

User & Usage Reports

[Control Panel > Reports > User & Usage Reports](#)

Reports	
User & Usage Reports	
Message History Report	
Building Services Reports	

About User & Usage Reports

User and Usage Reports allow you to do everything from monitor the usage of the private back end (Control Panel/ My Workspace) and the public front end (Portal) to User assignment and permission details. Through this you can see which tools and functions are being used most often.

Report Type	Description
User Repots	<ul style="list-style-type: none">• Emergency Contacts: Tenant list with all emergency contact information.• Non-Tenant User Detail Report: User list with detailed profile and web usage information.• Portal Usage: Displays the most popular pages on your portal.• Property Checklist History Report: Displays completed checklists.• Property Roster: Contact list for employees and tenants.• Property Square Footage Report: Displays square footage entered in the 'Places Setup'.• Tenant Move-In: Tenant list with their respective move-in dates.• Tenant User Detail Report: User list with detailed profile and web usage information.
Usage Reports	<ul style="list-style-type: none">• Prospect Lead Report: Displays the prospects who have visited your leasing page.
Permission Reports	<ul style="list-style-type: none">• Document Library: Displays the permissions of all documents within a specified folder.
Billing Repots	<ul style="list-style-type: none">• Scheduler Billing Report: Displays the billing Scheduler report.