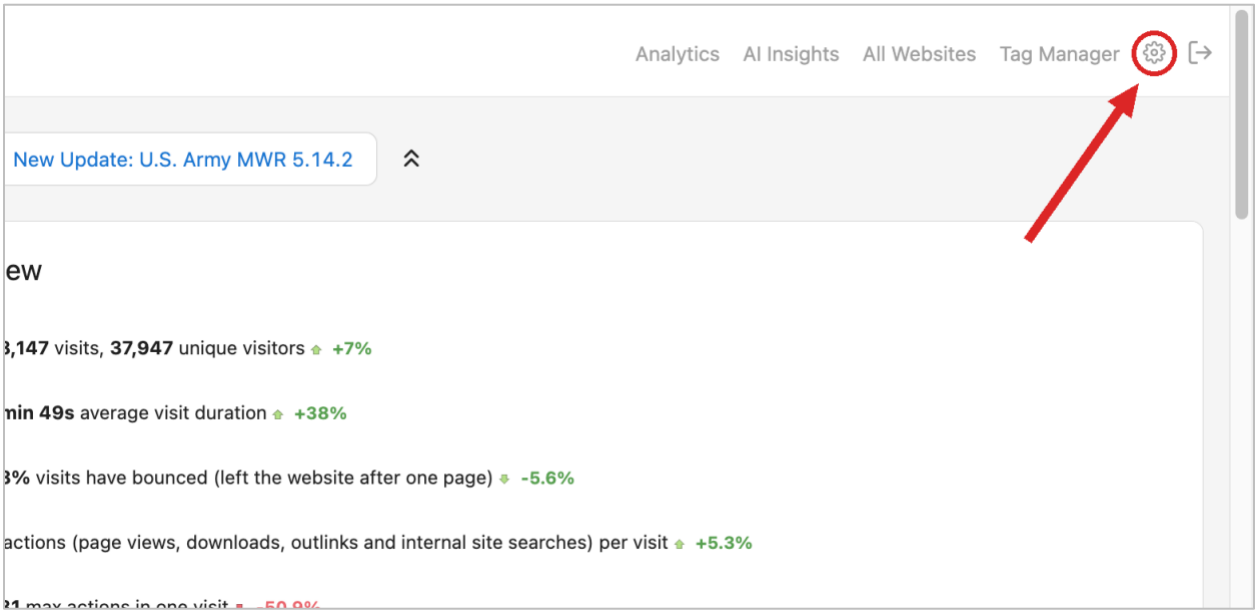
Army MWR Web Analytics (analytics.armymwr.com) | Marketing Team Reference Guide

Matomo can automatically email you a recurring analytics report (daily, weekly, or monthly) so you do not need to log in and pull the numbers yourself. Follow the steps below to set one up. The whole process takes about two minutes.

Before you start: log in to **analytics.armymwr.com** and make sure the correct website is selected in the site picker at the top left (for example EW). Scheduled reports are created per website, so repeat these steps for each site you want a report from.

