Cvent Reporting [1]

January 17, 2025 by Melanie Jones [2]

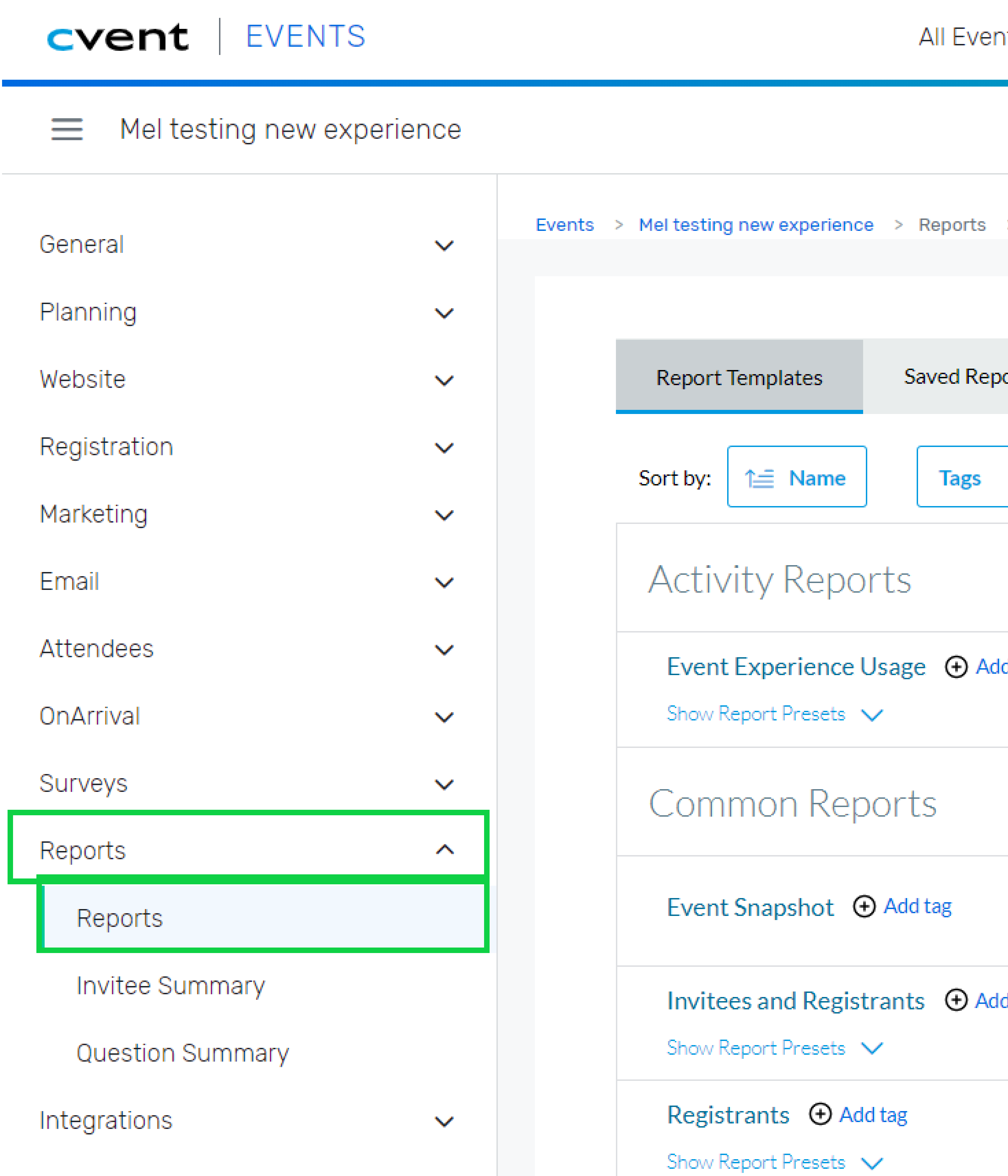
Navigating to Reporting in Cvent varies slightly depending on the type of event you've created. After that - running, customizing, and saving a Report behaves the same, regardless of the event type.

Trying to get your Report Published to the Portal?

