

Analytics tab - Reports

Last Modified on 02/03/2025 3:45 pm IST

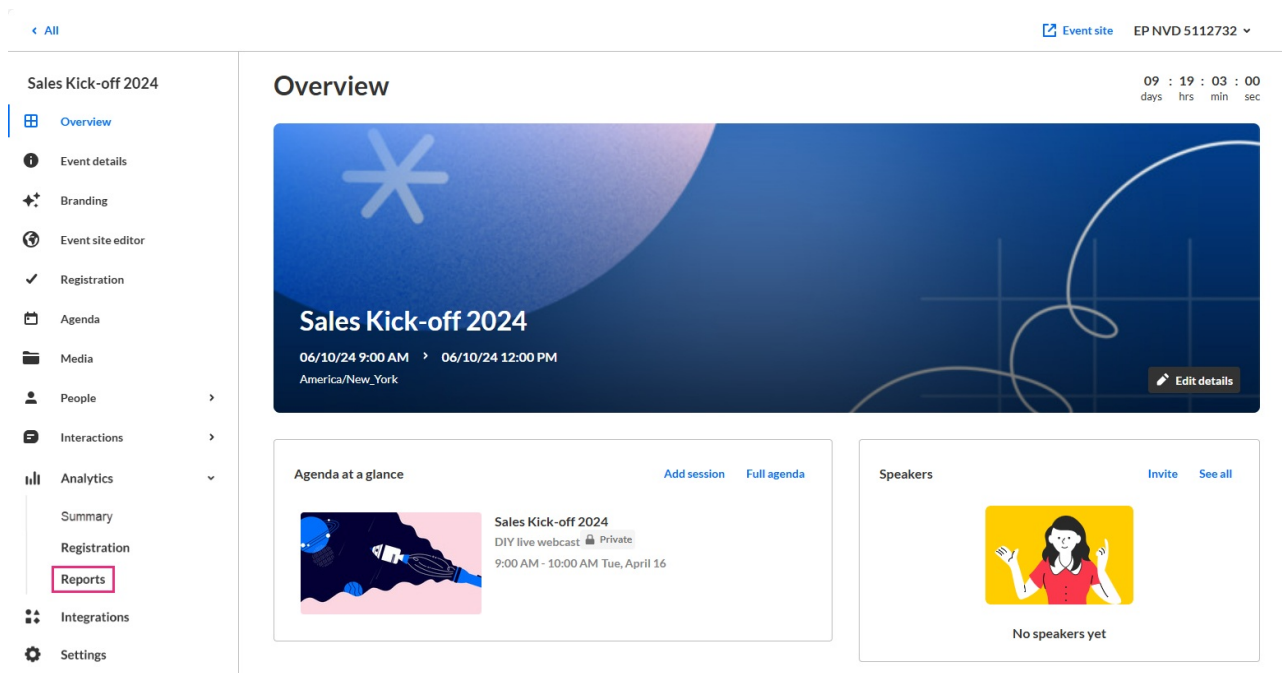
 This article is designated for all users.

About

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

Navigate to the Reports page

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

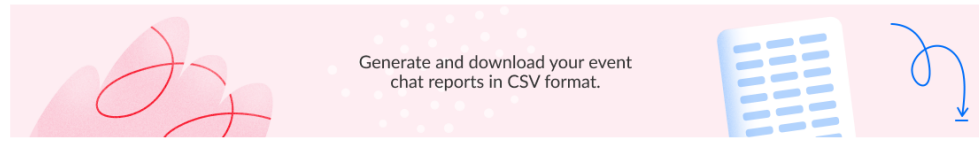


The Reports page displays.

Virtually Live!

- Overview
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- Agenda
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- People >
- Interactions >
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Reports



Attendance

Registration [Learn more](#)

This report provides registrants information.

[Generate](#)

Engagement

Lead scoring [Learn more](#)

This reports ranks leads based on attendee profile & engagement scores

[Export via email](#)**Chat user activity** [Learn more](#)

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

[Generate](#)**Chat moderation** [Learn more](#)

This report provides data about the moderators' activity during a specific session.

[Download](#)**Moderator transcript** [Learn more](#)

This report provides the moderators' chat transcripts from the event.

