



Reports

Reports analyze activity on the portal or pull data from the member, catalog or user databases. Portals come with standard reports that can be customized and saved.

Reports Overview

Standard Reports

Standard reports are on each portal and can be updated or saved as a custom report.

Quick Reports (Click Options, then Update to run a report)

Name	Description	Last Updated	Status	Options
Content Posts	All activity in the last 30 days	05/24/2019 01:42 PM	Ready	Options ▾
Emails	All emails sent in the last 30 days	05/24/2019 01:33 PM	Ready	Options ▾
Events	All activity in the last 30 days	07/10/2019 01:53 PM	Ready	Options ▾
Forms	All activity in the last 30 days	09/18/2019 05:45 PM	Ready	Options ▾
Users	All users on the site	03/16/2019 08:51 PM	Ready	Options ▾
Catalog Activity	All activity in the last 30 days	08/23/2019 11:25 AM	Pending	Options ▾
Catalog Administration	All catalogs on the site	11/26/2018 04:14 PM	Ready	Options ▾
Member Activity	All activity in the last 30 days	03/16/2019 08:49 PM	Ready	Options ▾
Member Administration	All members on the site	12/05/2018 01:49 PM	Ready	Options ▾

Custom Reports

Custom reports can display specific fields from the system or administration. They can be saved for use by all site administrators or only viewable by the person that created it.