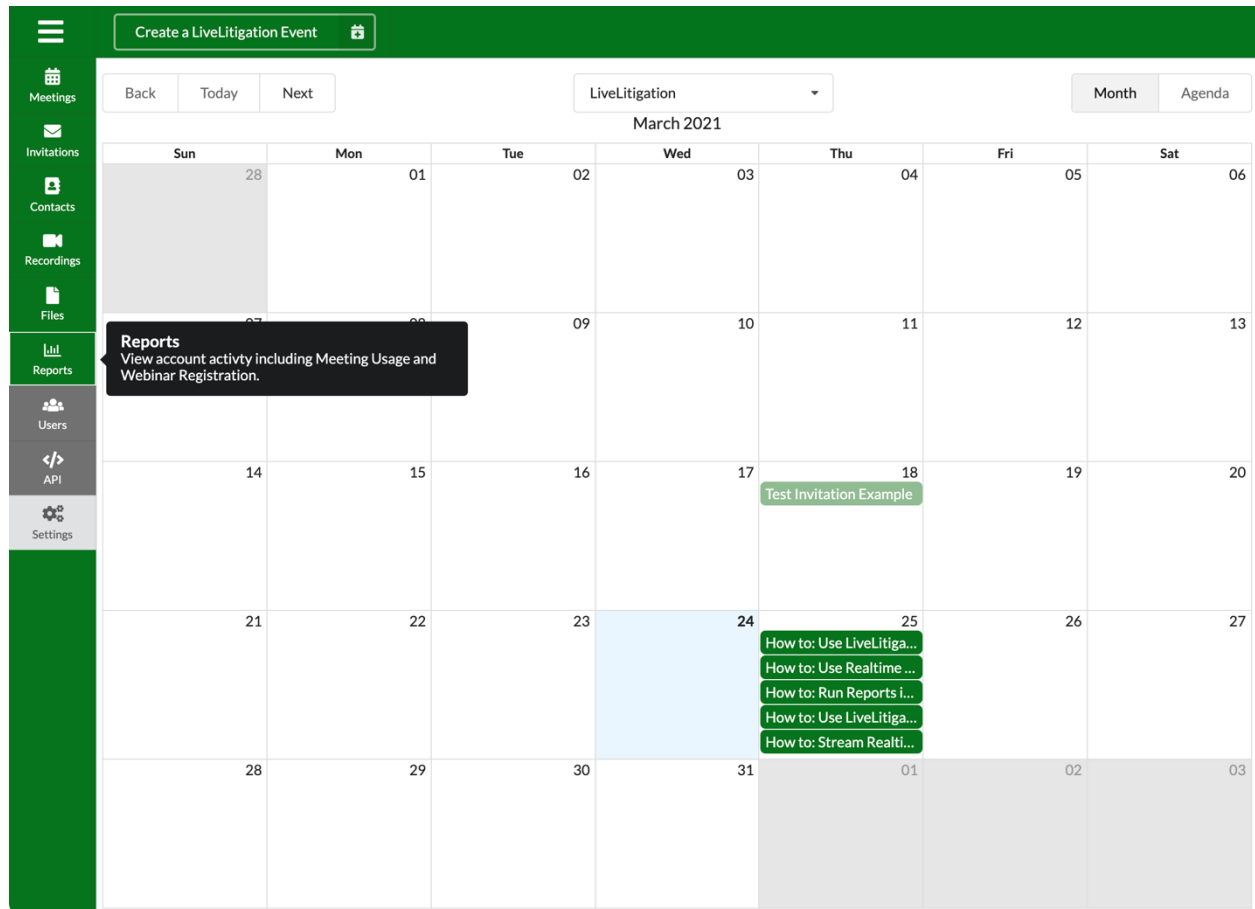
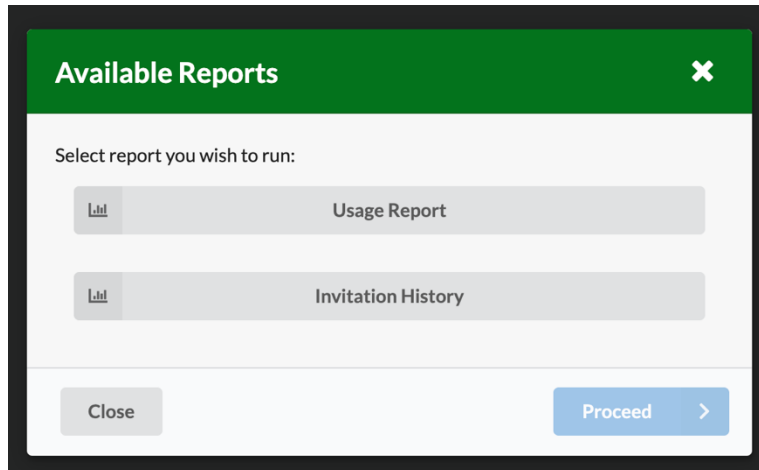


