

# Analytics tab - Reports

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

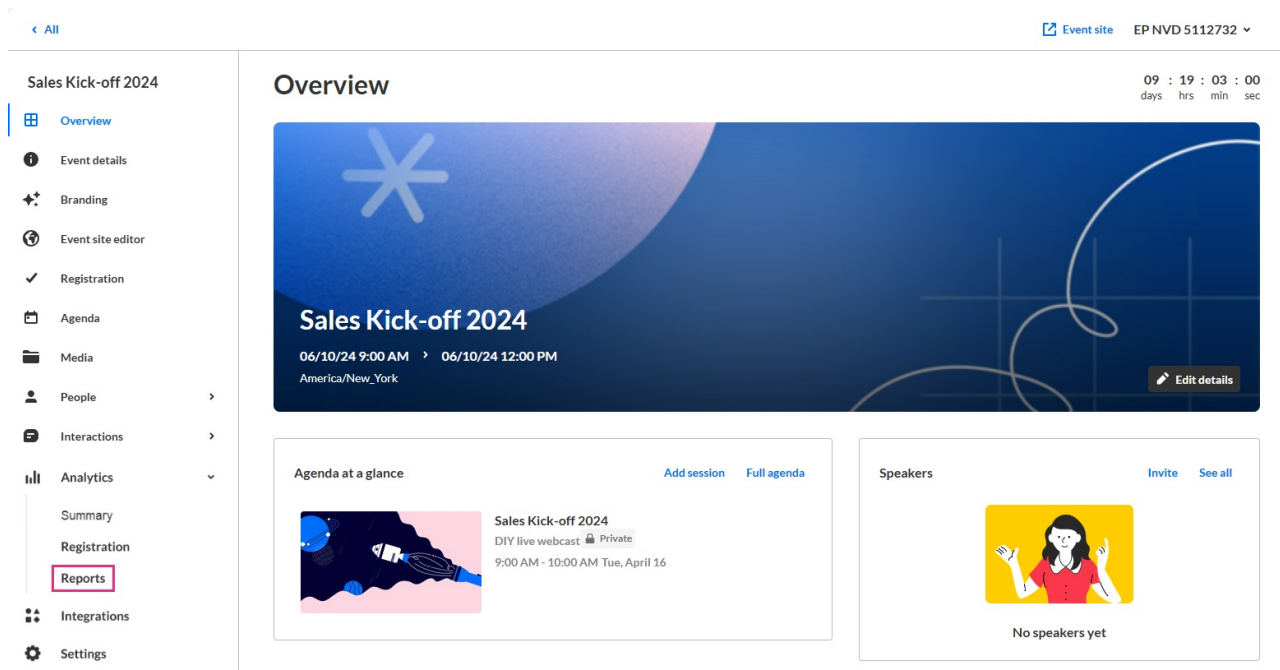
 This article is designated for all users.

## About

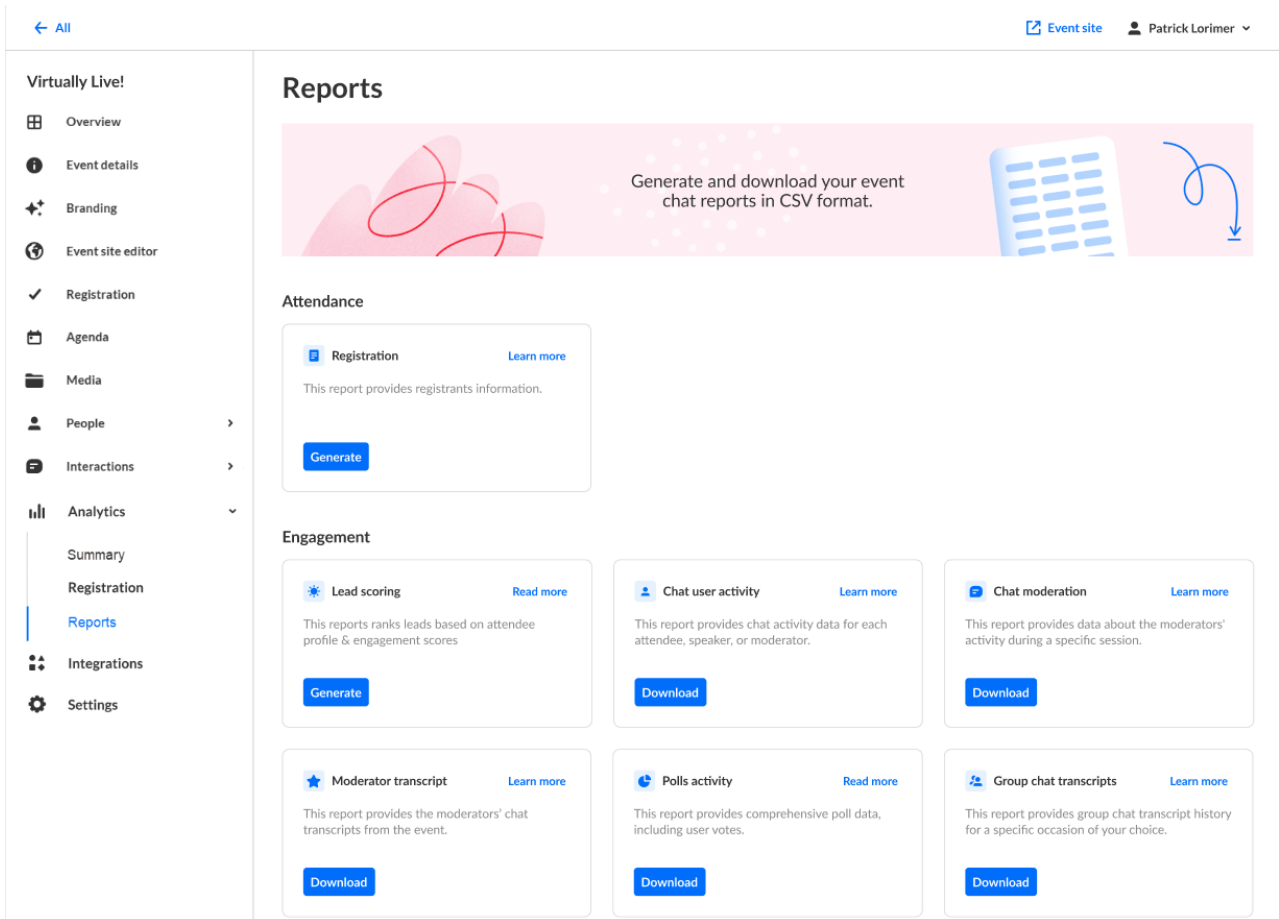
This article describes how to generate and download reports on your event.

