

## Analytic reports for events

Last Modified on 12/04/2025 11:10 pm IST

 This article is designated for all users.

### About

This article describes how to generate, export via email, and download reports on your event.



The screens shown here represent a multi-session event. The same actions apply when working with single session.

### Navigate to the Reports page

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

## Virtually Live! 2023

### Overview

#### Event details

#### Branding

#### Registration

#### Agenda

#### Media

#### People

#### Interactions

#### Analytics

#### Summary

#### Registration

#### Reports

#### Integrations

#### Settings

## Overview

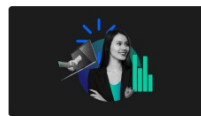
21 : 04 : 16 : 54  
days hrs min sec

### Virtually live!

2/2/22 10:00 AM > 2/2/22 4:30 PM  
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videoifying events, transforming the conventional into the extrao...

#### Agenda at a glance

[Add session](#)
[Full agenda](#)


#### Opening Keynote

Live webcast Published  
10:00 AM - 10:30 AM Tue, February 02



#### Marketing for Gen-Z: The right way

Pre-recorded Published  
10:00 AM - 10:30 AM Tue, February 02



#### Knights in Marketing Armorknight...

Pre-recorded Published  
10:00 AM - 10:30 AM Tue, February 02

3 more sessions

#### Speakers

[Invite](#)
[See all](#)


#### Julian Lang

Director of Marketing Strategy, Kaltura

Registered



#### Celine Garnier

Content marketing specialist personalizat...

Registered



#### Laura Steven

Head of Global Campaigns, Kaltura

Registered



#### Brian Dennis

Director of Marketing, Kaltura

Registered



#### James Li

Digital Marketing Manager, Kaltura

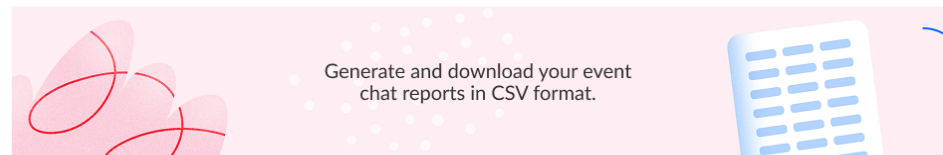
Registered

The Reports page displays.


### Virtually Live!

- [Overview](#)
- [Event details](#)
- [Branding](#)
- [Event site editor](#)
- [Registration](#)
- [Agenda](#)
- [Media](#)
- [Users](#)
- [Interactions](#)
- [Analytics](#)
  - [Registration](#)
  - [Engagement](#)
  - [Reports](#)
- [Integrations](#)
- [Settings](#)

## Reports



### Attendance



**Registration**
[Learn more](#)

Registrant information from all form fields

[Generate](#)


**RSVP**
[Learn more](#)

### Engagement


**Lead scoring**
[Learn more](#)

This reports ranks leads based on attendee profile & engagement scores

[Export via email](#)


**User activity**
[Learn more](#)

**Q&A activity**
[Learn more](#)

**Q&A transcripts**
[Learn more](#)

**Interaction activity**
[Learn more](#)

**Chat transcripts**
[Learn more](#)

**Certifications**
[Learn more](#)

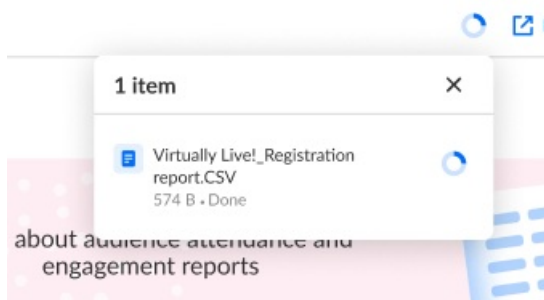
**Attachments**
[Learn more](#)

## Reports page functionality

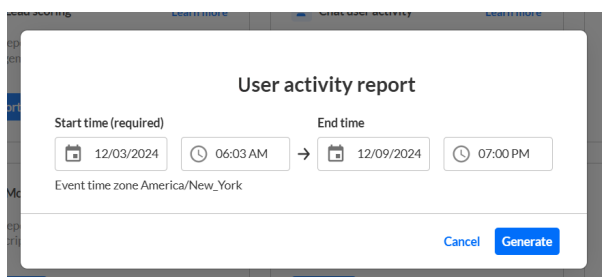
The Reports page allows you to generate, export via email, and download your event reports in CSV format.

For the Registration, RSVP, User activity, Interaction activity, Chat transcripts, and Attachments reports, click **Generate**.

