

HELP FILE

Run Reports and View History

GoToWebinar allows you to export reports of your meeting history, attendee stats, and more. You can choose from several different types of reports to generate, depending on what details you are looking for.

Are you seeing a different dashboard? You've opted in to GoToWebinar's fresh new look! Click here (</gotowebinar/help/run-reports-and-view-history-g2w210033>) for help on the new experience.

Generate a report

This tool comes in handy when you need details on your sessions including attendee information, questions and answers,, and more. All data will be exported to an Excel (.xlsx) or comma-separated values (.csv) file.

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1. Log in (/gotowebinar/help/how-to-log-in-g2w010001) to your account online.
2. Select **Generate Reports** in the left navigation.
3. Select the report type:
 - Registration Report (/gotowebinar/help/registration-report-g2w050001) – Shows when each person registered for the training and their answers to the registration questions.
 - Attendee Report (/gotowebinar/help/attendee-report-g2w050002) – Shows details about each attendee, including registration information and how long they attended the session.
 - Performance Report (/gotowebinar/help/performance-report-g2w050003) – Shows high-level statistics on the session.
 - Survey Report (/gotowebinar/help/survey-report-g2w050004) – Shows a session's Survey questions and attendee's answers.
 - Recorded Webinar Report (/gotowebinar/help/recorded-webinar-report-g2w050005) – Shows details about viewers and when the recording was downloaded.
 - Q&A Follow-Up Report (/gotowebinar/help/q-a-follow-up-report-g2w050009) – Shows details about questions asked by attendees and any answers during a session.
3. Choose a date range within the last year, or choose specific From and To dates to filter your report data.
4. Click **Show Webinars** to see the results.
5. To export the data, click **Generate Excel Report**.

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Generate Reports

Step 1: Select Report Type

- Registration Report**
Shows when each person registered for the webinar or its associated recording, and their answers to the registration questions.
- Attendee Report**
Shows details about each attendee, including questions they asked during the webinar and how long they attended it.
- (NEW) Q&A Follow-Up Report**
Shows questions asked by each attendee, your response, and attendee's contact information to follow up.
- Performance Report**
Shows high-level engagement statistics about registration, attendance and feedback.
- Recording Report**
Shows when each person registered to view a recording, as well as their name and email address.
- Survey Report**
Shows survey questions and attendees' answers.
- Webinar Insights**
Shows charts and data about attendance and engagement.

Step 2: Choose Report Period

Within: Yesterday
 Last 7 Days
 Last 30 Days
 Last 90 Days
 Last 180 Days
 Last 365 Days
 Today
 Tomorrow
 Next 7 Days
 Next 30 Days
 Next 90 Days
 Next 180 Days
 Next 365 Days

From: **To:**

Step 3: Select Report

Date	Time	Title	Registrants
<input checked="" type="radio"/> Mar 28, 2018	2:00 PM	Monthly Review	1

(i) If a webinar has just finished, it may be up to 15 minutes before its reports are available.

Step 4: Select Report Format

- Excel (XLSX)**
- Comma-separated values (CSV)**

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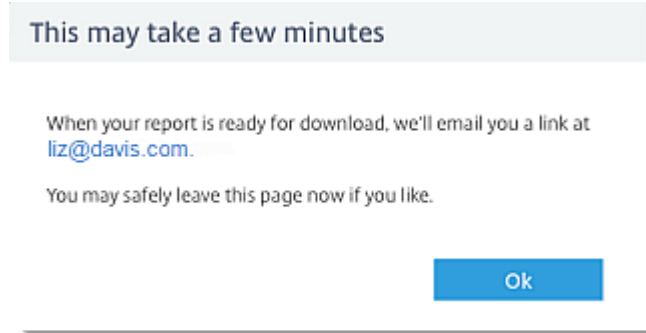
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Be notified of report status via email

When you're generating and running reports for a large amount of registrants, it can often take up to 15 minutes. Rather than staying on the reports page and waiting, you will receive notification emails of the report status.

1. Once you select **Generate Report**, you will see a Spinning icon  letting you know that the generating process has begun.

- **If the report takes less than 15 seconds to generate**, it will be immediately downloaded onto your computer.
- **If the report takes longer than 15 seconds to generate**, you will see a new message assuring you that an email will be sent to you when the report is ready for download and that you may leave the page without interrupting the generating process.



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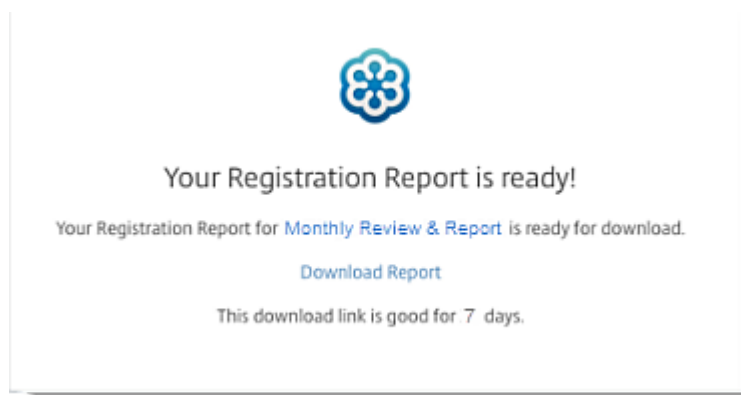


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2. When a report has been successfully generated, you will receive an email with a **Download Report** link. If the report was not successfully generated, you will receive an email with a link to  try generating and running the report again.



View past reports

You can access any reports that you've ran within the last 7 days. This means viewing and downloading past reports without having to generate them again. To access, these reports, you can use the **Download Report** link provided in the email sent to you. This link will remain active for 7 days after the report was run, and then it will expire.

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