Analytics reports for events

Content updated: 02/02/2023

This article is designated for all users.

About

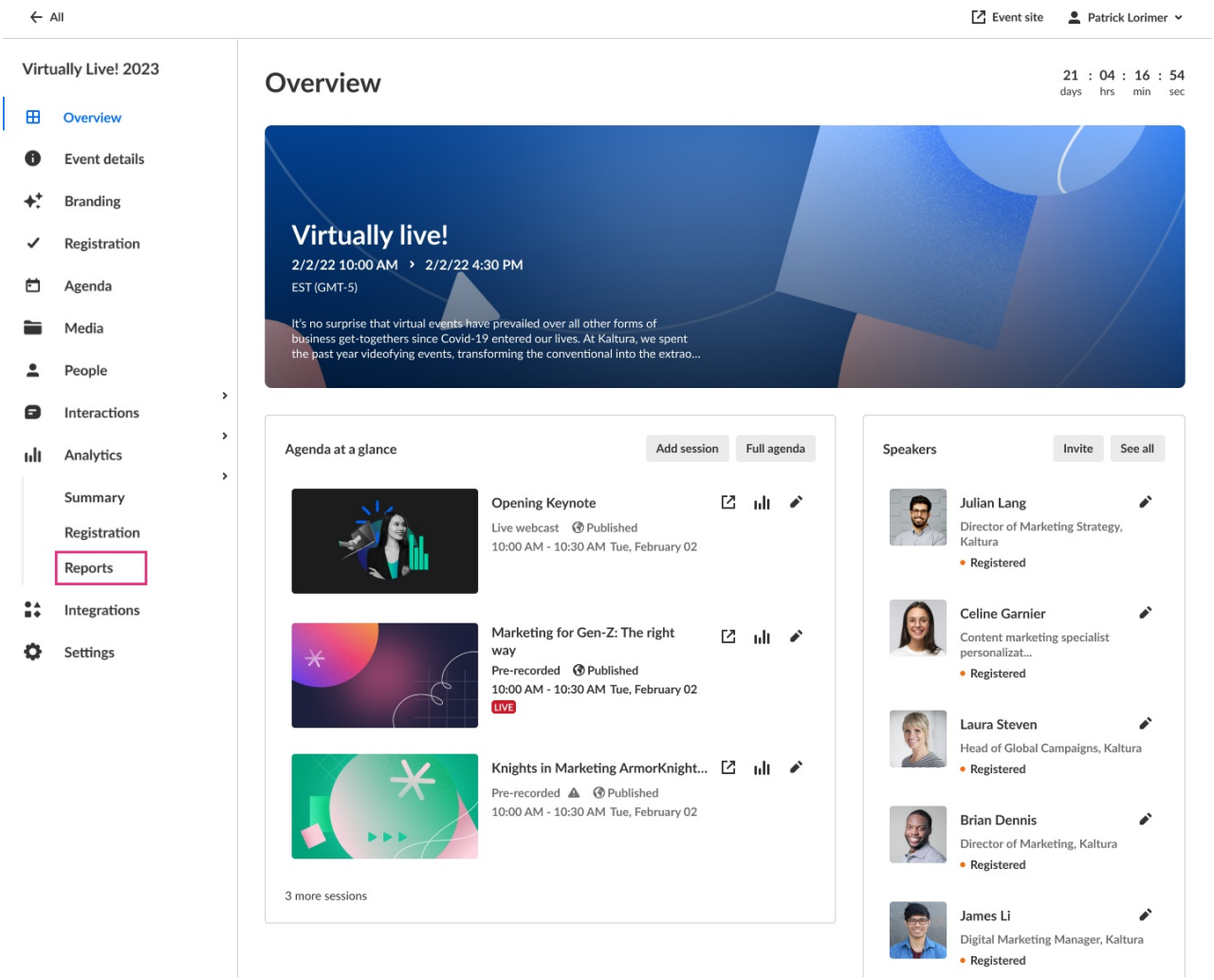
This article describes how to generate, export via email, and download reports on your event.

