Global Report {#global-report}

> [!NOTE]
>
> If custom queries are made through APIs when using Query service, please expect some delay for your reports.
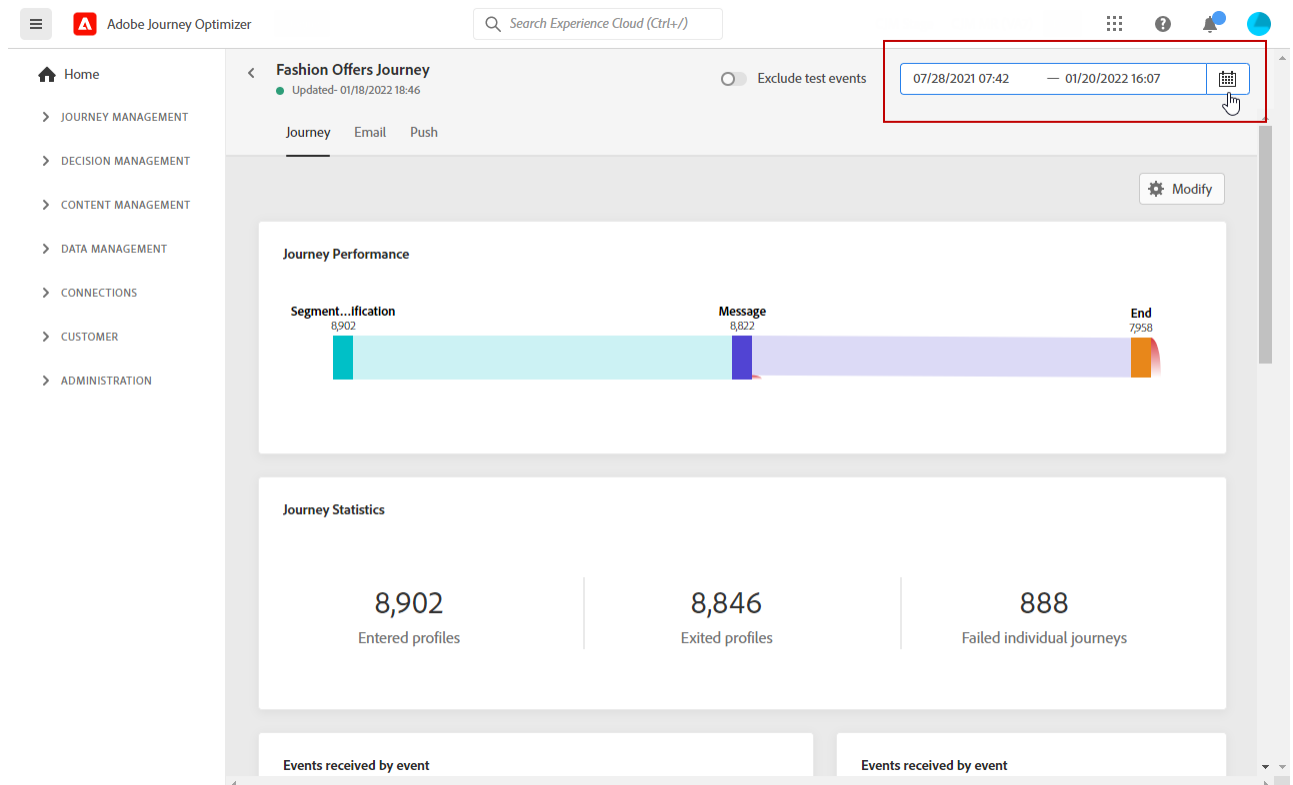
Use the **[!UICONTROL Global report]** to measure the impact of your journeys and deliveries over a selected time period.

- If you want to target a journey or deliveries in the context of a journey, from the **[!UICONTROL Journeys]** menu, access your journey and click the **[!UICONTROL Global report]** icon. You can then find the Journey, Email and Push **[!UICONTROL Global report]**.

