

Event Reports

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There are two types of event reports, the Event Detail and the Event Snapshot reports. These reports provide summary information and insight into events occurring within a specified period.

These reports are available for ad hoc and multi-region events. For multi-region events, the Event Detail report includes all participating regions and resources, while the Event Snapshot shows only the information from your current region. To view snapshot information for all participating regions, you need to run the snapshot report from each region.

The Event Detail report is generated as a PDF file. The Event Snapshot report can be generated as a PDF file or a spreadsheet (.xlsx) file. You can use Microsoft® Excel® to work with the spreadsheet.

To generate an Event Detail report

1. In the main menu, click **Report** and then click **Event Detail**. The *Event Detail Report (Step 1 of 3)* page opens.
2. For **Start Date**, enter the date on which you want the report to begin.
3. For **End Date**, enter the date on which you want the report to end.
4. For **Event Templates**, select the checkboxes for the templates you want to include in the report.
5. Click **Next**. The *Event Detail Report (Step 2 of 3)* page opens.
6. In the *Select Events* section, select the checkbox for each event you want to include.
7. Click **Next**. The *Event Detail Report (Step 3 of 3)* page opens.
8. If appropriate, select the checkboxes for the resources you want to include.
9. Click **Generate Report**. The *Jobs* page opens.
10. Click the report PDF to download it.

To generate an Event Snapshot report

1. In the main menu, click **Report** and then click **Event Snapshot**. The *Event Snapshot Report (Step 1 of 2)* page opens.
2. For **Start Date**, enter the date on which you want the report to begin.
3. For **End Date**, enter the date on which you want the report to end.
4. For **Report Format**, click either **Web Browser (HTML)** or **Excel Report (XLSX)**.
5. For **Event Templates**, select the checkboxes for the templates you want to include in the report.
6. Click **Next**. The *Event Snapshot Report (Step 2 of 2)* page opens.
7. In the *Select an Event section*, select an event. The **Snapshot Date and Time should fall between** automatically updates to reflect the time frame of the selected event.
8. For **Snapshot Date**, enter the date you want to capture.
9. For **Snapshot Time**, enter the **Hour** and **Minutes** you want to capture.
10. Click **Generate Report**. The report opens or is downloaded.