## Navigate to the Reports page

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



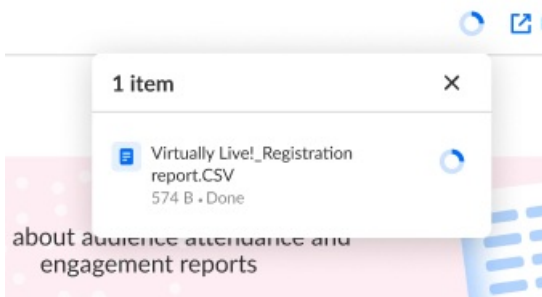
The Reports page displays.



## Reports page functionality

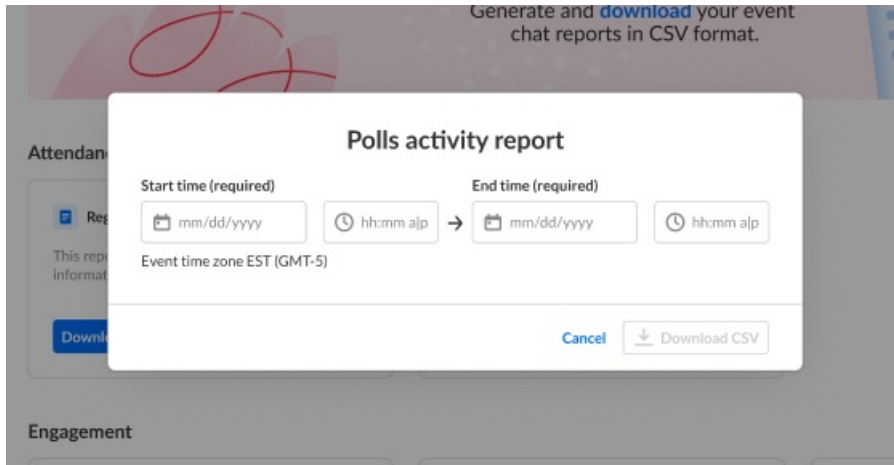
The Reports page allows you to generate and download your event reports in CSV format.

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.

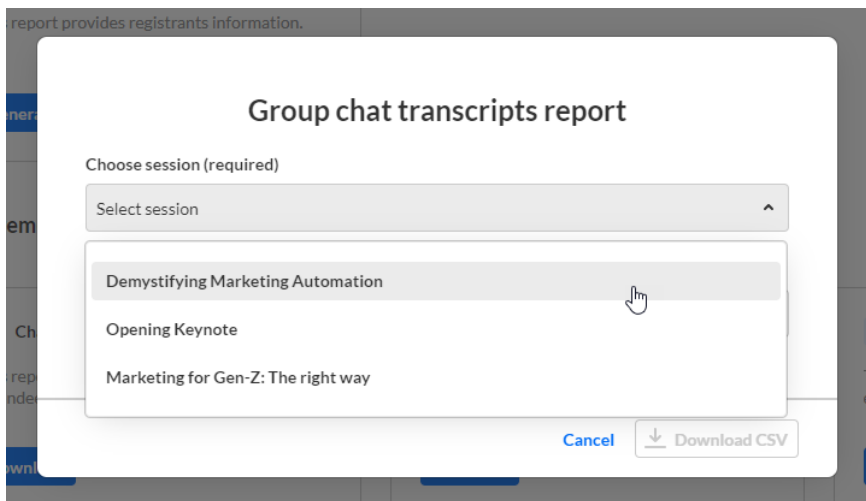


For all other reports, click **Download**. Depending on the type of report, the following occurs:


- 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

[template("cat-subscribe")]

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