



View Reports

After a conference has concluded, a multitude of reports will be available for viewing within the ReadyTalk Conference Center. To view these reports, follow the steps below:

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Click on the **View Reports** drop-down menu on the left side of the screen to expand additional options.
3. To view Web Meeting Reports, click on the **Meetings** tab and then click on the title of your past meeting.
 - From the Meeting Details screen, you can click on any link below the **Reports** section to view the corresponding report, including an Invitee List, Registration Details, a Campaign Report, a Web Participant Report (Including entry, exit, and duration times), Poll Results, Chat History, and Post-Meeting Survey results.
4. To view Audio Conference Reports, click on the **Audio** tab and then click on the **Conference ID** next to the date and time of your audio conference.
 - A list of phone numbers that dialed into your audio conference will appear along with entry, exit, and duration times for each caller.
5. To view Recording Reports, click on the **Recordings** tab and then click on the **View** link to the right of your recording.
 - If registration was enabled for your recording, registration details will appear on the Recording Reports screen along with a time stamp of when the recording was played back and a playback duration.

Note: Reports are available under the **View Reports** tab for 1 year. After 1 year, reports will only be accessible using the **View Past Meetings** link located in the top right corner of your Conference Center home page. After 3 years, reports are deleted. To retain your reports past 3 years, be sure to download them from your Conference Center.

The screenshot shows the ReadyTalk Conference Center interface. On the left is a navigation menu with 'View Reports' expanded to show 'Meetings', 'Recordings', and 'Audio'. The main content area displays 'On-Demand Meeting' details for 'ACME Corporation Meeting' on May 9, 2017, at 11:00 AM. A table shows 1 invited and 3 confirmed participants. A 'View Past Meetings' link is highlighted in the top right. At the bottom, there are buttons for 'Open Meeting Controls' and 'Schedule a Meeting', and a time zone dropdown set to 'Eastern Time (US & Canada)'.