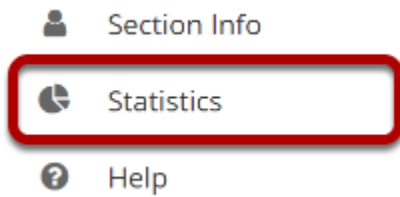# How do I create and run a report?

Go to Statistics.
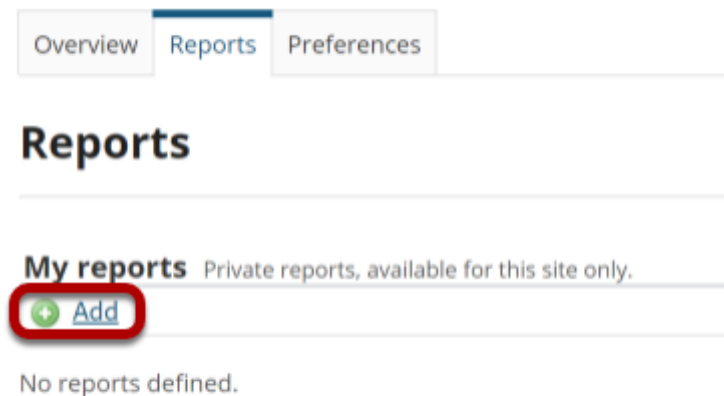

Select the **Statistics** tool from the Tool Menu of your site.

Click Reports.

Click Add.

Enter a title and description. (Optional)

New report

Report Specify report title and description (required when saving/editing the report).

Title: Recent Visits

Description: All visits for the past 7 days for all users.

Note: If you plan to save your report, a title is required.

Select What?

What? Select activity to report.

Activity: Visits

Visits

Events

Resources

Presence Time

This option allows you to configure the type of activity to report. You can choose to report on Visits, Events, Resources, or Presence Time.

Visits

Activity: Visits

Select **Visits** to report on site visits.

Events

Select **Events** to report on activity (either by tool or by event). Click on the desired tools/events in the list of tools displayed. You may also select **All** to display events for all available tools.

Resources

Select **Resources** to report on file/folder activity. This selection can be filtered by the following:

- **Action**: New (file uploaded/folder created), Read (file opened for reading), Revise (file details or contents changed), or Delete (file/folder deleted)
- **Resources**: Restricts report to selected files/folders or to files under selected folders

Select When?

This option allows to configure the time period to report.

- **All**: All activity since site creation
- **Last 7 days**: Activity from the last 7 days
- **Last 30 days**: Activity from the last 30 days
- **Last 365 days**: Activity from the last 365 days
- **Custom**: Activity from a user-specified date interval

Select Who?

This option allows to configure the users to report.

- **All**: All site users
- **Role**: Users with the a user-specified role
- **Group**: Users with the a user-specified group

- **Custom**: Users selected from the presented list
  Multiple users can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.
- **None**: To report users that don't match all the specified report conditions (e.g., selecting "Visits" + "All" date + "None" will report users that never visited the site)

Select How?

This option allows you to configure how the report will be presented. **Totals by:** defines how to group report data (e.g., selecting "User" + "Date" will present a report grouped by user and date). Multiple fields can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.

Select additional specifications.

- **Number of results**: Allows you to limit the number of report results
- **Presentation**: Defines how the report will be presented (table and/or chart)
- **Chart type**: Defines the type of chart to be presented (bar, pie, or timeseries [line or bar])
- **Chart data source/Chart series source**: Defines the main source of chart data
- **Grouped by**: Defines the grouping field for bar chart data

Click Save Report.

Click **Save Report** to save this report to your list of custom reports.

*Tip: If this is a one-time report that you do not want to save, you may select **Generate Report** instead to run it without saving.*

Click on the report title to run the report.

View report.