Analytic Reports

Last Modified on 08/20/2025 9:32 pm IDT
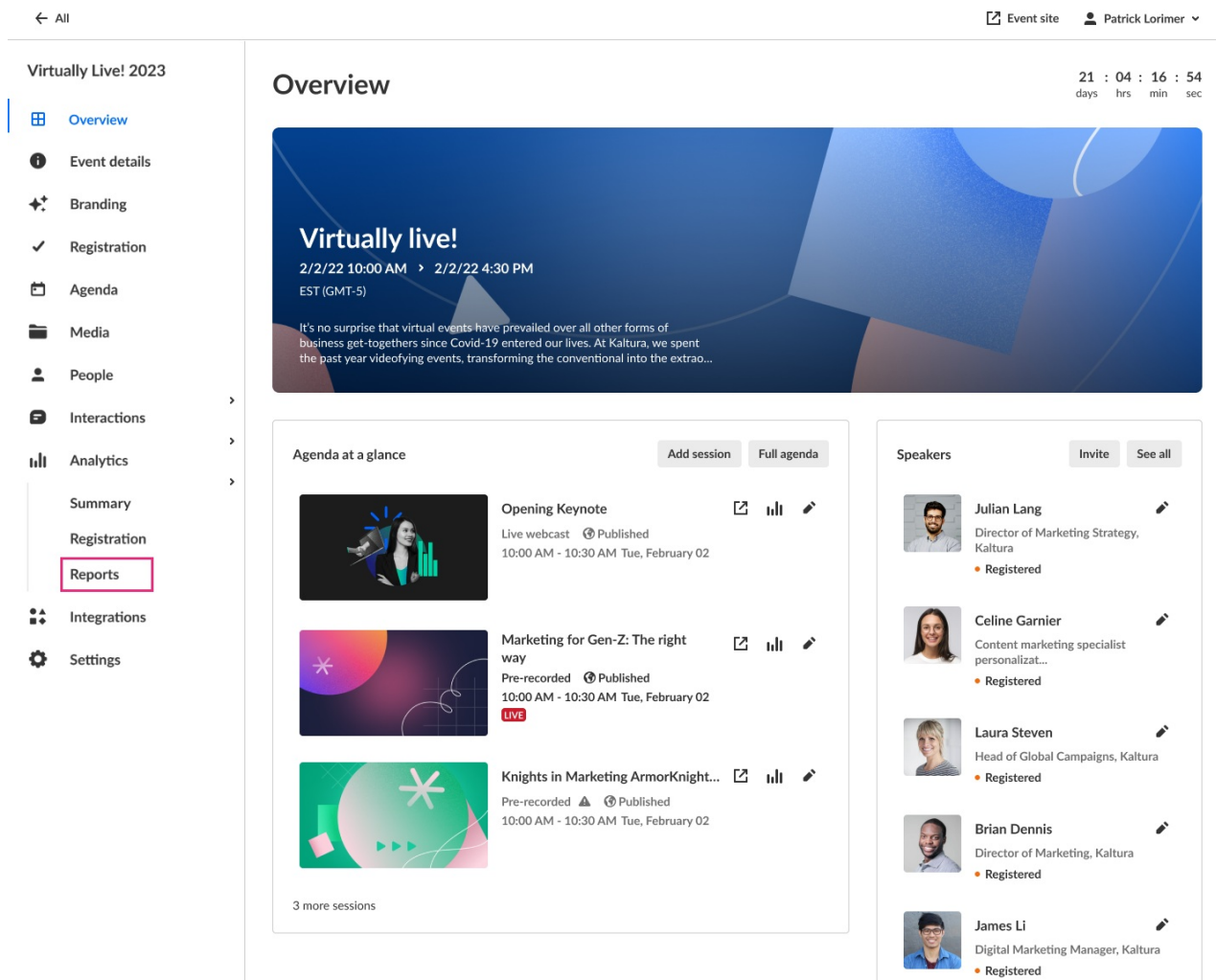

👥 **This article is designated for all users.**

About

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

Navigate to the Reports page

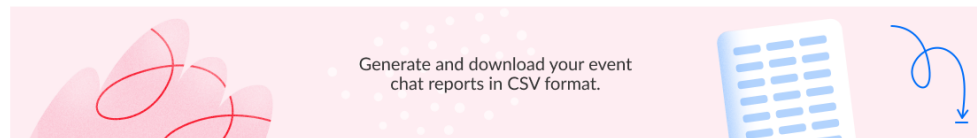From the Event page, choose Reports from the Analytics tab pull-down menu.

