

# Generate the Phone Notifications Report

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The Phone Notifications Report offers insight into how many phone calls were made and acknowledged in relation to an event. Because this information is tied to the event, it is generated from the *Event Status* view, and details about the notification are provided.

There are three criteria that must be met prior initiating the event for which you want to run this report

- Phone Notifications is a premium add-on that must be enabled for the region.
- On the event template and user notification preferences, *Voic* must be selected as a notification method.
- On the user account, at least one verified phone number must be provided.

## To generate the Phone Notifications Report

1. In the main menu, click **Event** and then click **Event List**. The *Event List* page opens.
2. Locate the event and, on that row, click **View**. The *Event Status* page opens.
3. In the *Event Banner*, click **Phone Notifications**. The phone notifications sent for this event are listed.