[Download](#)**Poll and quiz activity** [Learn more](#)

This report provides comprehensive poll and quiz data, including user votes.

[Generate](#)**Group chat transcripts** [Learn more](#)

This report provides group chat transcript history for a specific occasion of your choice.

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

This reports provides data on attendees that downloaded attachments.

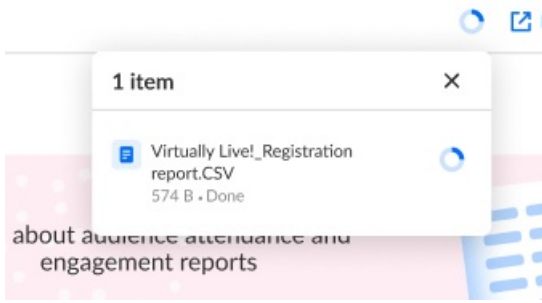
[Generate](#)

Reports page functionality

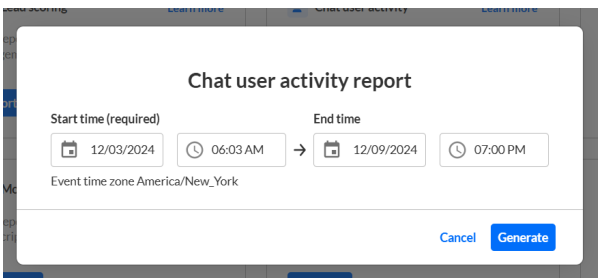
The Reports page allows you to generate, export via email, and download your event reports in CSV format.

For the Registration, Chat user activity, Poll and quiz activity, Group chat transcripts, and Attachments reports, click **Generate**.

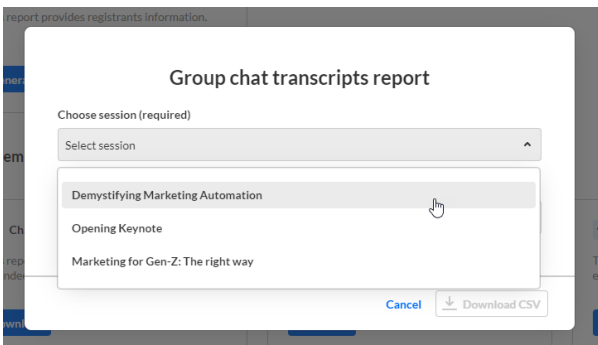
In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.



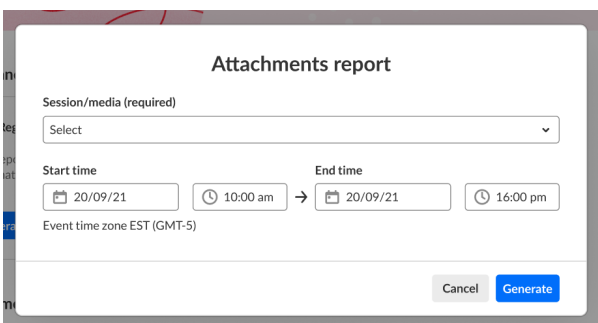
For the *Chat user activity* and *Poll and quiz activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a Chat user activity report.



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

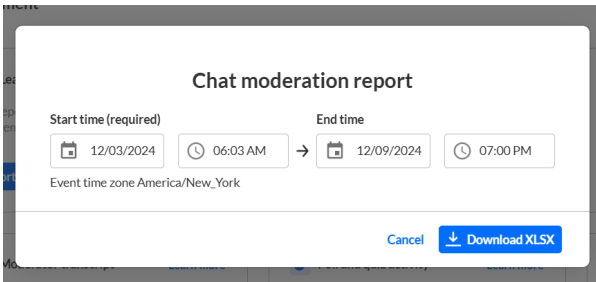


For the *Attachments report*, you are prompted to choose a session/media and start and end days/times, then you may download the CSV.




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

For the Chat moderation and Moderator transcript 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 Chat moderation report.



Click **Learn more** on any of the reports 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.

[Generate](#)

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

Attendance reports

[Registration](#)

Engagement reports

[Lead scoring](#)

[Chat user activity](#)

[Chat moderation](#)

[Moderator transcript](#)

[Polls and quiz activity](#)

[Group chat transcripts](#)

[Attachments](#)