Generating a Polling Report
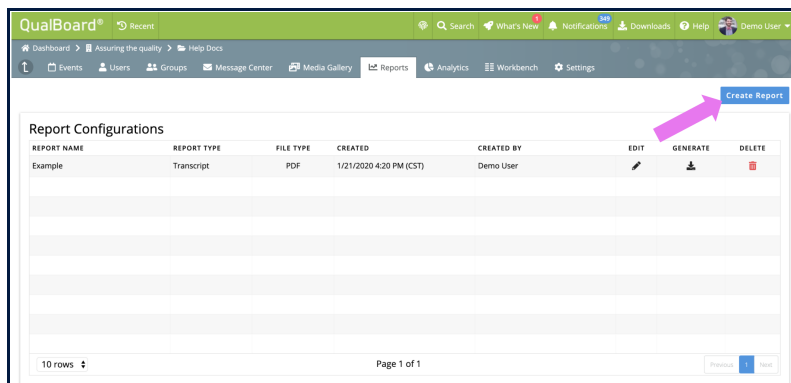
Last Modified on 04/28/2020 4:43 pm EDT

From the Reports tab, click the **Create Report** button **to create your report configuration**.

You're well on your way! Click **Next** for the next step.

First select your report type as Polling.

Your next step is to choose the events or tasks that you want to include in your report.

You can also add filters for users, group tags, and insight tags. **Note** that inside of an individual feature, they are "or'd" together, but between filters they are "and'd" together. For example, User is John or Jilll; however if you also had an insight tag filter it would be "User is John or Jill AND insight tag is "Negative post"

Click Save Report at the bottom to create your report configuration.

Excel is the only file type available for a Polling Report.

Now that your report configuration is saved, click the download icon on the right side to begin downloading the report. If you need to make any edits, simple click the edit icon and save your changes.

Your report will be available for download from the downloads icon at the top of the screen.

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