

Run a Report

Once a report has been [created](#), it can be run to extract specific information from the database. This guide is for running reports while logged into your website. If you are accessing **Run Reports** in the CMS, refer to [this help page](#).

Step-by-step guide

To run a Report:

1. As an Administrator, navigate to **Reporting Run Reports** (/ReportRun.aspx)
2. Select the **System Reports** or **User Reports** tab as required.
3. Click the **Run** button for the report.
4. In **Report Selection Criteria**, set how you want the report to display.
5. Click **Generate**.

Once a report has been run, there are various options for handling the data. Report data can be printed, downloaded as a CSV file or emailed as a CSV attachment.



Related help

- [Report Subscriptions \(Scheduled Reporting\)](#)
- [Configure Scheduled Reporting](#)
- [Report Generator \(Scheduled Reporting\)](#)
- [Create Users to Approve Report](#)
- [Google Tag Manager with Universal Analytics](#)