


Self served 'My Reports' dashboard guide

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Your virtual event reports are available at your fingertips!

All you need to do is to log in to your event report site, choose the type of the report and parameters, and download.

 The Customeventreports module must be enabled and configured in order to use the functionality described in this article. If this module is not enabled and configured, please contact your Kaltura representative.

Accessing the Reports Portal

Depending on how your account is configured, you may access the Reports Portal via a URL given to you by the Kaltura team, or via the User drop-down menu of KMS.

If you are accessing the Reports Portal via the User drop-down menu of KMS, use the following steps:

1. Login with your platform credentials.
 - User account - KMC username and credentials
 - Login via the link shared with you by the event team.

**Upload &
Reports Login**

User ID

Password

Sign in

[Forgot Password](#)

2. Select My Reports from the User drop-down menu.

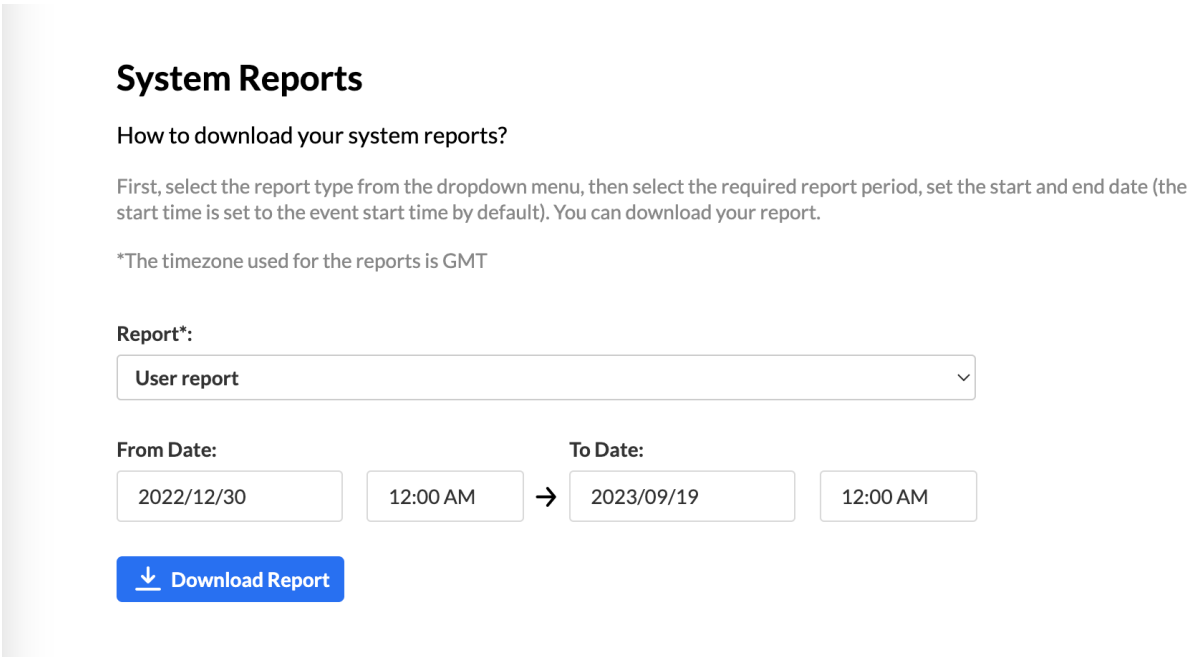


Your Reports

System Reports

In the top part of the dashboard, the system reports are displayed. System reports are generated with the parameters you specify. See [Video Analytics Reports](#) for report details.

1. Choose the desired report from the Report drop-down list.
2. Specify From Date and To Date.
 - From Date - The date to start exporting report data from. Default is the event start date.
 - To Date - The date to end exporting report data from.
3. Click **Download Report**.



System Reports

How to download your system reports?

First, select the report type from the dropdown menu, then select the required report period, set the start and end date (the start time is set to the event start time by default). You can download your report.

*The timezone used for the reports is GMT

Report*:

From Date: → To Date:

[Download Report](#)

Custom Reports

In the lower part of the dashboard, the recent custom reports that are generated for your event are displayed.

You can download them by clicking the download icon to the right of the report name.

- **Attendance Report** - An automated report based on the event registration fields including all users' statuses. The report includes an attendance status for all listed users, as well as the list of the fields featured on the registration form. Registration fields are dynamically set based on the registration form configuration and appear in the same order as they appeared on the registration form.
 - Registration Report

See [Attendance reports](#).

- **Meeting Room Reports -**

- Engagement Report
- Attendance Report
- Rooms chat logs

See [Meeting Rooms Reports Overview](#).

- **Chat and Collaboration (CnC) Reports -**

- Users Stats
- Moderators Stats (Context Stats)
- Peer to Peer Transcripts
- Moderator Transcripts
- Blocked Contexts
- Polls User Votes

See [Engagement reports](#).

- **Agenda Report**

See [Session analytics](#).
