

Analytics tab - Reports

Last Modified on 09/09/2024 2:47 pm IDT

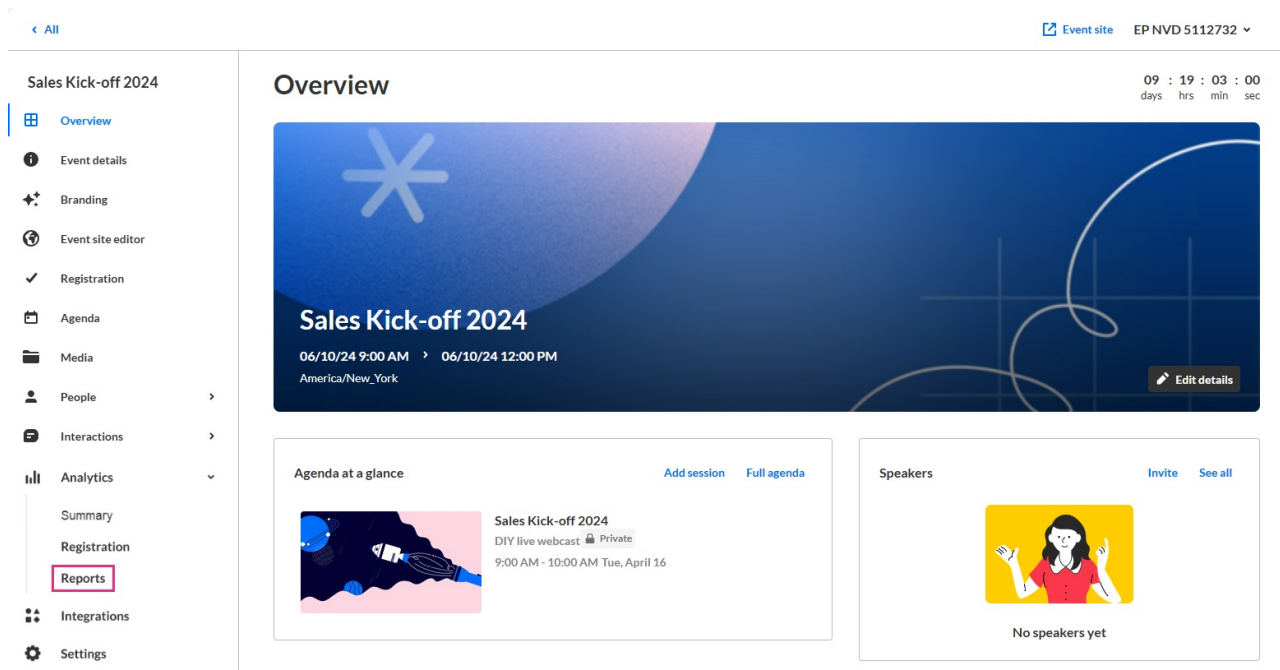
 This article is designated for all users.

About

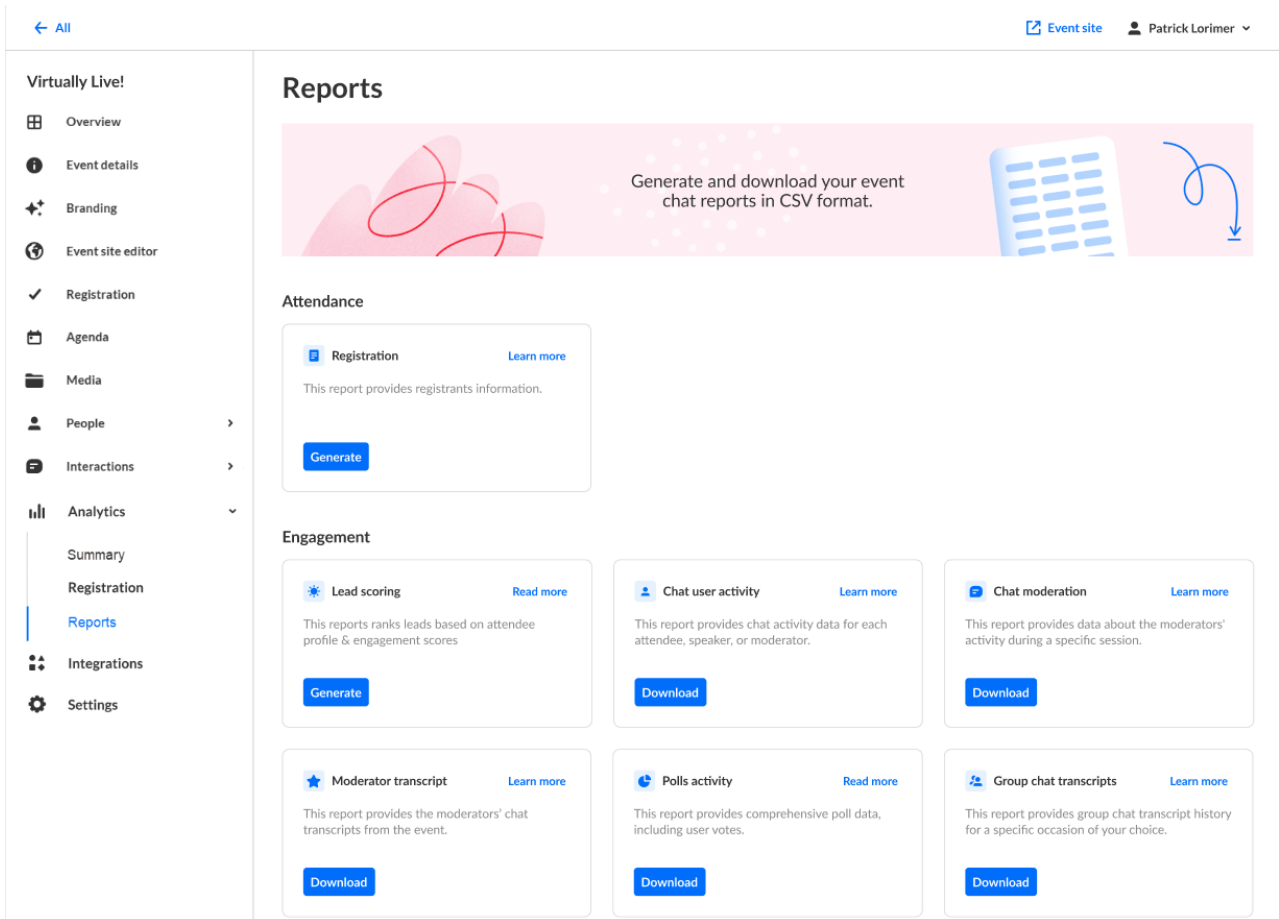
This article describes how to generate and download reports on your event.

