

## View a Report

- 1 Make sure you are on the **Usage Reports, Create a Usage Report** page:
  - Click the **Usage Report** tab, and make sure the **Create a Usage Report** tab is selected.
  - Or, select **View/download usage reports** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Select the desired **Report Type**. The **About this Report Type** area provides a summary of the currently selected report type.
- 4 Select **Display to screen as Web Page** from **Delivery Method**.
- 5 Set the options for **Show items with zero usage, Show detailed statistics breakout for each site in multi-level accounts**, and **Usage Period**. (See [Create and Edit a Usage Report](#) for more information on these options.)
- 6 Click **Create Report**.  
You will see the desired report on screen.

## Email a Report

Follow these steps to email a usage report:

- 1 Make sure you are on the **Usage Reports, Create a Usage Report** page.  
If you have access to multiple Accounts or clients, select the desired **Account** from the drop-down.  
(If there is only one client available, the Account is static text, rather than a drop-down).
- 2 Select the desired **Report Type**. The About this Report Type area provides a summary of the currently selected report type.
- 3 Select **Email report now** from **Delivery Method**.
- 4 Set the options for **Show items with zero usage, Show detailed statistics breakout for each site in multi-level accounts**, and **Usage Period**.
- 5 Set the **Delivery Format** to **HTML-display as a Web page, '~' delimited file** or **CSV file (Excel compatible)**.
- 6 Enter the desired **Email Address**, where you want to receive the usage report.
- 7 Click **Create Report**.  
You see a confirmation page. Click **Back** to return to the **Create a Usage Report** page.  
Your report will be emailed within 24 hours.