The Reports page displays.

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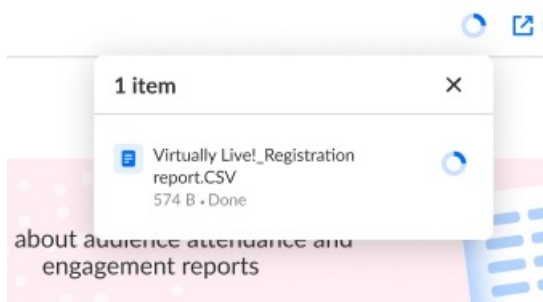
For the *Chat user activity* and *Poll and quiz activity reports*, you are prompted to select start and end days/times, then you may download the CSV. Below is an example of a user generating a Chat user activity report.
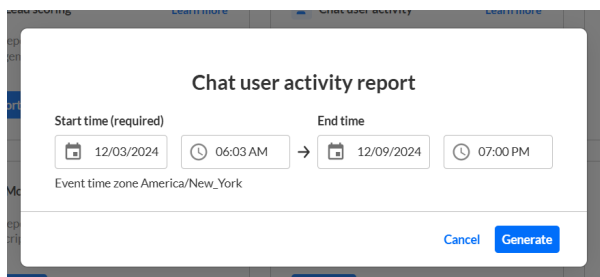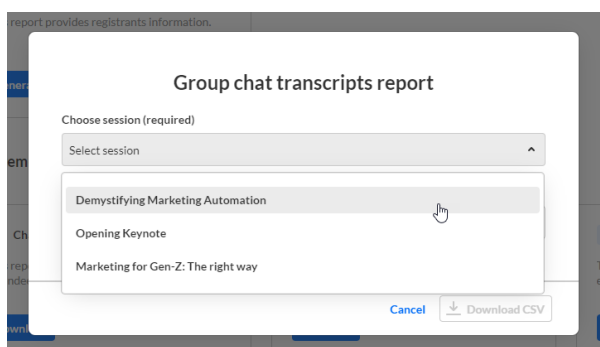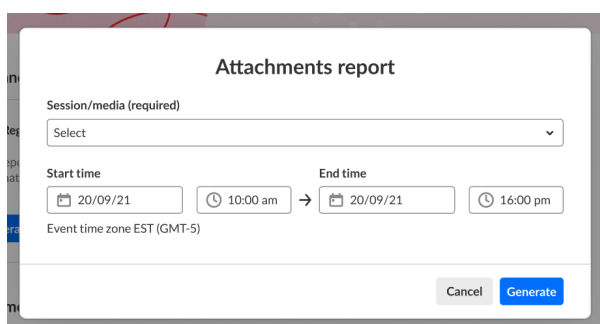

For the *Group chat transcripts report*, you are prompted to choose a session, then you may download the CSV.
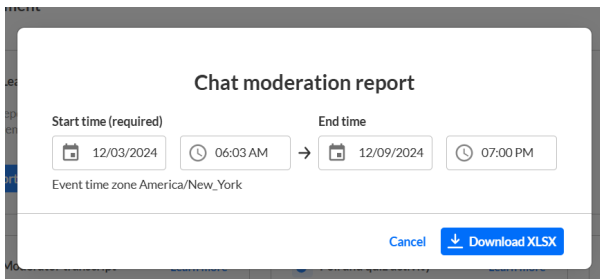

For the *Attachments report*, you are prompted to choose a session/media and start and end days/times, then you may download the CSV.

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.

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

Attendance reports

Registration

RSVP

Engagement reports

Lead scoring

Chat user activity

Chat moderation

Moderator transcript

Poll and quiz activity

Group chat transcripts

Attachments