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

Navigate to the Reports page

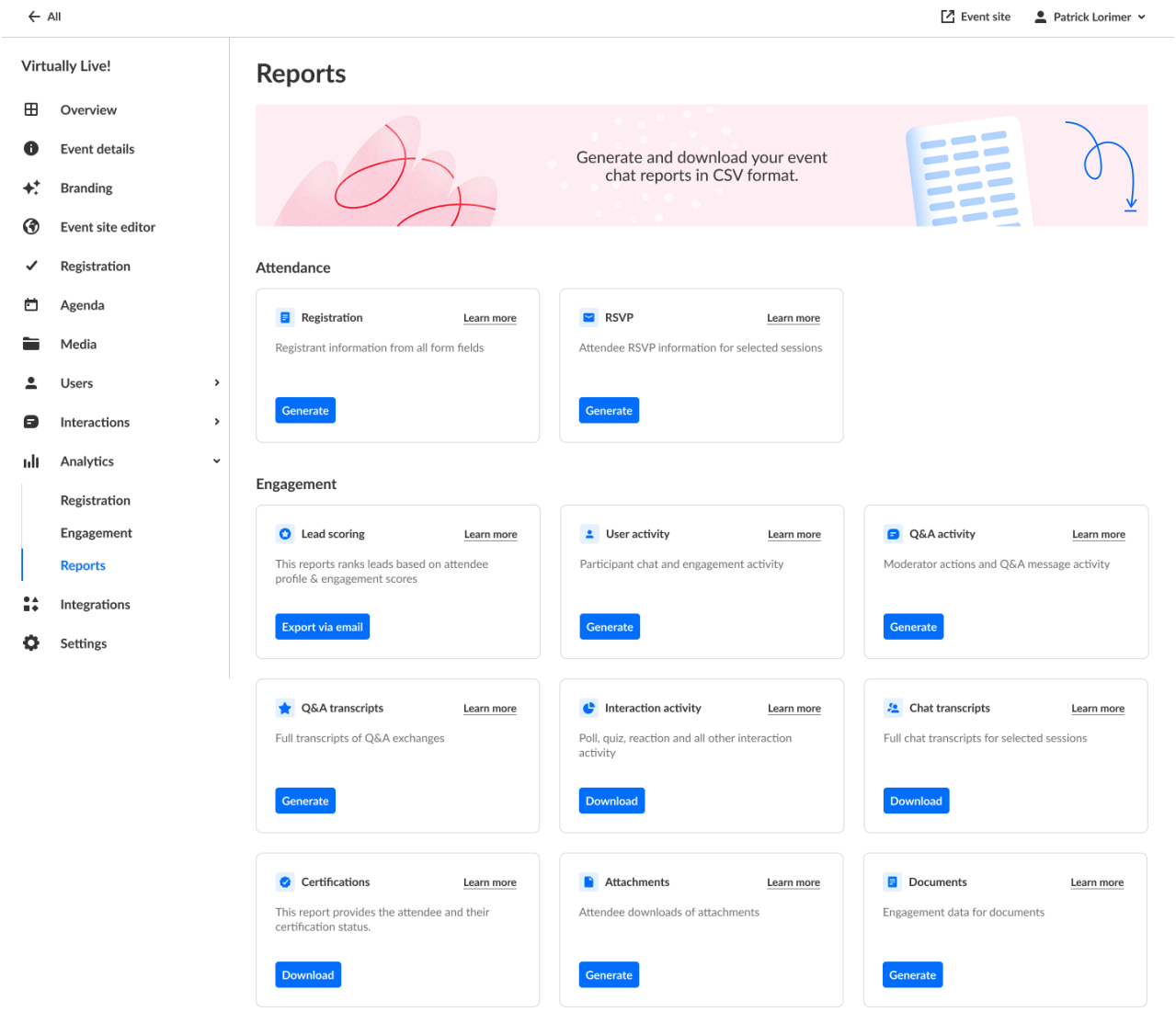
From the Event page, choose Reports from the Analytics tab pull-down menu.

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The Reports page displays.

