





# User & Usage Reports

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