

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 |

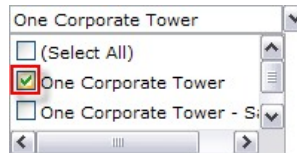
| Permission Reports | | |
|--------------------|---|--------------------------|
| Report | Description | Action |
| Document Library | Displays the permissions of all documents within a specified folder | Generate |

| 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 | <input type="text" value="5/21/2011"/> | End Date | <input type="text" value="6/20/2011"/> | View Report |
| Portals to Report | <input type="text" value="One Corporate Tower"/> | | | |

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

| Portal Statistics (5/21/2011 - 6/20/2011) | |
|--|----------------|
| One Corporate Tower | |
| http://oncorporatetower.com/ | |
| http://oncorporatetower.local/ | |
| http://www.oncorporatetower.com/ | |
| Page Requested | Number of Hits |
| /areainfo.axis | 12 |
| /contact/carterteam.axis | 2 |
| /contactprofile.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 |