

Generating Conference Place Reports



Generating meeting reports

Meeting reports provide both summary and detailed information about Conference Place meetings:

- + **Meeting List report.** Lists the meetings and attendance for a given time period.
- + **Meeting Attendance report.** Lists users and the role they played (presenter or attendee), the browser used, the time they arrived and the duration of their attendance for a meeting. It also includes a list of email addresses and company names if attendees and presenters were required to enter this information.
- + **Meeting Poll report.** Indicates how each person attending the meeting voted in response to each Polling slide that was shown. It also includes a percentage summary of the votes.

TO GENERATE A MEETING LIST REPORT

- 1 On the View menu, click "Reports"
- 2 Click the "Meeting List" report. From this report you can generate other reports or change the report date range to generate new information.



TO GENERATE A MEETING ATTENDANCE REPORT

- + On the Meeting List report, click the Meeting ID for the meeting on which you want the Meeting Attendance report.



PRINTING AND SAVING

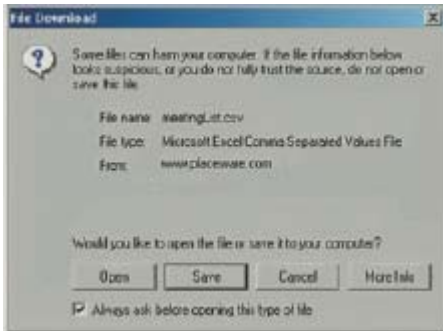
After you generate a report, you can print a copy of it or save it as a comma-separated (CSV) file.

TO PRINT A REPORT

- 1 While viewing a report, click "Print" on your browser's File menu.
- 2 In the Print dialog box, select the options that you want then click "Print". (Options in the Print dialog box will vary.)

TO SAVE THE REPORT AS A CSV FILE

- 1 On the report page that you want to save, click the "CSV Format" button.



- 2 Click "Save" to save the file to your computer.
- 3 Navigate to the location where you want to save the file, enter a name for the file then click "Save".

TO OPEN THE FILE IN MICROSOFT EXCEL

- 1 On the report page that you want to open in Excel, click the "CSV Format" button.
- 2 In the File Download dialog box, click "Open". The file appears in Excel.

Activity Day	Meeting ID	Organizer	Site	Attendance	Reservation	Connect Hours
11/01/2003	Market	Evton		2	10	0:07:17
11/01/2003	FHGTS4	David	Sales	2	5	0:00:14
11/01/2003	Team Review	Sid	Team	2	10	10:43:39
11/01/2003	Product Planning	Katasha		2	15	0:00:17
11/02/2003	Product Review	Katasha		2	15	0:36:01
11/02/2003	Team 2	Sid	Team	5	10	10:23:55
11/25/2003	2P422D	David	Sales	3	5	2:00:32
11/19/2003	Stamps	Perlytt		2	2	0:01:41
11/15/2003	Katasha	Katasha		2	15	1:06:51
11/15/2003	Product Planning	Katasha		2	15	0:14:25
11/15/2003	Team	Sid		7	10	0:23:22
Totals:					39	1:12:37:36:25
Total Number of Meetings:	11					
Total Attendance:	20					
Total Reservation Size:	113					
Total Connect Hours:	37:39:26					
Average per Attended Meeting:	2					

NOTE: To open the file in Excel, you must use Internet Explorer as your browser and have Excel installed on your computer

Learn More About Conference Place

Get the most out of your meetings by taking advantage of all of the Conference Place features. For more information, visit the Conference Place Resource Centre.