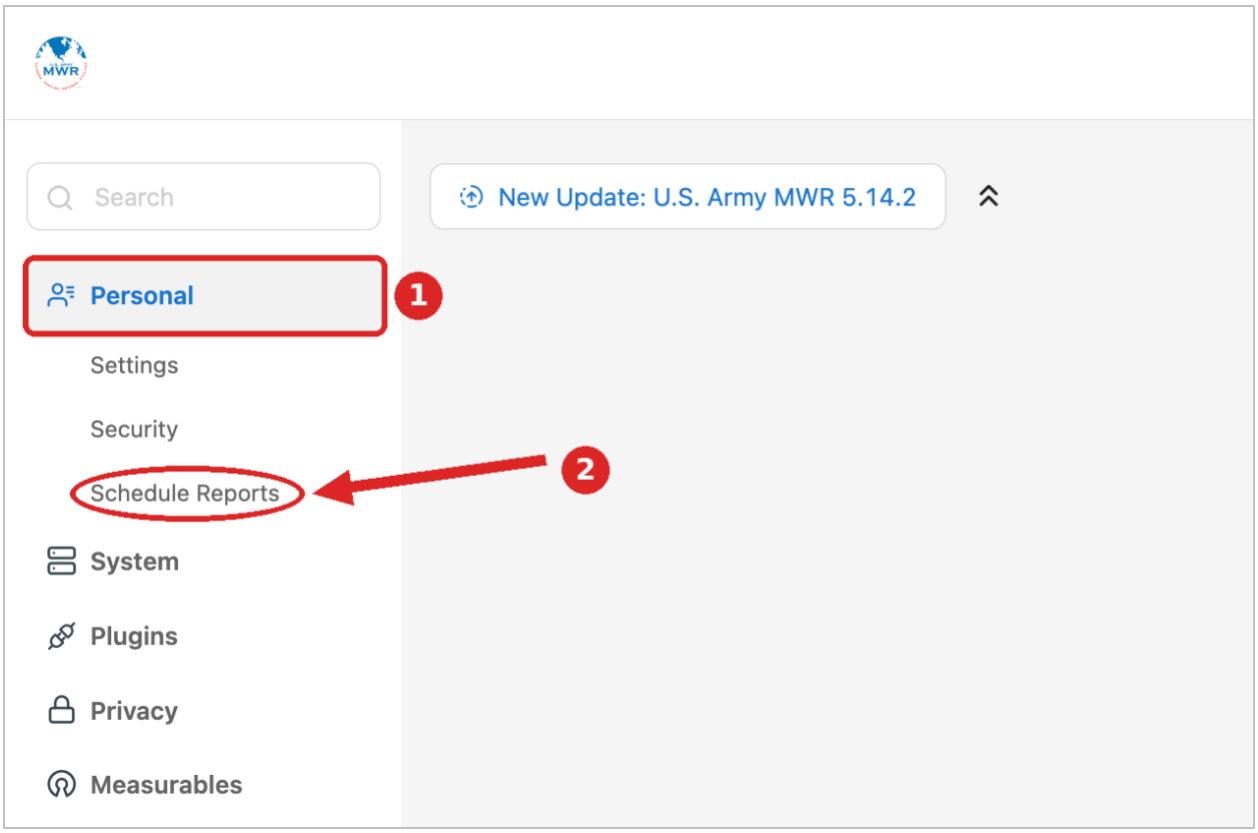
Step 1: Open Administration settings

From any dashboard, click the **gear icon** in the top right corner of the page, next to the logout icon.



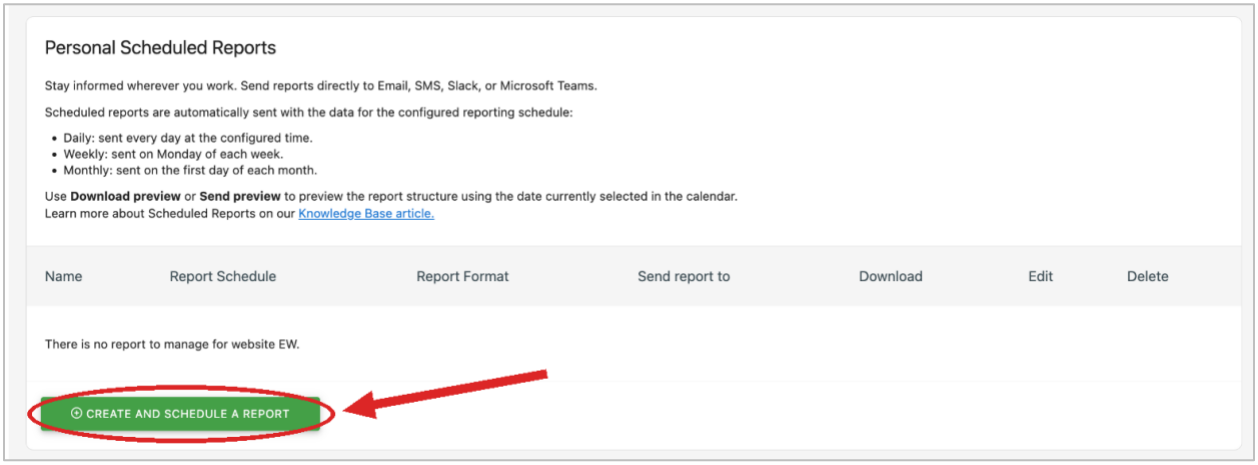
Step 2: Go to Personal > Schedule Reports

In the left menu of the Administration area, click **Personal** (1) to expand it, then click **Schedule Reports** (2).