- If you want to target a specific delivery, from the **[!UICONTROL Global view]** of the **[!UICONTROL Executions]** tab of your messages, select **[!UICONTROL Global Report]** from the advanced menu of your selected delivery.
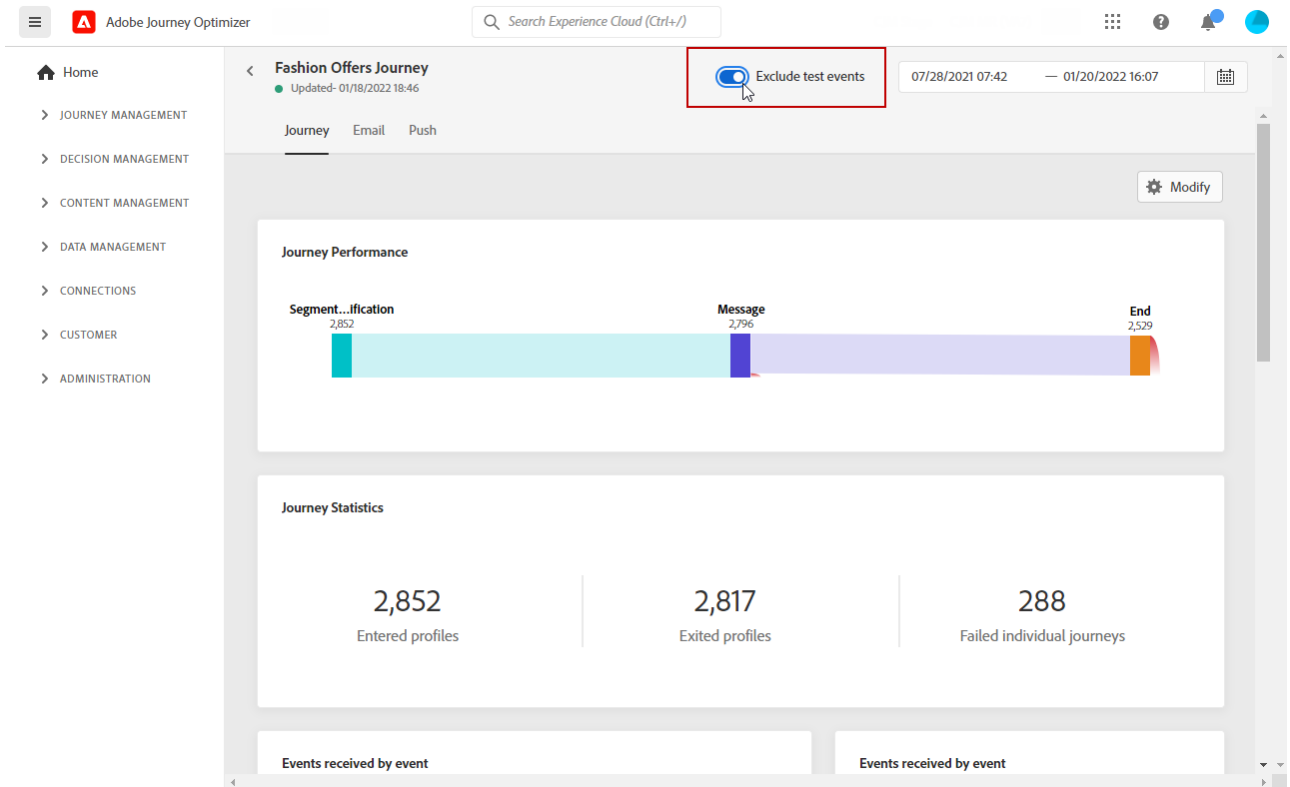
Customize dashboard {#modify-dashboard}