Navigate to the Reports page

From the Event page, choose Reports from the Analytics tab pull-down menu.



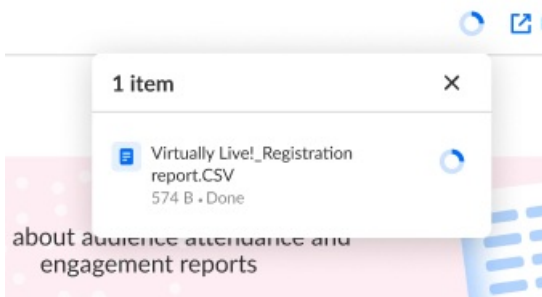
The Reports page displays.



Reports page functionality

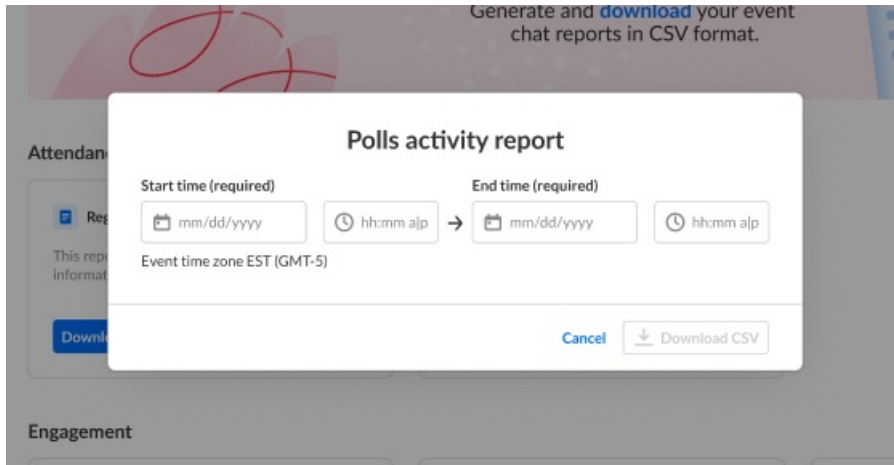
The Reports page allows you to generate and download your event reports in CSV format.

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.

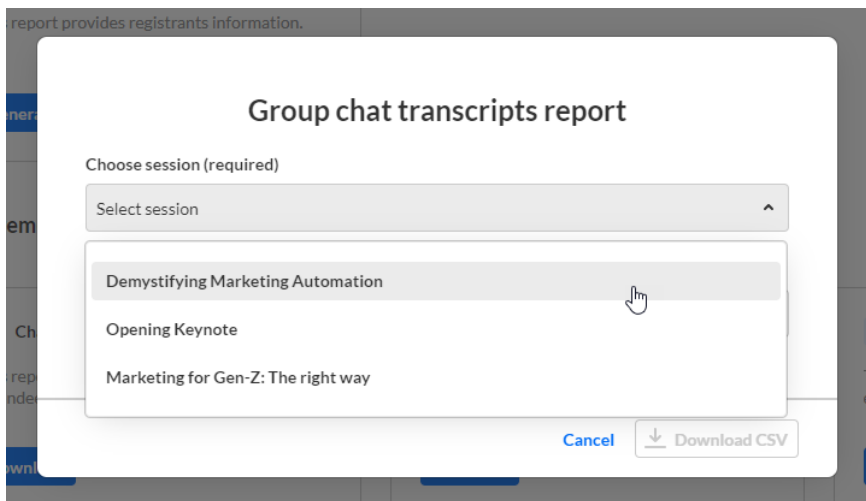


For all other reports, click **Download**. Depending on the type of report, the following occurs:


- 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.

 **Chat user activity** [Learn more](#)

This report provides chat activity data for each attendee, speaker, or moderator.

[Download](#)

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
