## HOW TO PULL USAGE REPORTS



## Step 2: Select "Usage Report"



🖋 Washington State Department of Information Services WebEx Enterprise Site - Windows Internet Explorer										
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🕒 Washington State Department of Information Service 🐘 Home 🔹 🔊 Feeds (J) 🔹 🖃 Read Mail 🖷 Print 🔹 Page 🔹 Safety 🔹 Tools 🔹 🔞 Help 👻										
Forseliated Technology Services + WA Home Products and Services Projects										
Welcome Meetin	g Center 🛛 Training Center Event Center More Services 🔹 📀 My WebEx 👤 grant.snellgrove@cts.w	Log Out								
<ul> <li>My Meetings</li> <li>Productivity Tools</li> <li>Setup</li> <li>My Files</li> <li>My Contacts</li> <li>My Profile</li> <li>Personal Conferencing</li> <li>My Reports</li> <li>Training</li> <li>Support</li> </ul>	Usage Report View usage, such as attendance, duration, and more across all your meetings. Note: You can generate a report for any dates up to three months prior to today. From: September V 18 V 2012 V To: September V 24 V 2012 V Topic: Object Display Report									
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Step 3: Filter by dates or topic and click "Display Report"

Step 4: Select "Export Report" to download usage report into a spreadsheet (FYI: you can click on the topic to see information on participants- also exportable)

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Consolidated Technology Services • WA Home Products and Services Projects										
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Usage Summary Report										
Productivity Tools	Search Results from 9/18/12 to 9/24/12, Pacific Daylight Time (San Francisco, GMT-07:00) Search again									
🥪 My Files	Preliminary Usage Summary Report									
Wy Contacts	Caution: This is a preliminary report. It provides immediate access to session data before the final report becomes available. When the final report is available, session data appears only in the final report, not in the preliminary report. Printer-friendly Format Export Report									
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3 Support	Sort results by clicking on the column headers.  Printer-friendly Format Export Report									
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