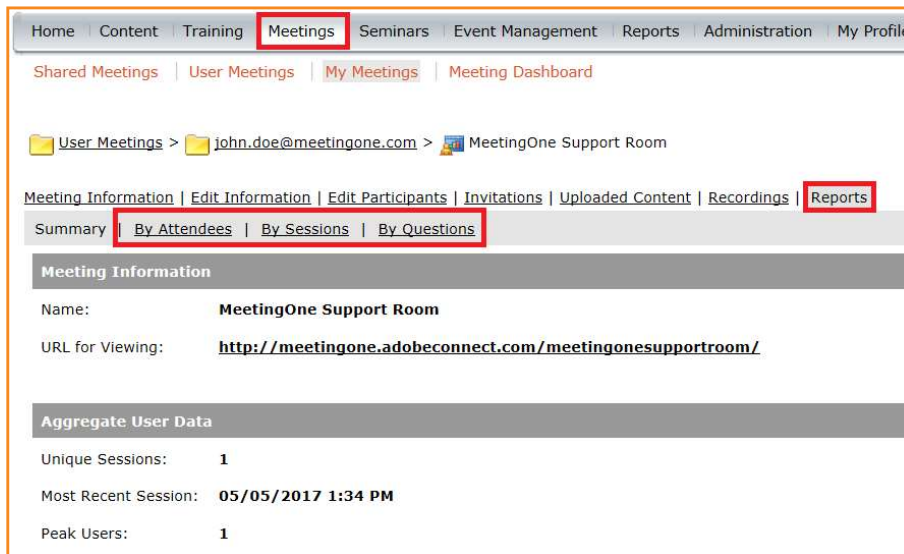


## Reports

Meeting hosts can run **Meeting Reports** from Adobe Connect Central, these reports give a detailed report of attendees, sessions or questions.

Follow the steps below to access basic reports from your Adobe Connect meeting room.

- An Administrator or Meeting Host will need to log into the Adobe Connect account.
- Click on the **Meetings** tab.
- Select to the desired meeting room from the list of meeting created.
- Navigate to the **Reports** Tab once a meeting is selected.
- Here you will be able to pull reports by attendees, sessions or questions/poll for the room.



Home | Content | Training | **Meetings** | Seminars | Event Management | Reports | Administration | My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > john.doe@meetingone.com > MeetingOne Support Room

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | **Reports**

Summary | **By Attendees** | By Sessions | By Questions

**Meeting Information**

Name: **MeetingOne Support Room**

URL for Viewing: <http://meetingone.adobeconnect.com/meetingonesupportroom/>


**Aggregate User Data**

Unique Sessions: 1

Most Recent Session: 05/05/2017 1:34 PM

Peak Users: 1

**By Attendees:** This section will show all attendees who have logged into the meeting room and list the time/date of their login and the duration they stood connected. Click on the “Download Report Data” button to download and save an Excel document locally to your computer with the displayed information.



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Summary | **By Attendees** | By Sessions | By Questions

