

Analytics tab - Reports

This article describes how to generate and download reports on your event.

Navigate to the Reports page; from the Event page, choose Reports from the Analytics tab pull-down menu.

The Reports page displays.

The Reports page allows you to generate and download your event reports in CSV format.

For the Registration report and the Lead scoring report, click **Generate**. The reports immediately begin generating. Once the reports are generated, the download button is displayed allowing you to download the report.

For all other reports, click **Download**. Depending on the type of report, the following occurs:

- You are prompted to select start and end days/times, then you may download the CSV. This is the case with the Polls activity report.
- You are prompted to choose a session, then you may download the CSV. This is the case with the Group chat transcripts report.

Click **Learn more** on the desired report to learn more about the columns/data within that report.

The **Learn more** button redirects the user to the following articles:

Attendance reports

[Registration](#)

Engagement

[Lead scoring](#)

[Chat user activity](#)

[Chat moderation report](#)



Moderator transcript

Polls activity

Group chat transcripts

[template("cat-subscribe")]
