

Generating Reports

1. Click [Control Panel > Reports > User & Usage Reports](#)
2. Locate the desired User, Usage, Permission, or Billing report and click **Generate**.

User Reports		
Report	Description	Action
Emergency Contacts	Tenant list with all emergency contact information	Generate
Non-Tenant User Detail	User list with detailed profile and web usage info	Generate
Portal Usage	Displays the most popular pages on your portal	Generate
Property Checklist History	Displays completed checklists	Generate
Property Roster	Contact list for employees and tenants	Generate
Property Square Footage	Displays square footage entered in the 'Places Setup'	Generate
Tenant Move-In	Tenant list with their respective move-in dates	Generate
Tenant User Detail Report	User list with detailed profile and web usage info	Generate

Usage Reports		
Report	Description	Action
Prospect Lead Report	Displays the prospects who have visited your leasing page	Generate

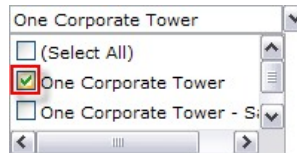
Permission Reports		
Report	Description	Action
Document Library	Displays the permissions of all documents within a specified folder	Generate

Billing Reports		
Report	Description	Action
Scheduler Billing Report	Displays the billing Scheduler report	Generate

3. Select a **Start** and **End Date** using the mini pop-up calendars.



4. Select **Portals to Report** and any other applicable report criteria from the drop-down menus.



5. Click **View Report**.

Start Date	5/21/2011	End Date	6/20/2011	View Report
Portals to Report	One Corporate Tower			

6. The generated report will appear after a short while.

Portal Statistics (5/21/2011 - 6/20/2011)	
Page Requested	Number of Hits
/areainfo.axis	12
/contact/carterteam.axis	2
/contact/profile.axis	60
/Contacts/Engineering.axis	15

/Contacts/Janitorial axis	11
/contacts/leasingteam axis	18
/Contacts/ManagementTeam axis	31
/Contacts/NightCrew axis	5
/Contacts/Parking axis	9
/Contacts/Security axis	13
/Contact/fo axis	12