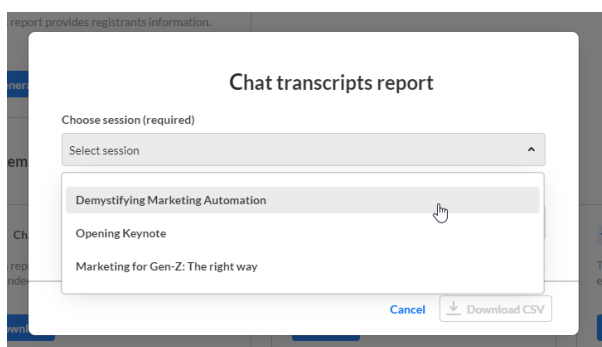
In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.



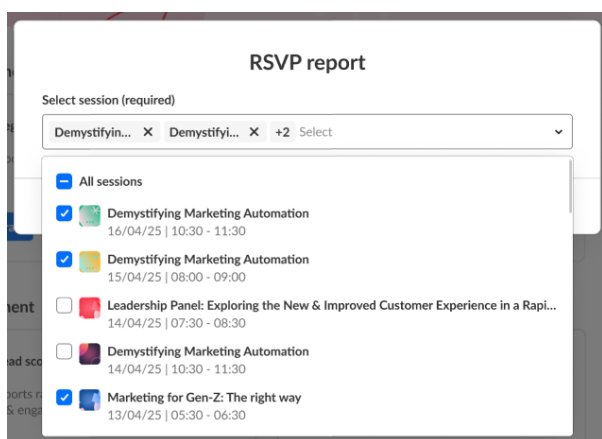
For the *User activity* and *Interaction activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a User activity report.



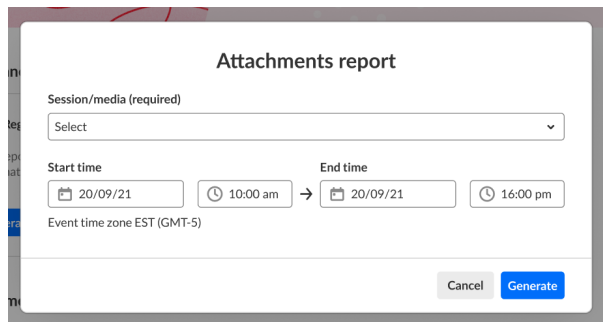
For the *Chat transcripts report*, you are prompted to choose a session, then you may download the CSV.



For the *RSVP report*, you are prompted to choose a session, then you may generate the report.



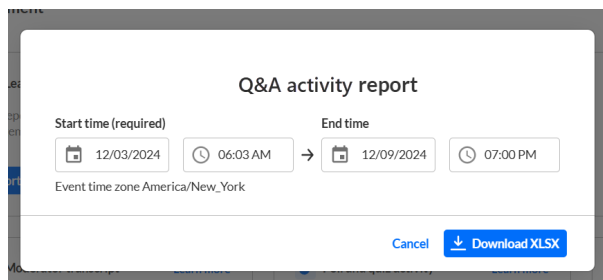
For the *Attachments report*, you are prompted to choose a session/media and start and end days/times, then you may download the CSV.



The screenshot shows a form titled "Attachments report". It includes a dropdown menu for "Session/media (required)" with "Select" as the placeholder. Below this are two date and time pickers: "Start time" set to "20/09/21" at "10:00 am" and "End time" set to "20/09/21" at "16:00 pm". A label "Event time zone EST (GMT-5)" is positioned below the time pickers. At the bottom right, there are "Cancel" and "Generate" buttons.

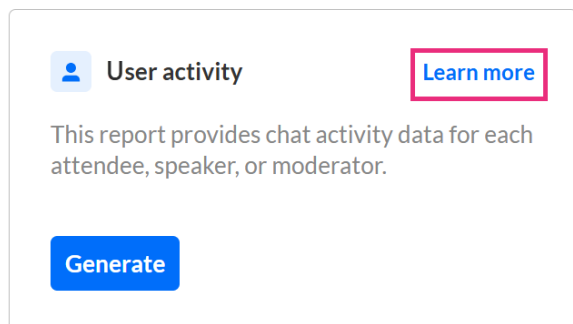
For the *Lead scoring report*, click **Export via email**. The report is emailed to the logged in user.

For the *Q&A activity and Q&A transcripts reports*, click **Download**. You are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a Q&A Activity report.



The screenshot shows a form titled "Q&A activity report". It includes two date and time pickers: "Start time (required)" set to "12/03/2024" at "06:03 AM" and "End time" set to "12/09/2024" at "07:00 PM". A label "Event time zone America/New\_York" is positioned below the time pickers. At the bottom right, there are "Cancel" and "Download XLSX" buttons.

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



The screenshot shows a card for the "User activity" report. It features a user icon, the title "User activity", and a "Learn more" button highlighted with a red border. Below the title, a description states: "This report provides chat activity data for each attendee, speaker, or moderator." At the bottom left, there is a "Generate" button.

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

**Attendance reports**

[Registration](#)

[RSVP](#)



Engagement reports

Lead scoring

User activity

Q&A activity

Q&A transcripts

Interaction activity

Chat transcripts

Attachments

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