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The image above depicts a **Public** Q&A experience for Chat and Collaboration.

If your account administrator has enabled a **non-public** Q&A experience for Chat and Collaboration, **Q&A activity** and **Q&A transcripts** will display a **Download** button, allowing you to select a specific session.

To learn about the two experiences in the Chat and Collaboration widget, see public Q&A experience and non-public Q&A experience.

Reports page functionality

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

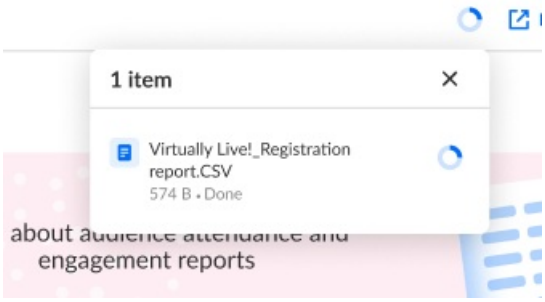
Registration, RSVP, User activity, Interaction activity, Chat transcripts, and

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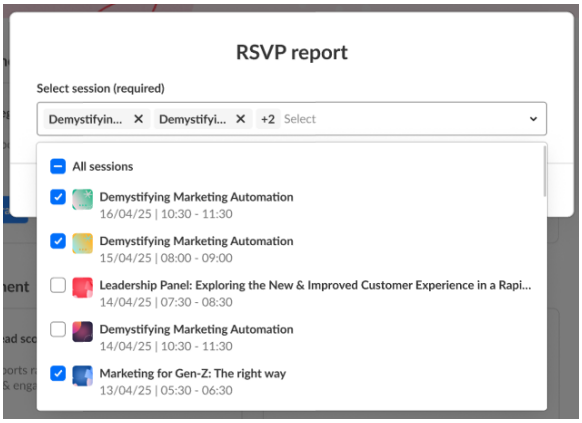
Attachments, and Documents reports

Click the **Generate** button.

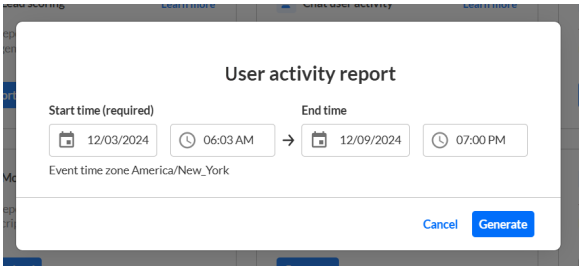
- In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.



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

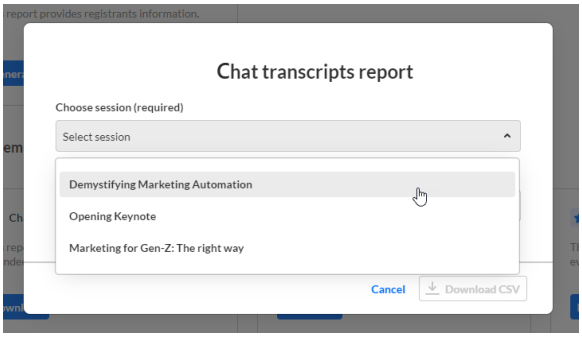


- For the *User activity* and *Interaction activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a User activity report.

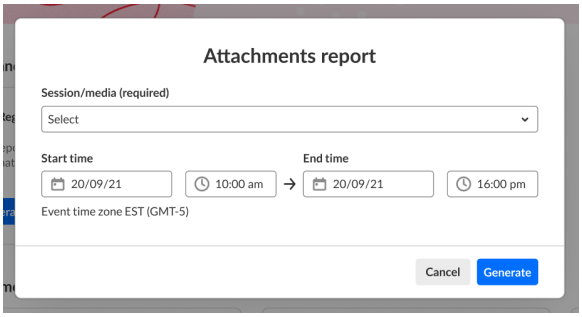


- For the C*hat transcripts report*, you are prompted to choose a session, then you may download the CSV.