Don't forget to share the Report Visibility with your eComm specialist. Otherwise, the eComm specialist will not be able to view the saved Report or Publish it to the Portal. Learn more about the Portal. [3]

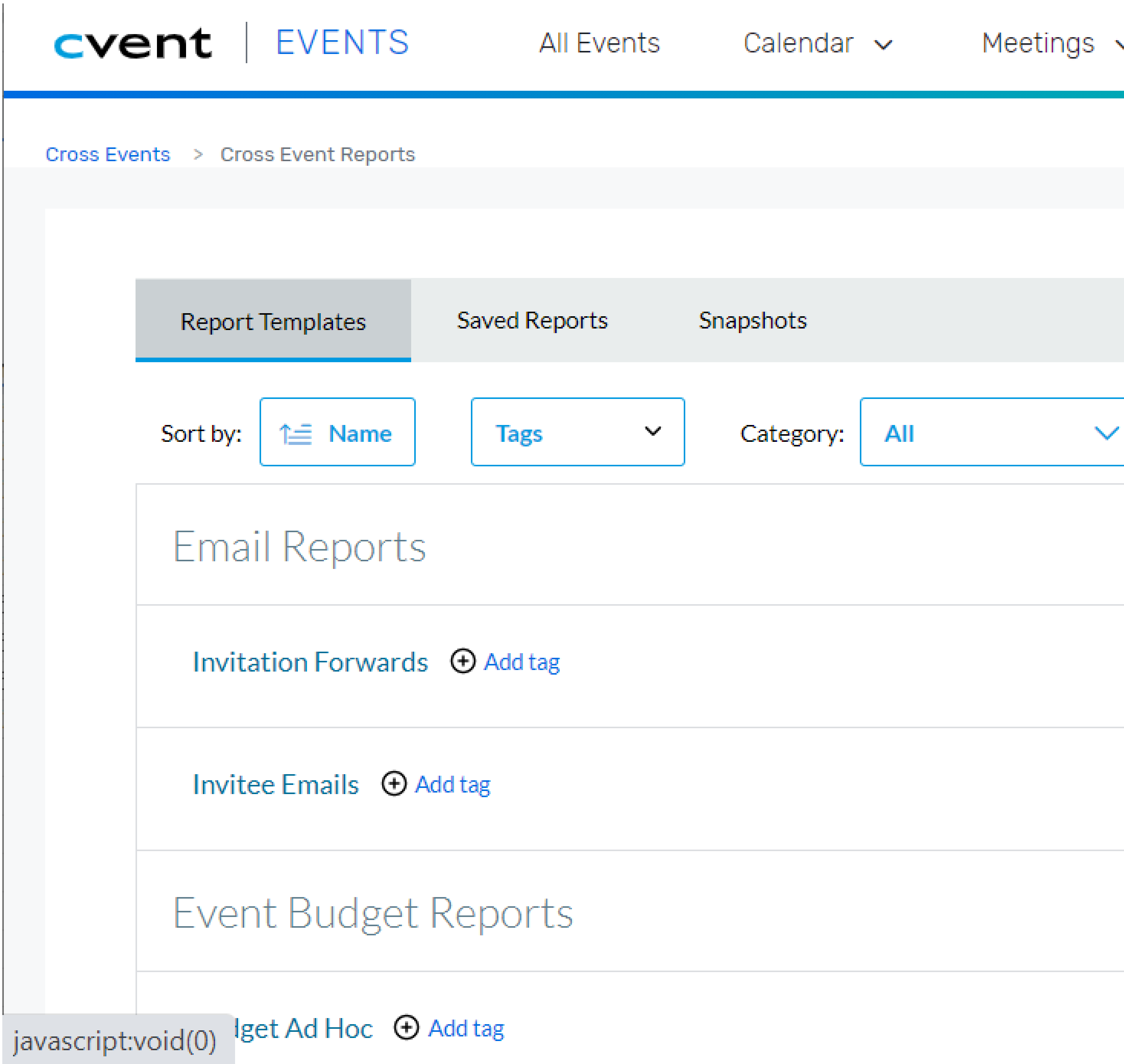
- Flex & Standard Event
- Cross Events

- In the left navigation, click **Reports** after expanding the **Reporting** section



Cross Event Reports allow users to unify data from numerous events, bringing efficiency.

