

Accessing the Reports

Log into https://uthealth.webex.com



1. Click the (^) in the upper, right corner next to your name and select **My reports**.

Webex Events:

Registration Report

View registration information, and send reminder emails before the event. After the event,

Attendance Report

View attendance information for any event. You can send follow-up emails after the event.

To view attendance information for any event, provide your search criteria below. **Note:** You can generate reports for only dates up to three months prior to today.

From:	August v 16 v 2020 v
To:	September \vee 16 \vee 2020 \vee
Search by:	Event name v Optional
	Display Report
Export List Report	

2. Under WebEx Events select Attendance Report.

3. On the Usage Report page, set a date range and click **Display Report**.

NOTE: You can generate reports for only dates up to three months prior to the day.



Topic	Meeting Type	Date †	Start time	Duration	Invited	Registered	Attended	Tele
Training Workshop	PRO	3/11/20	9:09 pm	4 mins	0	N/A	2	Detail
Training Workshop	PRO	3/11/20	9:04 pm	5 mins	0	N/A	3	Detail
Training Workshop	PRO	3/11/20	8:49 pm	6 mins	0	N/A	2	Detail
Training Workshop	PRO	3/11/20	8:36 pm	5 mins	0	N/A	2	Detail
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4. An **Attendance Summary Report** will appear. To see the attendance for a particular meeting, **click** on the name of the meeting.

Detai Session detail for 'Training	il Report ^{Workshop} :		Printer-friendly Format Export Report		
Participant 1					
Name:		Email:			
Invited:	No	Registered:	N/A		
Date:	3/11/20	Start time:	9:05 pm		
End time:	9:05 pm	Duration:	1 min		
Company:		Title:			
Phone Number:		Address 1:			
Address 2:		City:			
State/Province:		Country/region:			
ZIP/Postal Code:		Network joined from:	External		
Participant 2					
Name:		Email:			
Invited:	No	Registered:	N/A		
Date:	3/11/20	Start time:	9:04 pm		
End time:	9:08 pm	Duration:	4 mins		
2					

5. An **Attendance** report will be created, with options to print and export. You can export or download the data to a comma-separated values (CSV) file which you can then open in a spreadsheet program such as Microsoft Excel. You can also print reports in a printer-friendly format.

Note: Depending on how much the WebEx servers are being utilized, you may have to wait up to 24 hours for this report to generate.

Note: Report formats will appear based on the type of Attendance report. The report shown here is a Training Attendance report.