**Usage Reports**

You can generate usage reports that provide information about each online training session that you have hosted. You can generate a report for any dates up to three months prior to the report generation date.

To generate reports, log in to WebEx and click on the **My WebEx** link in WebEx navigation bar.

In the left navigation pane, click on the **My Reports** link to open the **My WebEx Reports** page.

**Note:** The following instructions can be used to generate any report on the My WebEx Reports page. We will use the Usage Report as an example.

To generate a Usage Report, click on the **Usage Reports** link. This report allows you to view usage, such as attendance and duration for both meeting center and training center.

Enter the criteria and click **Display Report**.

The report will be generated. To export the report to Excel, click on **Export Report**.

The Open with dialogue box will open, click OK.
Report Types
The following is a list of reports that can be accessed from My WebEx.

All Services
- **Usage Report**
  View usage information for your meetings or training sessions.

Event Center:
- **Registration Report**
  View registration information, and send reminder emails before the event. After the event, you can also view whether a registrant attended or was absent.
- **Attendance Report**
  View attendance information for any event. You can send follow-up emails after the event.
- **In-Event Activity Report**
  View attendee activity information for an event.
  Note that the in-event activity report is only available for events recorded on the server.
- **Attendee History Report**
  View a list of events for an attendee.
- **Event Recording Report**
  View a list of attendees who have downloaded or viewed an event recording.

Training Center:
- **Live Training Usage Report**
  View attendance, invitation, and registration information for your training sessions.
- **Recorded Training Access Report**
  View access and registration information for your recorded training sessions.
- **Registration Report**
  View registration information for any of your live sessions.