- Hover **More** in the top >> Select **Cross Event Reports** in the dropdown



eComm Hosted Sessions

- Cvent Reporting Basics
- Cvent Cross-Event Reports & Portals

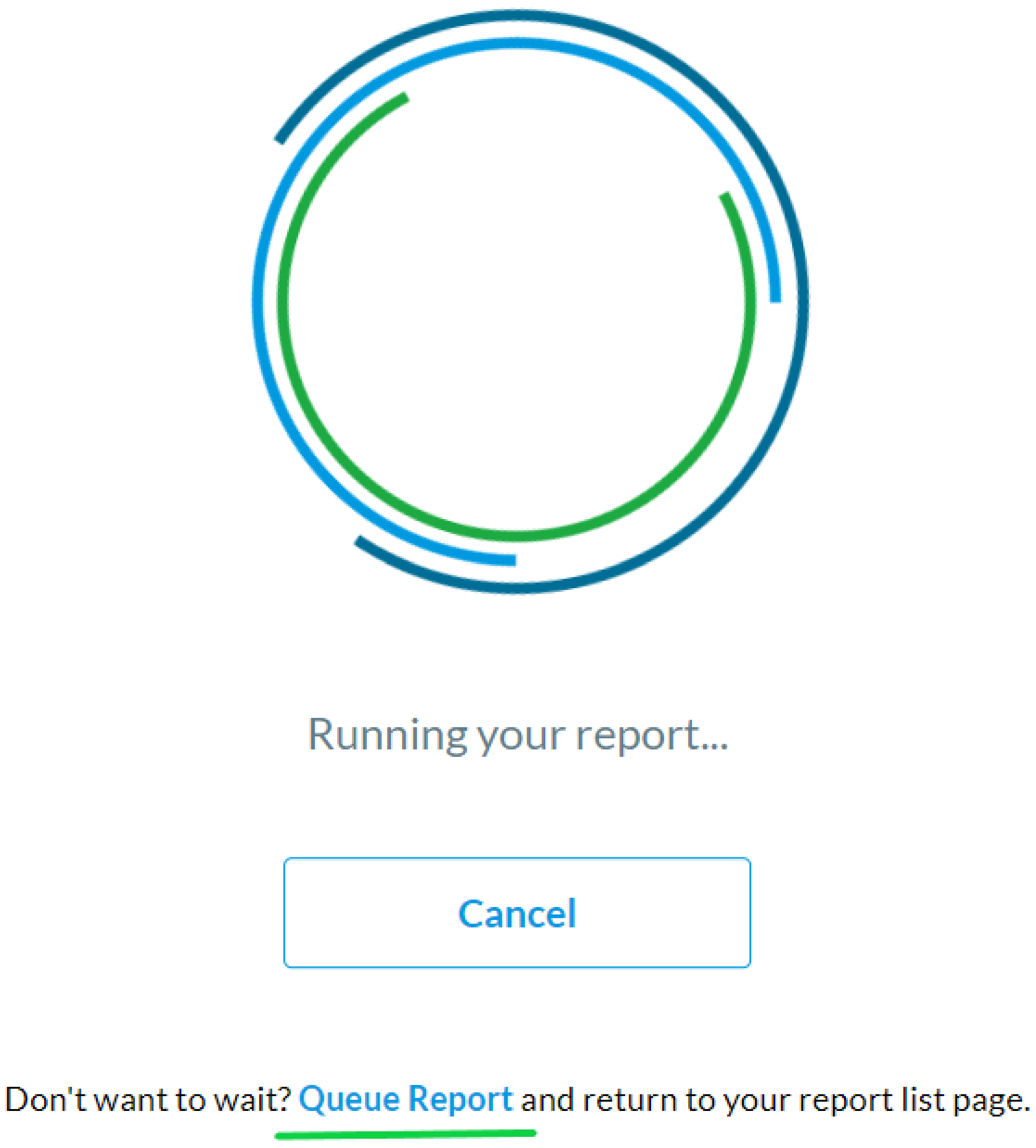
Save When saving your Report, you can expand Report visibility to other licensed Cvent users. This is not the same as publishing reports to the Portal [4] to get others access to reports for free.

You can also schedule a Report to get an email notification at a desired cadence. Only the person saving will get the notification, not all those who have visibility.

