Creating a Report

Kahootz Support - 2019-11-25 - Reports

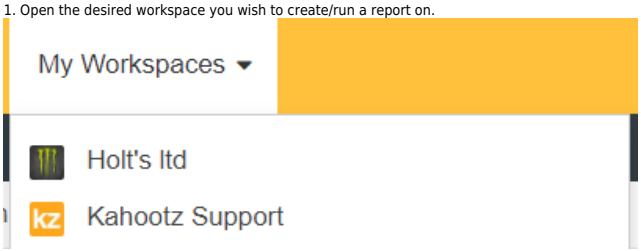
There are 2 ways of creating and running reports within Kahootz.

1st - Request a "manager" within the desired workspace to create the report following these steps on the left.

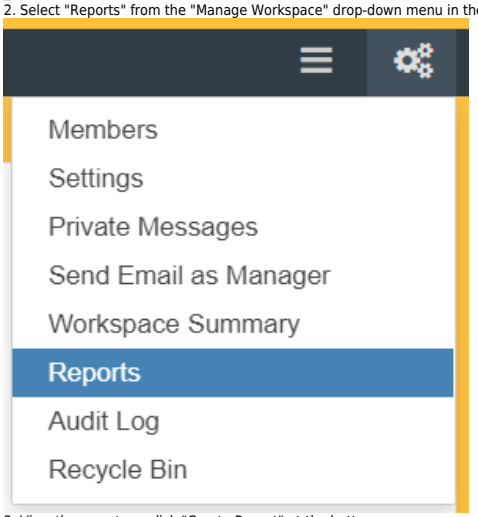
2nd - Request the "site admin" to create the report by following these 3 simple steps on the right.
* The site admin can also run that report on a single workspace or all workspaces.

Workspace Managers	Site Owners & Administrators

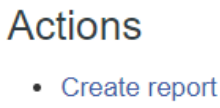
1. Open the desired workspace you wish to create/run a report on.



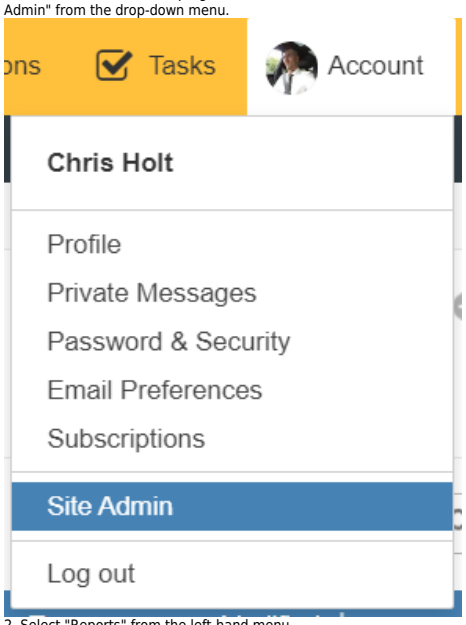
2. Select "Reports" from the "Manage Workspace" drop-down menu in the top right-hand corner.



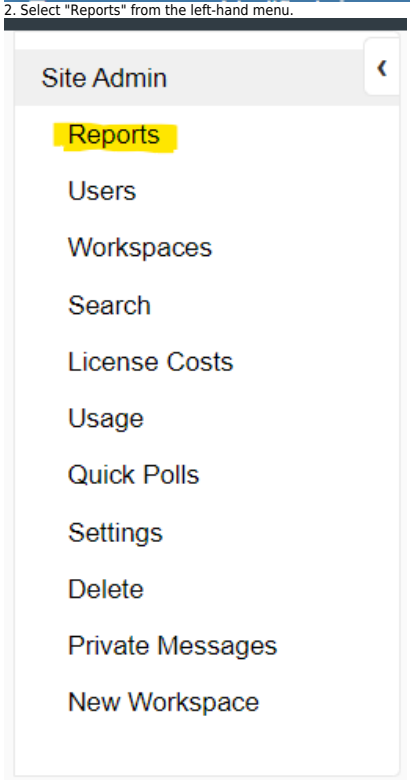
3. View the reports or click "Create Report" at the bottom



1. Click "Account" in the top right-hand corner and then select "Site Admin" from the drop-down menu.



2. Select "Reports" from the left-hand menu.



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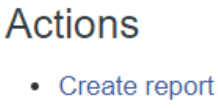

Please review this article "Creating a Report - Wizard Breakdown" for more detailed information on creating the actual report.

Related Content

- Report Attributes List for each Data Type to Report on (Full List)
- Creating a Report - Full Wizard Breakdown for Workspace Managers
- Creating a Report on Users & Teams
- Creating a Report - Total Workspace Items (Docs, Databases etc.)
- Creating a Report - Full Wizard Breakdown for Site Owners