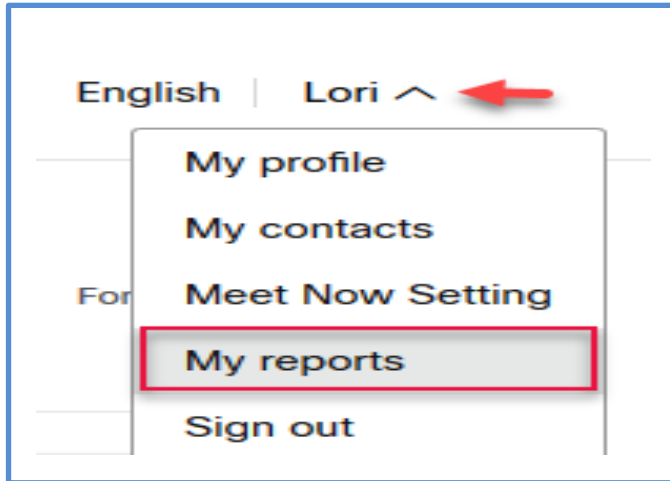
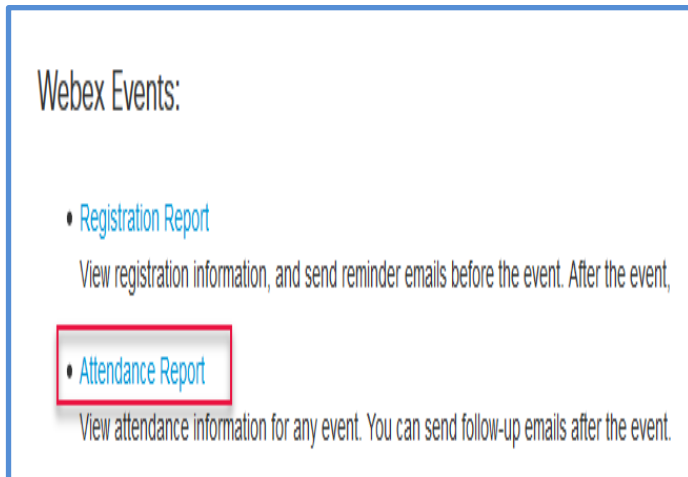


## Accessing the Reports

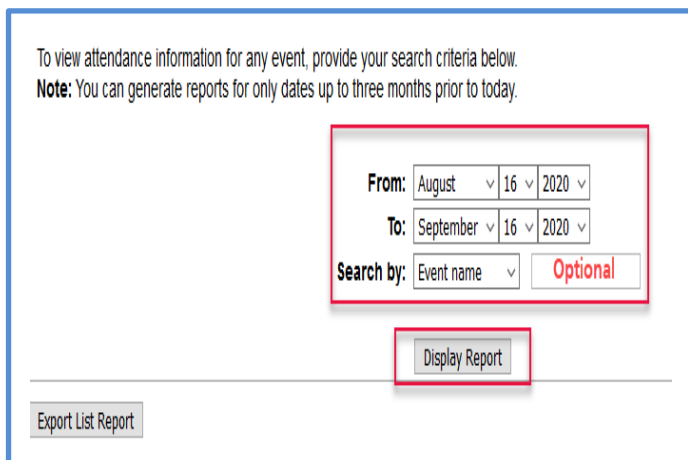
Log into <https://uthealth.webex.com>



1. Click the ( ^ ) in the upper, right corner next to your name and select **My reports**.



2. Under **WebEx Events** select **Attendance Report**.



3. On the Usage Report page, set a date range and click **Display Report**.

**NOTE:** You can generate reports for only dates up to three months prior to the day.

Topic	Meeting Type	Date †	Start time	Duration	Invited	Registered	Attended	Tele
<a href="#">Training Workshop</a>	PRO	3/11/20	9:09 pm	4 mins	0	N/A	2	<a href="#">Detail</a>
<a href="#">Training Workshop</a>	PRO	3/11/20	9:04 pm	5 mins	0	N/A	3	<a href="#">Detail</a>
<a href="#">Training Workshop</a>	PRO	3/11/20	8:49 pm	6 mins	0	N/A	2	<a href="#">Detail</a>
<a href="#">Training Workshop</a>	PRO	3/11/20	8:36 pm	5 mins	0	N/A	2	<a href="#">Detail</a>

4. An **Attendance Summary Report** will appear. To see the attendance for a particular meeting, **click** on the name of the meeting.

### Detail Report

[Printer-friendly Format](#)   [Export Report](#)

Session detail for 'Training Workshop':

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**Participant 1**

Name:		Email:	
Invited:	No	Registered:	N/A
Date:	3/11/20	Start time:	9:05 pm
End time:	9:05 pm	Duration:	1 min
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External

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**Participant 2**

Name:		Email:	
Invited:	No	Registered:	N/A
Date:	3/11/20	Start time:	9:04 pm
End time:	9:08 pm	Duration:	4 mins

5. An **Attendance** report will be created, with options to print and export. You can export or download the data to a comma-separated values (CSV) file which you can then open in a spreadsheet program such as Microsoft Excel. You can also print reports in a printer-friendly format.

**Note:** Depending on how much the WebEx servers are being utilized, you may have to wait up to 24 hours for this report to generate.

**Note:** Report formats will appear based on the type of Attendance report. The report shown here is a Training Attendance report.