How do I print a report?
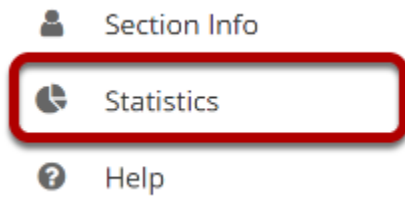
Go to Statistics.

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

View a report.

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click the Printable Version link.

Report: 'Recent Visits'

Printable version

Description:	All visits within the last 7 days
Site:	"TEST 003 015 Summer 2020" (dd183f90-6478-46bd-a980-ea8f14716694)
Activity type:	Visits
Date range:	Apr 1, 2020 - Apr 7, 2020 (Sakai server time zone)
User selection type:	All
Report generated:	Apr 7, 2020 8:33 PM EDT

Showing 1 to 2 of 2 items

|< | < | Show 20 items ▼ | > | >|

User ID	Name ▲	Event	Date	Total
demoinstructor	Instructor, Demo	Site visit	Apr 6, 2020	6
demoinstructor	Instructor, Demo	Site visit	Apr 7, 2020	8

Click Send to printer.

Send to printer

Report: 'Recent Visits'

Description:	All visits within the last 7 days
Site:	"TEST 003 015 Summer 2020" (dd183f90-6478-46bd-a980-ea8f14716694)
Activity type:	Visits
Date range:	Apr 1, 2020 - Apr 7, 2020 (Sakai server time zone)
User selection type:	All
Report generated:	Apr 7, 2020 11:00 PM EDT

User ID	Name ▲	Event	Date	Total
demoinstructor	Instructor, Demo	Site visit	Apr 6, 2020	6
demoinstructor	Instructor, Demo	Site visit	Apr 7, 2020	12

Your report will open in a new window for easier printing. Click on the **Send to printer** link in the top left corner to print your report.