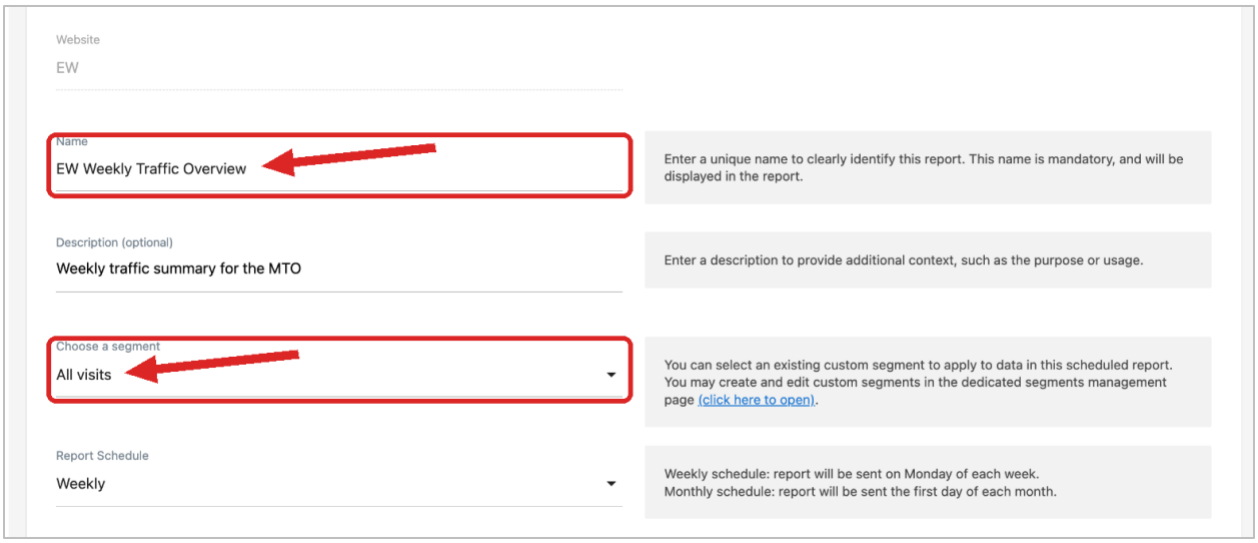
Step 3: Create a new report

The Personal Scheduled Reports page lists any reports you already have. Click the green **Create and Schedule a Report** button at the bottom.



Step 4: Name the report

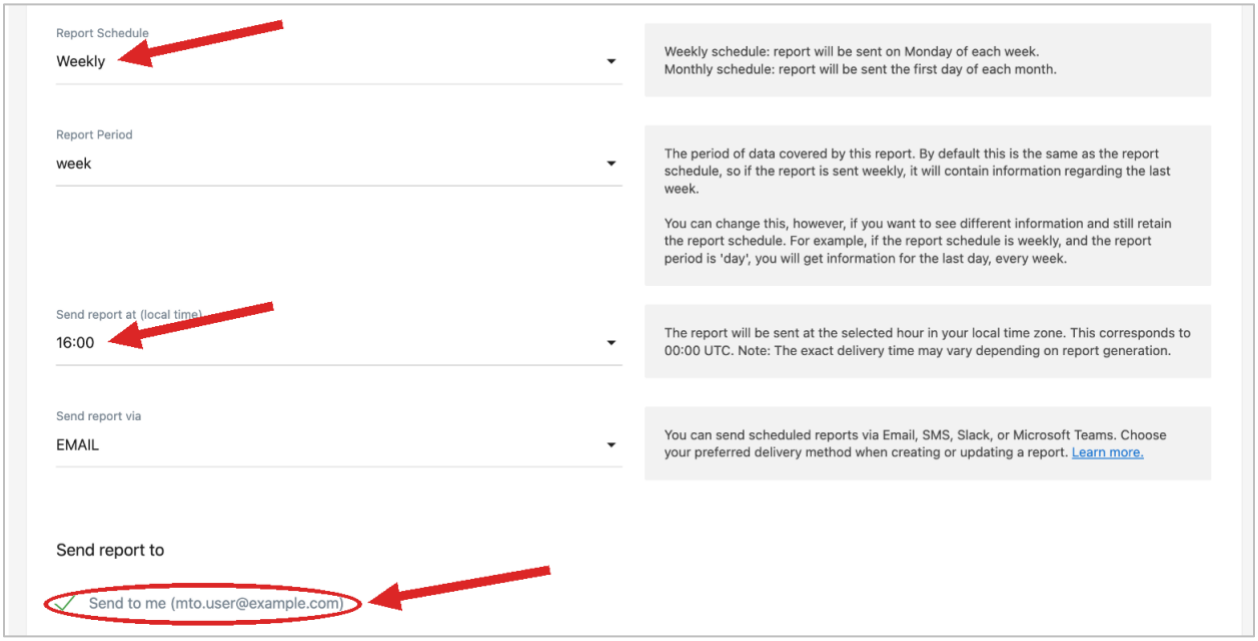
Give the report a **Name** that will make sense in your inbox, for example "EW Weekly Traffic Overview". The Description is optional. Leave **Choose a segment** set to **All visits** unless you need a specific audience slice.