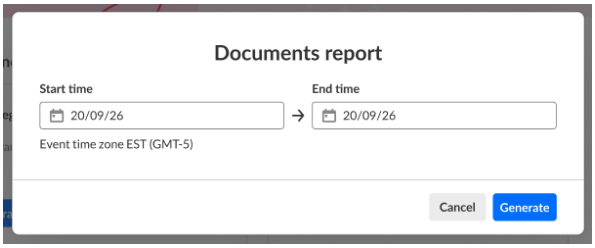
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- For the *Attachments report*, you are prompted to choose a session/media and start and end days/times, then you may download the CSV.



- For the *Documents report*, you are prompted to choose a start and end date.

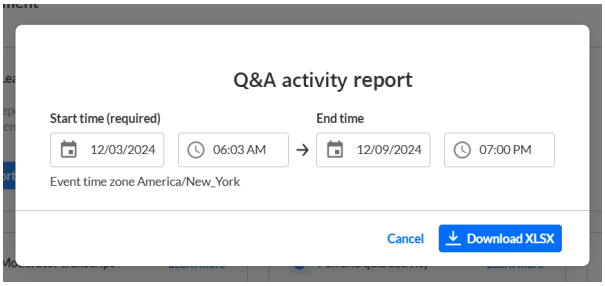


Lead scoring report

Click **Export via email**. The report is emailed to the logged in user.

Q&A activity and Q&A transcript reports - **non-public** Q&A experience

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.

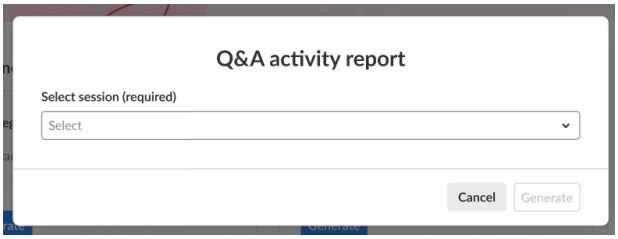


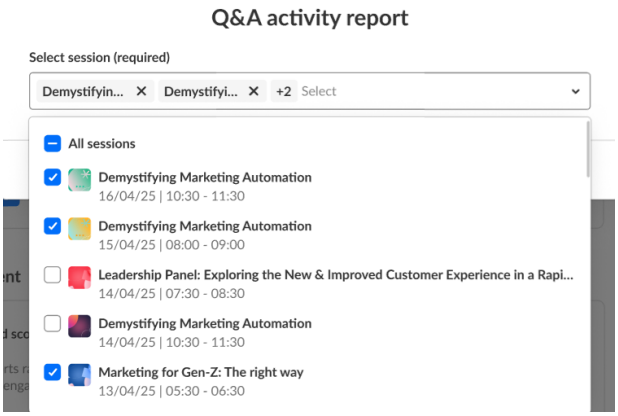
Q&A activity and Q&A transcript reports - **public** Q&A experience

Click **Generate**. You are prompted to choose a session, then you may generate the

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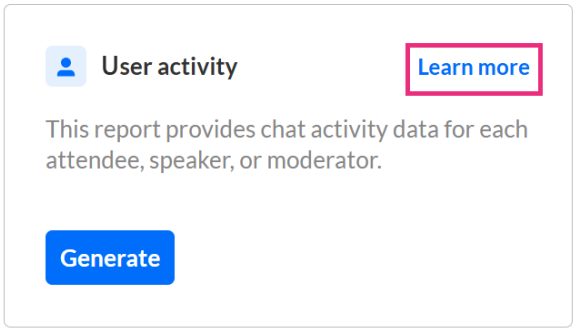
report. Below is an example of a user generating a Q&A activity report.





Learn more

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



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

Attendance reports

Registration

RSVP

Engagement reports

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- Lead scoring
- User activity
- Q&A activity - Public Q&A disabled
- Q&A activity - Public Q&A enabled
- Q&A transcripts - Public Q&A disabled
- Q&A transcripts - Public Q&A enabled
- Interaction activity
- Chat transcripts
- Chat analytics
- Attachments
- Viewer engagement
- Documents

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