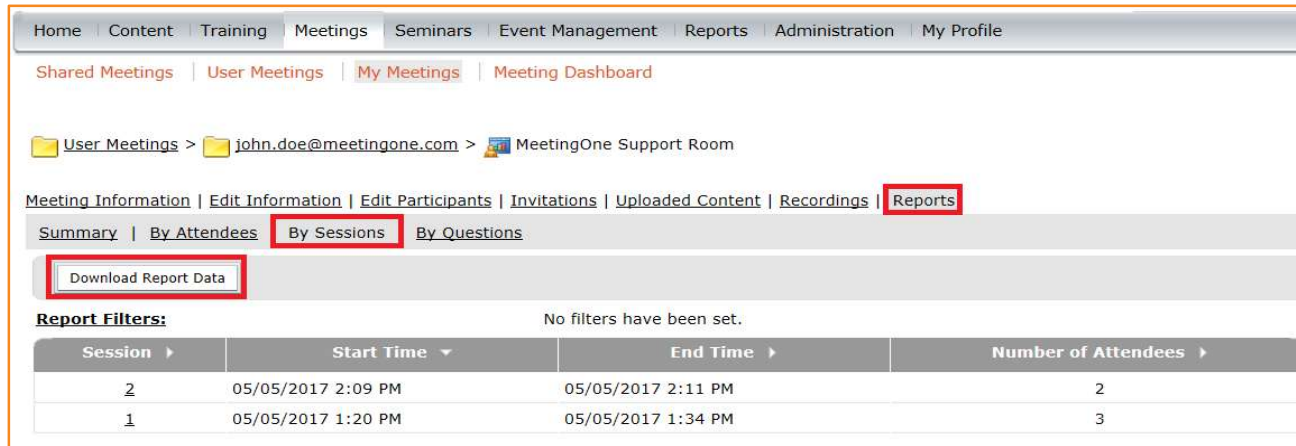
**Download Report Data**

**Report Filters:** No filters have been set.

Name	Login	Time In	Time Out
John Doe	john.doe@meetingone.com	05/05/2017 1:34 PM	05/05/2017 1:34 PM
Jane Doe	janedoe@meetingone.com	05/05/2017 1:26 PM	05/05/2017 1:26 PM
John Jane	johnjane@meetingone.com	05/05/2017 1:20 PM	05/05/2017 1:24 PM

## Reports, continued

**By Sessions:** This section will show all instances the meeting room was used and list the dates, durations and the number of attendees that joined each instance. Click on the **Download Report Data** button to download and save an Excel document locally to your computer with the displayed information.



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Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Summary | By Attendees | By Sessions | By Questions

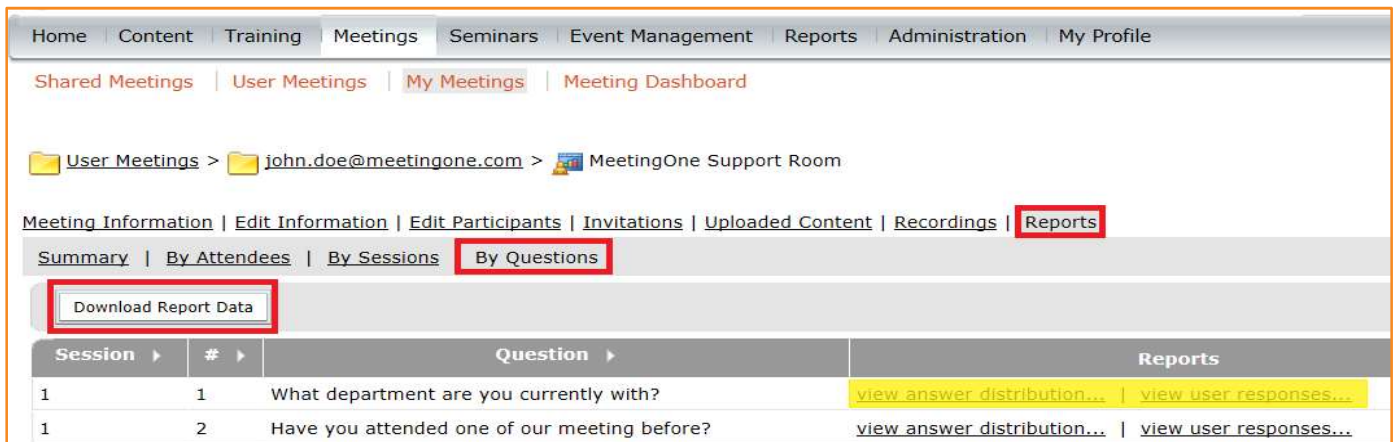
Download Report Data

**Report Filters:** No filters have been set.

Session	Start Time	End Time	Number of Attendees
2	05/05/2017 2:09 PM	05/05/2017 2:11 PM	2
1	05/05/2017 1:20 PM	05/05/2017 1:34 PM	3

**By Questions:** This section will show all polling questions that were done within the room. Click on the **Download Report Data** button to download and save an Excel document locally to your computer with the displayed information

- **View answer distribution:** Will show all user responses and display a pie chart.
- **View user responses:** Will show all user responses and show how many participants selected each option.



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Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Summary | By Attendees | By Sessions | By Questions

Download Report Data

Session	#	Question	Reports
1	1	What department are you currently with?	<a href="#">view answer distribution...</a>   <a href="#">view user responses...</a>
1	2	Have you attended one of our meeting before?	<a href="#">view answer distribution...</a>   <a href="#">view user responses...</a>