





# 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	<a href="#">Generate</a>
Non-Tenant User Detail	User list with detailed profile and web usage info	<a href="#">Generate</a>
Portal Usage	Displays the most popular pages on your portal	<a href="#">Generate</a>
Property Checklist History	Displays completed checklists	<a href="#">Generate</a>
Property Roster	Contact list for employees and tenants	<a href="#">Generate</a>
Property Square Footage	Displays square footage entered in the 'Places Setup'	<a href="#">Generate</a>
Tenant Move-In	Tenant list with their respective move-in dates	<a href="#">Generate</a>
Tenant User Detail Report	User list with detailed profile and web usage info	<a href="#">Generate</a>

Usage Reports		
Report	Description	Action
Prospect Lead Report	Displays the prospects who have visited your leasing page	<a href="#">Generate</a>

Permission Reports		
Report	Description	Action
Document Library	Displays the permissions of all documents within a specified folder	<a href="#">Generate</a>

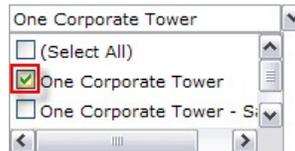
  

Billing Reports		
Report	Description	Action
Scheduler Billing Report	Displays the billing Scheduler report	<a href="#">Generate</a>

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	<a href="#">View Report</a>
Portals to Report	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