TIP FOR LONG RUN TIMES

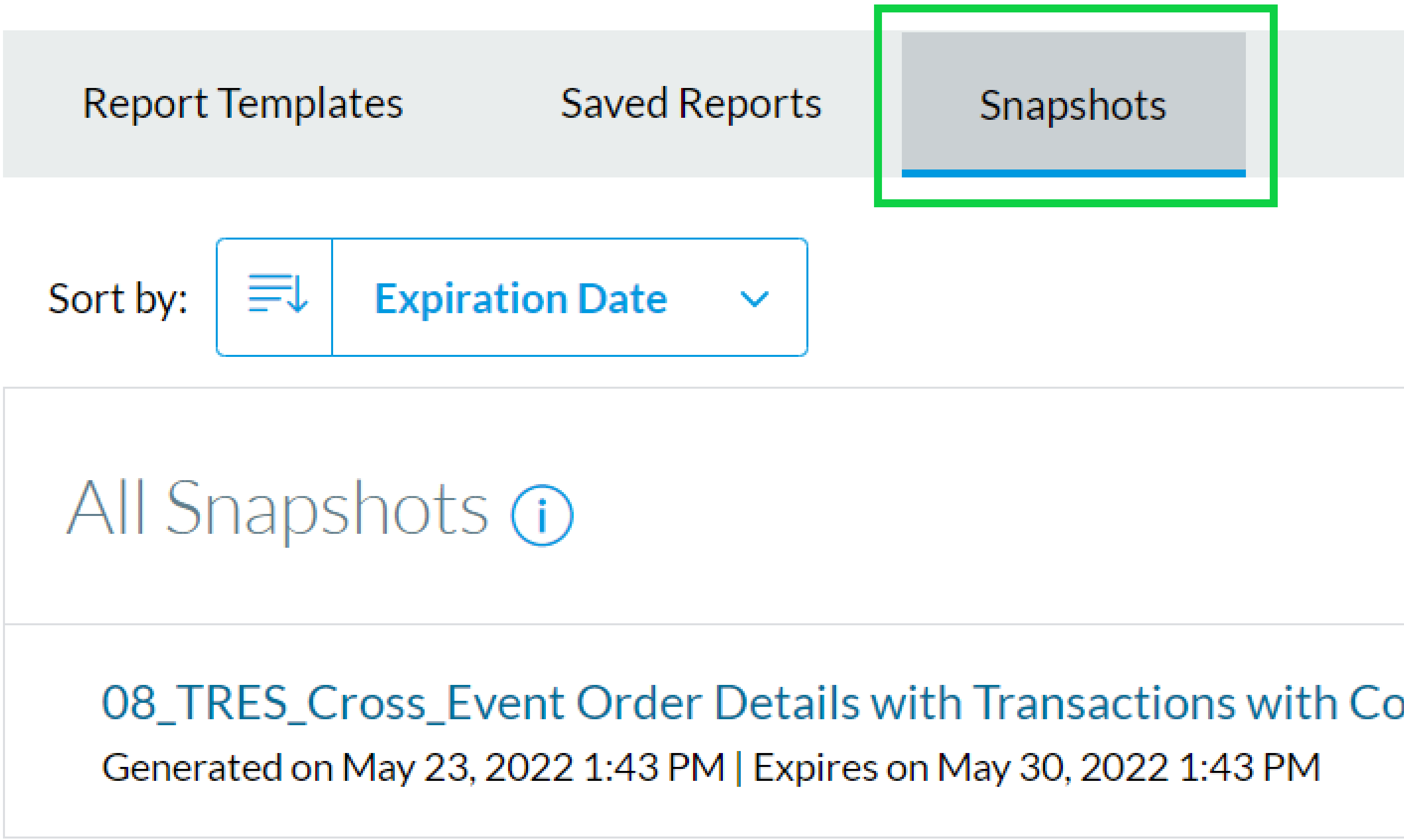
Sometimes Reports can take a long time to run. Whether you are getting logged out or you just don't have the patience, queue the Report and access it when it's ready.

- When the Report is running, select the option below the spinning wheel to **Queue Report**.



- Find the queued report in the **Snapshots** tab
- **View** the report. *Remember the data reflects when the report was queued, not when it is viewed.*
    - Once viewing the report, users can export and filter as usual.

- Delete a view by clicking the dropdown arrow to the right of the View button



- Portal Users **do not** have the same ability to queue reports.

Related Wikis

- 'New' Reporting & Portals vs. Legacy Reports & Parked Report Groups [5]
- Cvent Portal (make Cvent reports accessible to others for free) [3]
- How-To Manage Reports in the Portal (eComm specialists) [4]

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