

## Analytic reports for events

Last Modified on 12/21/2025 1:03 am 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.

← All

Event site Patrick Lorimer

Virtually Live! 2023

## Overview

21 : 04 : 16 : 54  
days hrs min sec

 Overview

 Event details

 Branding

 Registration

 Agenda

 Media

 People

 Interactions

 Analytics

Summary

Registration

**Reports**

 Integrations

 Settings



### 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  
**LIVE**



#### 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](#)
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-  [Media](#)
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## Reports



Generate and download your event chat reports in CSV format.



### Attendance

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

Registrant information from all form fields

[Generate](#)

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

Attendee RSVP information for selected sessions

[Generate](#)

### Engagement

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

This report ranks leads based on attendee profile & engagement scores

[Export via email](#)

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

Participant chat and engagement activity

[Generate](#)

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

Moderator actions and Q&A message activity

[Download](#)

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

Full transcripts of Q&A exchanges

[Download](#)

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

Poll, quiz, reaction and all other interaction activity

[Download](#)

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

Full chat transcripts for selected sessions

[Download](#)

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

This report provides the attendee and their certification status.

[Download](#)

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

Attendee downloads of attachments

[Generate](#)



The image above depicts a **non-public** Q&A experience for Chat and Collaboration.

If your account administrator has enabled a **public** Q&A experience for Chat and Collaboration, **Q&A activity** and **Q&A transcripts** will display a **Generate** 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](#).

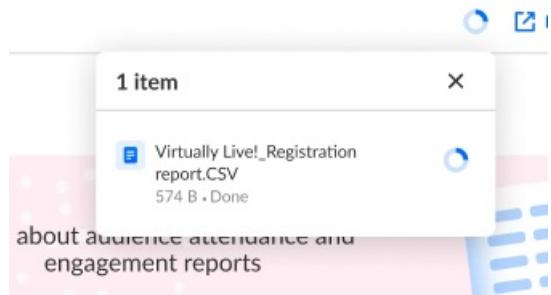
## Reports page functionality

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

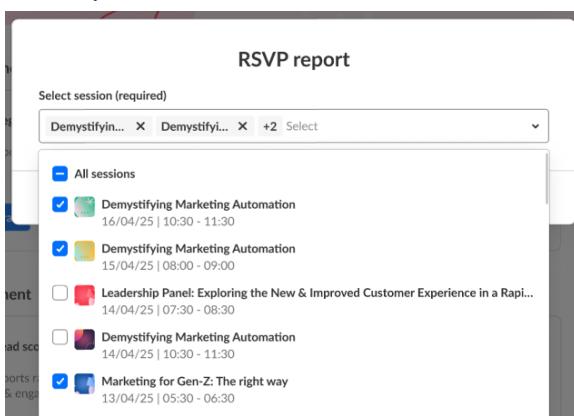
## Registration, RSVP, User activity, Interaction activity, Chat transcripts, and Attachments reports

Click the **Generate** button.

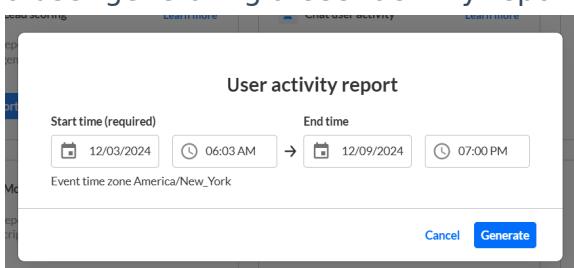
- In the case of the *Registration report*, the report immediately begins generating. Once the report is generated, the **Download** button is displayed allowing you to download the report.



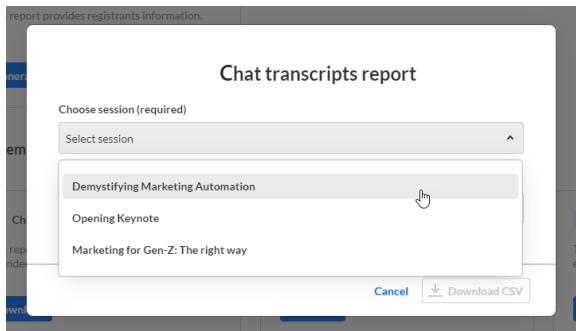
- For the *RSVP report*, you are prompted to choose a session, then you may generate the report.