Step 5: Set the schedule and confirm it sends to you

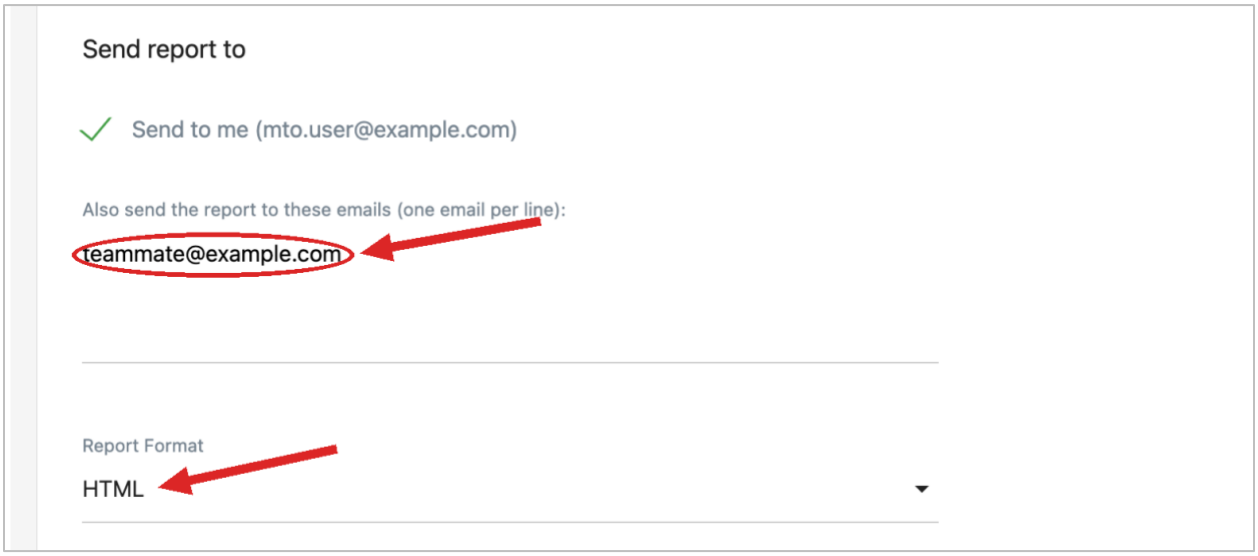
Choose how often the report is delivered and confirm the delivery settings:

- **Report Schedule:** Daily, Weekly, or Monthly. Weekly reports arrive on Monday; monthly reports arrive on the first of the month.
- **Report Period:** leave this matched to the schedule (a weekly report covers the past week) unless you have a reason to change it.
- **Send report at:** pick the local hour you want it in your inbox.
- **Send report via:** leave set to EMAIL.
- **Send to me:** make sure this box is checked. It sends the report to the email address on your Matomo account, which is what makes it a self report. (The screenshot shows a placeholder address; you will see your own.)



Step 6: Choose the format

If teammates should also receive it, add their addresses (one per line) in the **Also send the report to these emails** box (the screenshot uses a placeholder test address). Then pick a **Report Format**: HTML displays the charts directly in the email body and is the easiest to read; PDF is better if you plan to file or forward the report.

