

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

☰ Mel testing new experience

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Report Templates

Saved Reports

Sort by: ↑≡ Name

Tags

Activity Reports

Event Experience Usage (+ Add)

Show Report Presets ▾

Common Reports

Event Snapshot (+ Add tag)

Invitees and Registrants (+ Add)

Show Report Presets ▾

Registrants (+ Add tag)

Show Report Presets ▾

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

Report Templates

Saved Reports

Snapshots

Sort by:

☰ Name

Tags



Category:

All



Email Reports

Invitation Forwards [⊕ Add tag](#)Invitee Emails [⊕ Add tag](#)

Event Budget Reports

javascript:void(0) Budget Ad Hoc [⊕ Add tag](#)

Comm Hosted Sessions

- [Cvent Reporting Basics](#)
- [Cvent Cross-Event Reports & Portals](#)

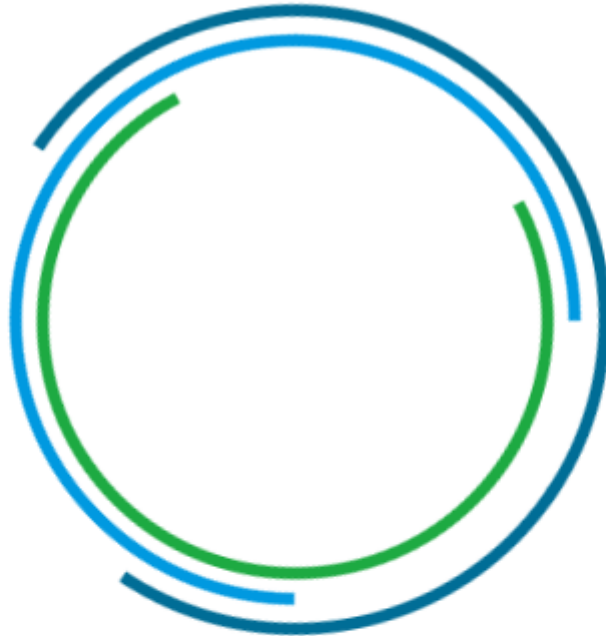
Save When saving your Report, you can expand Report visibility to other licensed Cvent users. This is not the same as [publishing reports to the Portal](#) [4] to get others access to reports for free.

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**.



Running your report...

Cancel

Don't want to wait? [Queue Report](#) and return to your report list page.

- 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

The screenshot shows a reporting interface with three navigation tabs: 'Report Templates', 'Saved Reports', and 'Snapshots'. The 'Snapshots' tab is highlighted with a green border. Below the tabs is a 'Sort by:' dropdown menu set to 'Expiration Date'. The main content area displays 'All Snapshots' with an information icon, followed by a specific snapshot entry: '08_TRES_Cross_Event Order Details with Transactions with Co', generated on May 23, 2022 1:43 PM and expiring on May 30, 2022 1:43 PM.

- 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]

Display Title:

Cvent Reporting

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/ecomm-wiki/cvent-reporting>

Links

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