

Analytics tab - Reports

Last Modified on 12/16/2024 3:46 pm IST

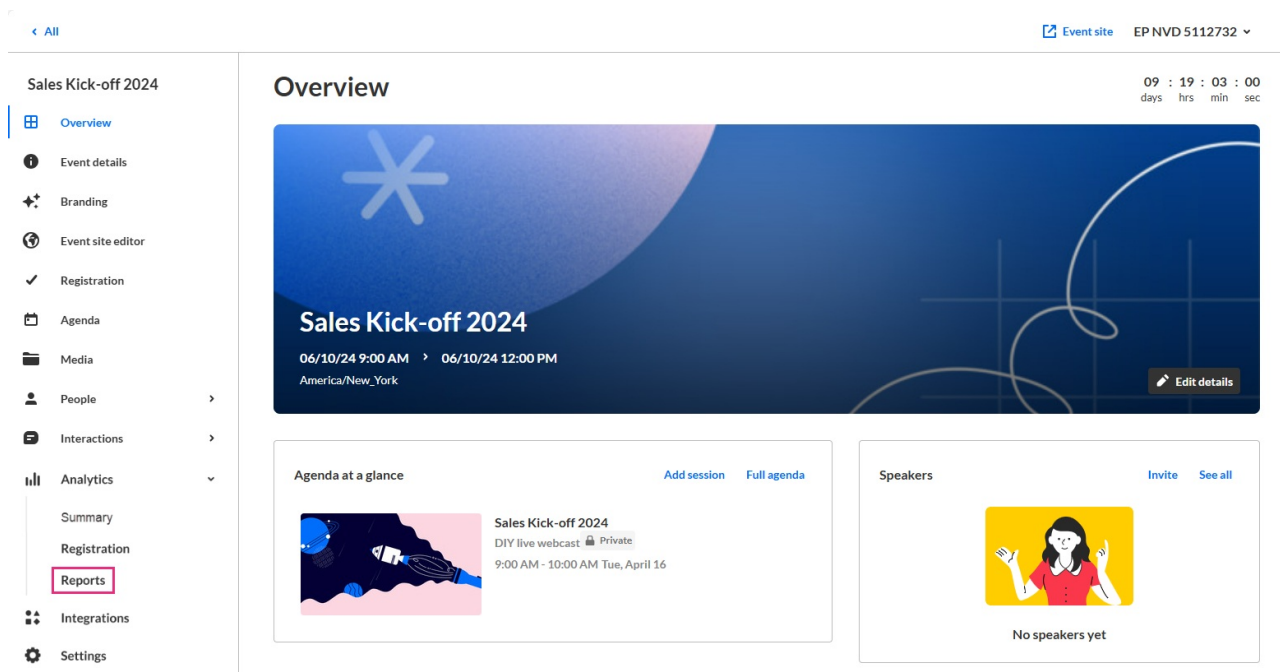
 This article is designated for all users.

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.

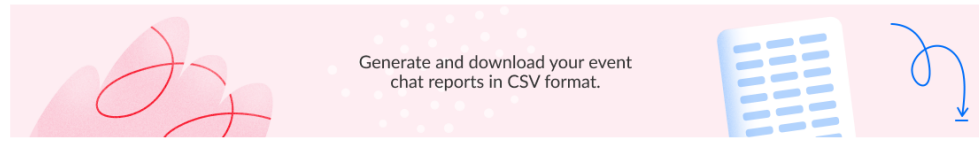


The Reports page displays.

Virtually Live!

- Overview
- Main details
- Branding
- Event site editor
- Registration
- Agenda
- Media
- People >
- Interactions >
- Analytics
 - Registration
 - Engagement
 - Reports
 - Integrations
 - Settings

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.