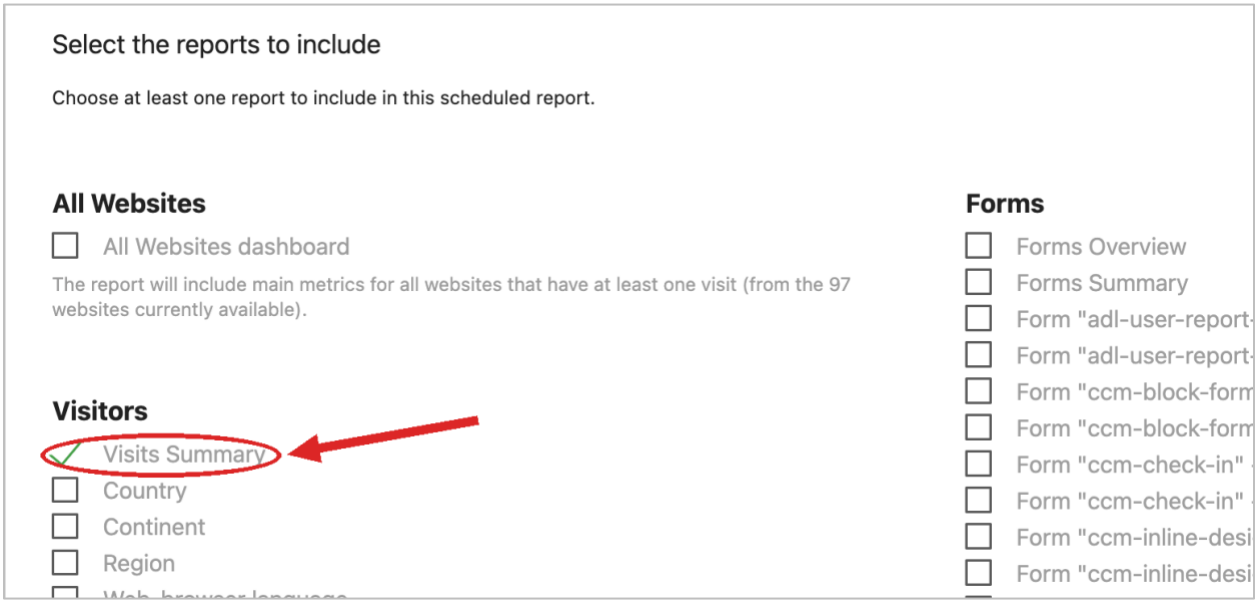


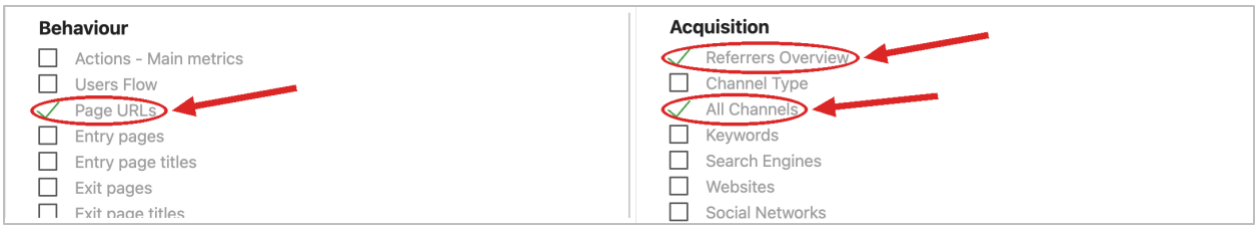
Step 7: Select the reports to include

Check the boxes for the statistics you want in the email. You must select at least one. A good starter set for a traffic summary:

- **Visitors > Visits Summary** (overall traffic)
- **Behaviour > Page URLs** (top pages)
- **Acquisition > Referrers Overview** and **All Channels** (where visitors come from)

Keep the selection short. Every report you check makes the email longer.





Step 8: Create the report

Scroll to the bottom. The Preview of your report section lists the statistics you selected (drag them to reorder). Click the green **Create Report** button. Your report now appears in the Personal Scheduled Reports list, where you can **Download** a preview, **Send Report Now** to test it, or **Edit** and **Delete** it later.



Tips

- Use Send Report Now (from the list page) right after creating a report to confirm it arrives and looks right, rather than waiting for the first scheduled send.
- Reports are tied to the website selected when you create them. Switch sites with the picker at the top left and repeat the steps for each site you cover.
- If a report stops being useful, edit it instead of deleting it. You can change the schedule, format, and included statistics at any time.
- Check your spam or junk folder if the first report does not arrive at the scheduled time.