# How to Run Reports in LiveLitigation

- Log into your LiveLitigation account using your credentials. You will now be on the main screen, commonly referred to as the Calendar or Dashboard.
- Click on the button on the left for “Reports.”



- Select which type of report you'd like to run and click proceed.
  - Usage Report: Shows a history of jobs streams and connections made to the stream. This can be used for troubleshooting and billing purposes.
    - Displays users connected to an event, their join and exit times, keys, permissions, and other connection information.
  - Invitation History Report: Allows you to investigate a user's email address.
    - Check to see whether or not an invitation was received or if the invitation bounced.



# Usage Report

< Back
Meeting Usage Report

Filter by Date Range: Standard or Custom

Start Date:  End Date:

Filter By Login: LiveLitigation ▾

Filter by Status: Active Inactive Both

Select Meeting(s):  Select all meetings

All Meetings Selected

Run Report: Show Meeting Usage

- Select either the standard values for the date range or choose “Custom” to pick your own dates.
- Filter by Login: Only available to administrators.
- Filter by Status: Active or inactive events (events that are past their end date/time).
- Select Meeting(s) or Select all meetings: Pick one or several meetings from the drop down menu, or check Select all meetings to show data for all meetings.
- Click Show Meeting Usage.

< Back
Meeting Usage Report

Filter by Date Range: Standard or Custom

Start Date:  End Date:

Filter By Login: LiveLitigation ▾

Filter by Status: Active Inactive Both

Select Meeting(s):  Select all meetings

How to: Run Reports in LiveLitigation (ID: 6985413) ✕

Run Report: Show Meeting Usage Export To CSV Export PDF

**Usage Data**

Permissions Legend: v = Webcam, a = Microphone, r = Realtime, e = Realtime Export, c = Chat, s = Screen Sharing, u = File Upload, d = File Download, p = Media Player

6985413 - How to: Run Reports in LiveLitigation - Tue Mar 09 2021 2:36 PM - 3:19:20 PM   Billable Connections: 1										
User Name	Email	Group	Permissions	Key	Join Time	Exit Time	Duration	Browser	IP	OS
Court Reporter	court.reporter@gmail.com	Staff	m v a r e c s u d p	sbhltx444105	Tue Mar 09 2021 2:36 PM	Tue Mar 09 2021 3:19 PM	00h:43m:05s	Chrome/89.0.4389.82	70.241.102.54	OS X
Nina Sharpe	nina.sharpe@lawfirm.com	Group A	v a r e c s u d p	jbwkoz498019	Tue Mar 09 2021 2:36 PM	Tue Mar 09 2021 3:19 PM	00h:43m:01s	Chrome/89.0.4389.82	70.241.102.54	OS X
Matthew Whitehouse	matthew.whitehouse@gmail.com	Witness	v a	bttrv080576	Tue Mar 09 2021 2:36 PM	Tue Mar 09 2021 3:19 PM	00h:42m:28s	Chrome/89.0.4389.82	70.241.102.54	OS X
LiveLitigation Technician	support@liveitigation.com	Staff	m v a r e c s u d p	hdvqni233571	Tue Mar 09 2021 2:37 PM	Tue Mar 09 2021 3:19 PM	00h:42m:09s	Chrome/89.0.4389.82	70.241.102.54	OS X
Total Unique Connections: 4										
Billable Connections: 1										

