

Knowledgebase > Managers & Site Owners > Reports > Creating a Report

## Creating a Report

Software Support - 2019-11-25 - Reports

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

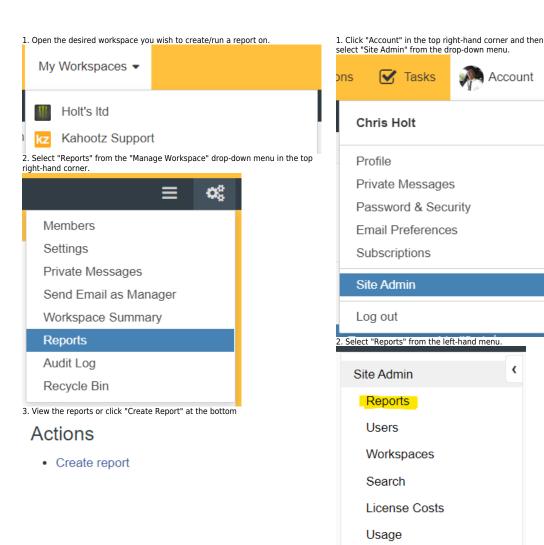
1st - Request a "manager" within the desired workspace to create the report following these steps on the left.

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



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

Private Messages

New Workspace

Account

<

## Actions

· Create report

Quick Polls

Settings Delete

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