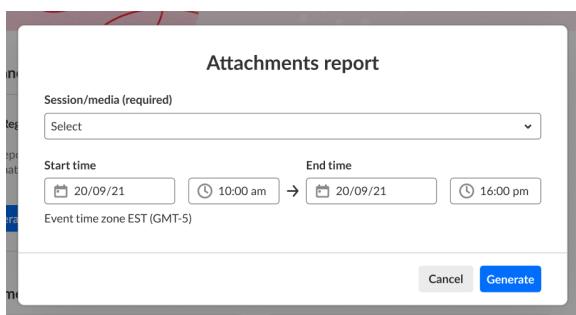
- For the *User activity* and *Interaction activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a User activity report.



- For the *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.

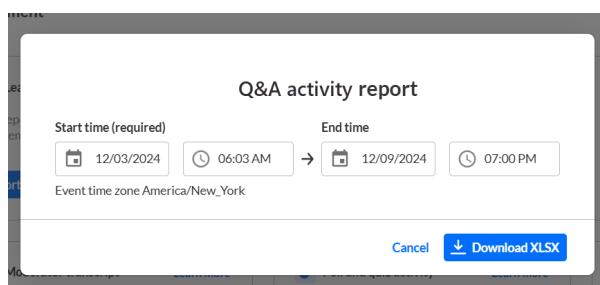


## Lead scoring report

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.



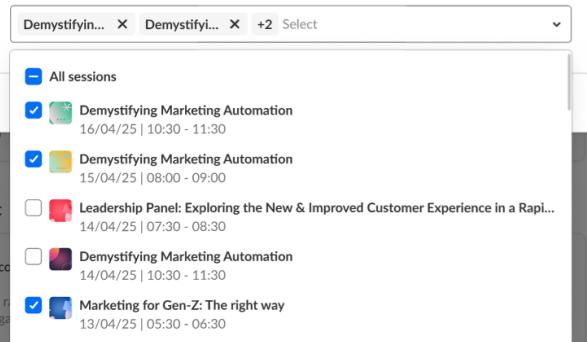
## Q&A activity and Q&A transcript reports - **public** Q&A experience

Click **Generate**. You are prompted to choose a session, then you may generate the report. Below is an example of a user generating a Q&A activity report.



## Q&A activity report

Select session (required)

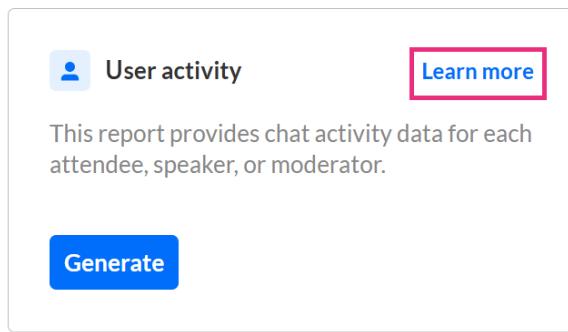


A screenshot of a web interface for a Q&A activity report. At the top, there is a dropdown menu titled "Select session (required)" containing the text "Demystifyin... X Demystifyin... X +2 Select". Below this is a list of sessions with checkboxes and icons. The sessions are:

- All sessions
- Demystifying Marketing Automation 16/04/25 | 10:30 - 11:30
- Demystifying Marketing Automation 15/04/25 | 08:00 - 09:00
- Leadership Panel: Exploring the New & Improved Customer Experience in a Rapi... 14/04/25 | 07:30 - 08:30
- Demystifying Marketing Automation 14/04/25 | 10:30 - 11:30
- Marketing for Gen-Z: The right way 13/04/25 | 05:30 - 06:30

## Learn more

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



A screenshot of a report card for "User activity". The card has a blue header bar with the text "User activity" and a "Learn more" button, which is highlighted with a pink border. Below the header, there is a text area: "This report provides chat activity data for each attendee, speaker, or moderator." At the bottom of the card is a blue "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 - 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](#)

[Attachments](#)

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