- The data shown here includes:
  - User Name: The name that was entered the user joined. By default, this will be the name that is entered when creating the event unless the user has manually changed it.
  - Email: The email address associated with this user.
  - Group: Displays in which Group the user was entered.
  - Permissions: List of abbreviated permissions.
    - v = Webcam
    - a = Microphone
    - r = Realtime
    - e = Realtime Export
    - c = Chat
    - s = Screen Sharing
    - u = File Upload
    - d = File Download
    - p = Media Player
  - Key: The key associated with the user.
  - Join and Exit Times: When the user joined and disconnected from the event.
  - Duration: How long the user was connected.
  - Browser: See which web browser your participants were using.
  - IP: IP Address of this user's connection.
  - OS: What operating system was used.
- Reports can be used for determining billing connections.
  - Staff members are not billed
- Reports can also be used for troubleshooting.
  - For example, Chrome and Edge are recommended are any desktop computer.
  - On iOS devices (iPads and iPhones), use Safari.
  - On Android devices, use Chrome.
- Once your report is displayed, you can export the data in two file types:
  - CSV
  - PDF

# Invitations History

[← Back](#) **Email Invitation History**

Filter by Date Range:

Standard

or

Custom

Start Date

03/08/2021

End Date

03/15/2021

Filter By Login

LiveLitigation

Filter by Delivery Status:

Both

Delivered

Bounced/Pending

Run Report:

Show Invitations History

- Select either the standard values for the date range or choose “Custom” to pick your own dates.
- Filter by Login: Only available to administrators.
- Choose between Delivered Invitations and Bounced and Pending Invitations.
  - Select Both to combine your results.
- Click the Show Invitations History button to see your results.

[← Back](#) **Email Invitation History**

Filter by Date Range:

Standard

or

Custom

Start Date

03/08/2021

End Date

03/15/2021

Filter By Login

LiveLitigation

Filter by Delivery Status:

Both

Delivered

Bounced/Pending

Run Report:

Show Invitations History

Email	Sent Date/Time	Result	Meeting ID	Meeting Name
<a href="mailto:court.reporter@gmail.com">court.reporter@gmail.com</a>	Tue Mar 09 2021 20:42:30 +0000	Delivered	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:nina.sharpe@lawfirm.com">nina.sharpe@lawfirm.com</a>	Tue Mar 09 2021 20:42:30 +0000	Bounced	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:support@livelitigation.com">support@livelitigation.com</a>	Tue Mar 09 2021 20:42:31 +0000	Delivered	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:matthew.whitehouse@gmail.com">matthew.whitehouse@gmail.com</a>	Tue Mar 09 2021 20:42:31 +0000	Delivered	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:court.reporter@gmail.com">court.reporter@gmail.com</a>	Tue Mar 09 2021 20:42:31 +0000	Delivered	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:nina.sharpe@lawfirm.com">nina.sharpe@lawfirm.com</a>	Tue Mar 09 2021 20:42:31 +0000	Bounced	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:support@livelitigation.com">support@livelitigation.com</a>	Tue Mar 09 2021 20:42:32 +0000	Delivered	5349061	How to: Use Realtime Controls in LiveLitigation
<a href="mailto:matthew.whitehouse@gmail.com">matthew.whitehouse@gmail.com</a>	Tue Mar 09 2021 20:42:32 +0000	Delivered	5349061	How to: Use Realtime Controls in LiveLitigation