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## Creating a Report

Chris Holt - 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.**

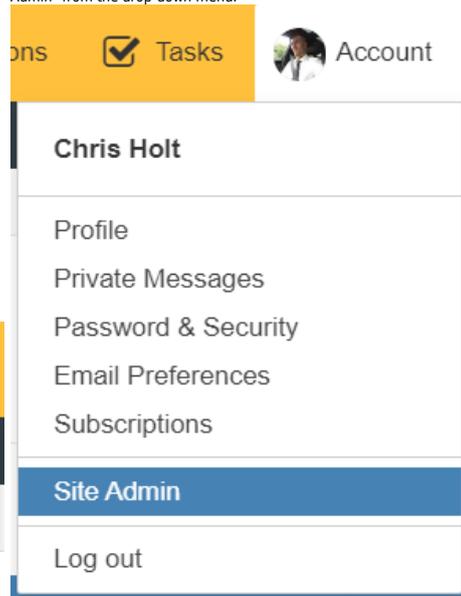
**2nd - Request the "site admin" to create the report by following these 3 simple steps on the right.**

\* The site admin can also run that report on a single workspace or all workspaces.

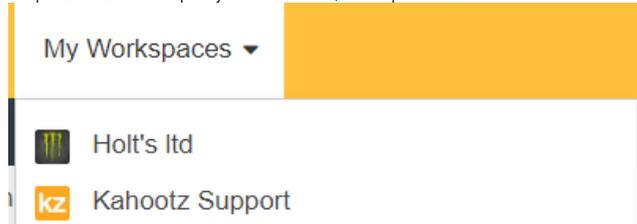
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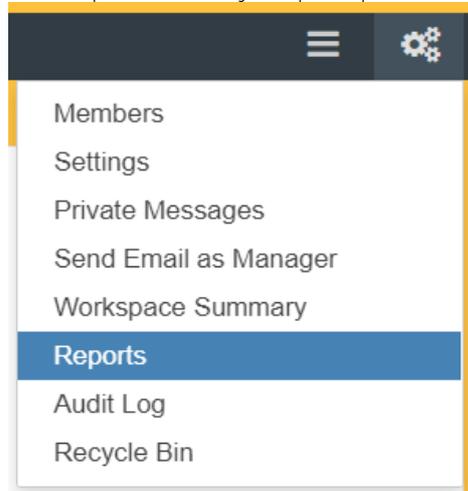
1. Click "Account" in the top right-hand corner and then select "Site Admin" from the drop-down menu.



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.

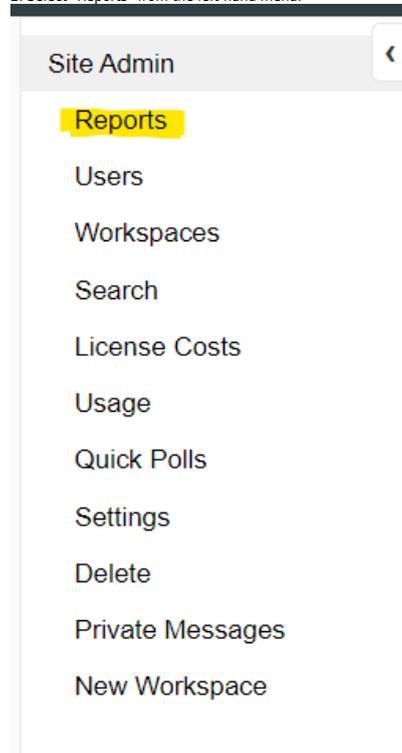


3. View the reports or click "Create Report" at the bottom

## Actions

- [Create report](#)

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



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

## Actions

- [Create report](#)

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 Reports on Users & Teams](#)
- [Creating a Report - Total Workspace Items \(Docs, Databases etc.\)](#)
- [Creating a Report - Full Wizard Breakdown for Site Owners](#)