[Download](#)

Group chat transcripts
[Learn more](#)

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

[Download](#)

Attachments
[Learn more](#)

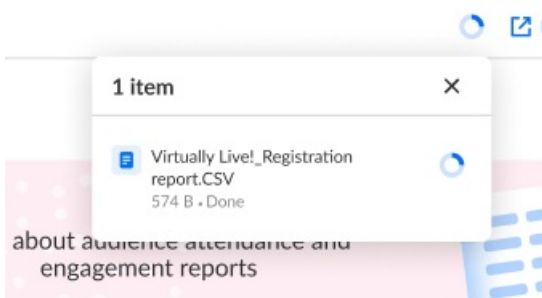
This reports provides data on attendees that downloaded attachments.

[Download](#)

Reports page functionality

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

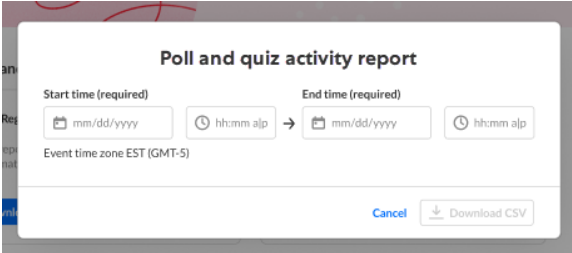
For the Registration and Chat user activity reports, click **Generate**. The reports immediately begin generating. Once the reports are generated, the **Download** button is displayed allowing you to download the report.



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

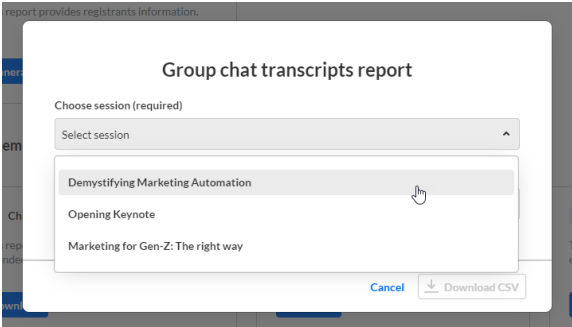
For all other reports, click **Download**. Depending on the type of report, the following occurs:

- You are prompted to select start and end days/times, then you may download the CSV. This is the case with the Polls and quiz activity report.



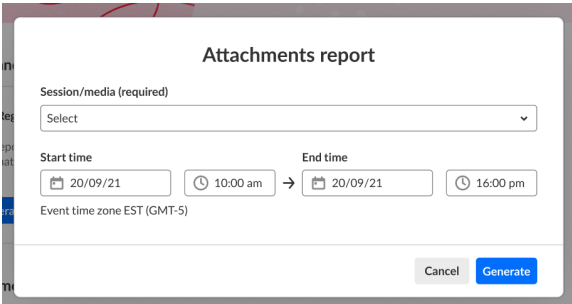
The screenshot shows a dialog box titled "Poll and quiz activity report". It contains two date and time pickers: "Start time (required)" and "End time (required)". Each picker has a calendar icon for the date and a clock icon for the time. Below the pickers, it says "Event time zone EST (GMT-5)". At the bottom right, there are two buttons: "Cancel" and "Download CSV".

- You are prompted to choose a session, then you may download the CSV. This is the case with the Group chat transcripts report.




The screenshot shows a dialog box titled "Group chat transcripts report". It has a "Choose session (required)" section with a dropdown menu labeled "Select session". The dropdown is open, showing three options: "Demystifying Marketing Automation", "Opening Keynote", and "Marketing for Gen-Z: The right way". At the bottom right, there are two buttons: "Cancel" and "Download CSV".

- You are prompted to choose a session/media and start and end days/times, then you may download the CSV. This is the case with the Attachments report.



The screenshot shows a dialog box titled "Attachments report". It has a "Session/media (required)" dropdown menu with "Select" as the current selection. Below this, there are two date and time pickers: "Start time" and "End time". The start time is set to "20/09/21" at "10:00 am" and the end time is set to "20/09/21" at "16:00 pm". Below the pickers, it says "Event time zone EST (GMT-5)". At the bottom right, there are two buttons: "Cancel" and "Generate".

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 reports

Lead scoring

Chat user activity

Chat moderation report

Moderator transcript

Polls activity

Group chat transcripts

Attachments