Each reporting dashboard can be modified by changing the time period and resizing or removing widgets. Changing the widgets only impacts the current user's dashboard. Other users will see their own dashboards or the ones set by default.
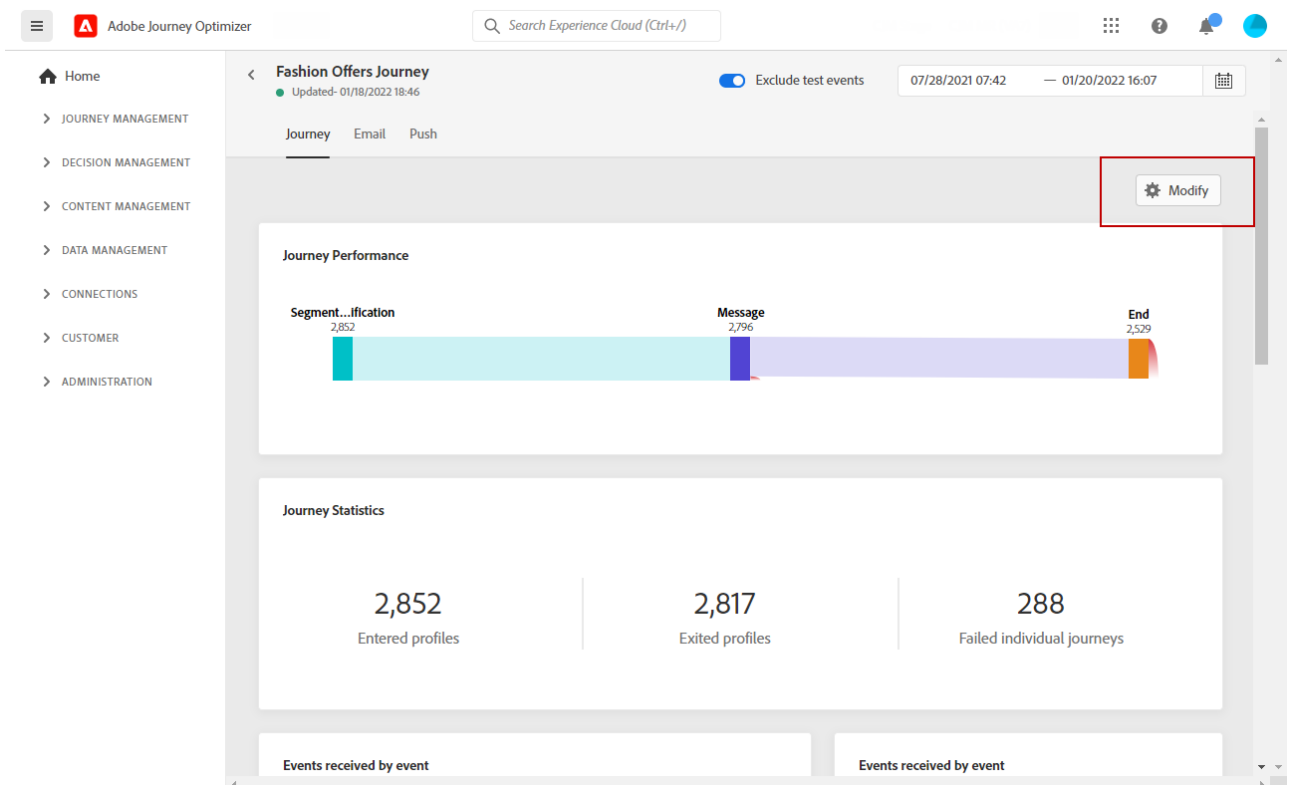
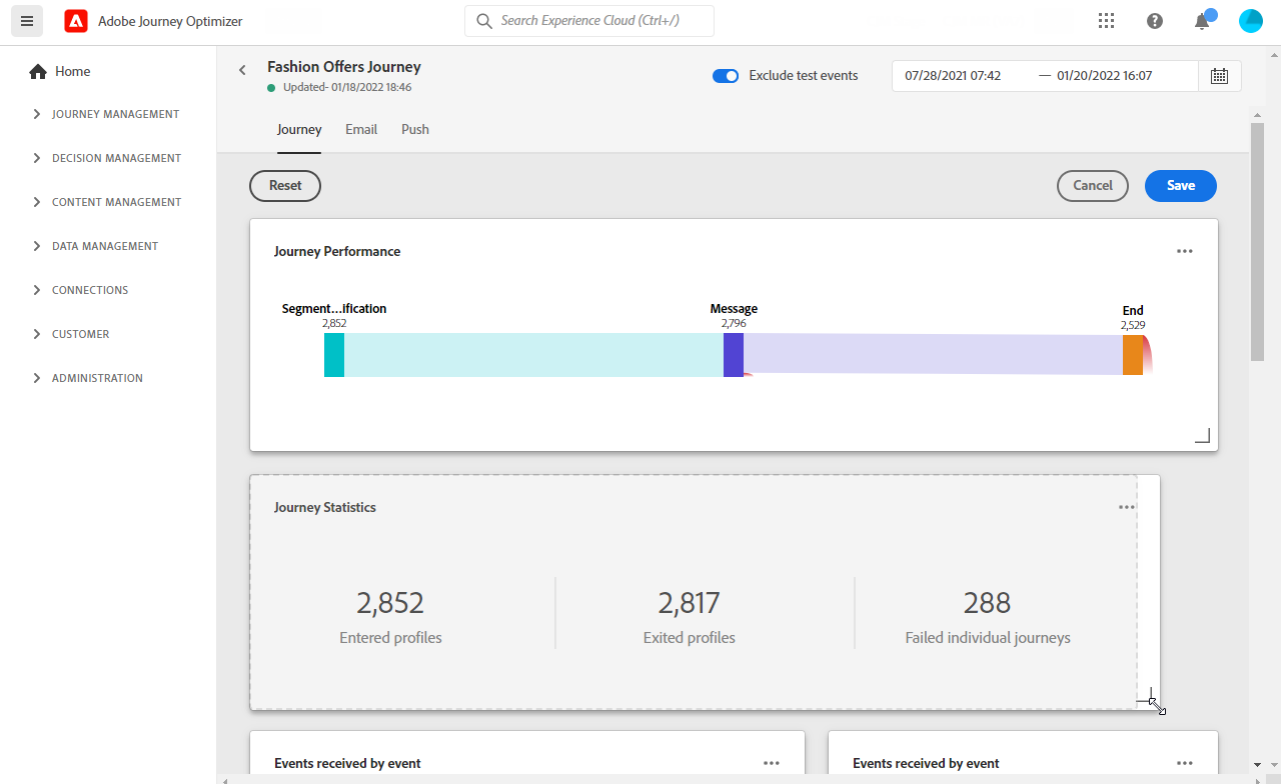1. From your global report, select a Start and End time to target specific data.

2. Choose if you want to exclude test events from your reports with the toggle bar. For more information on test events, refer to this page.
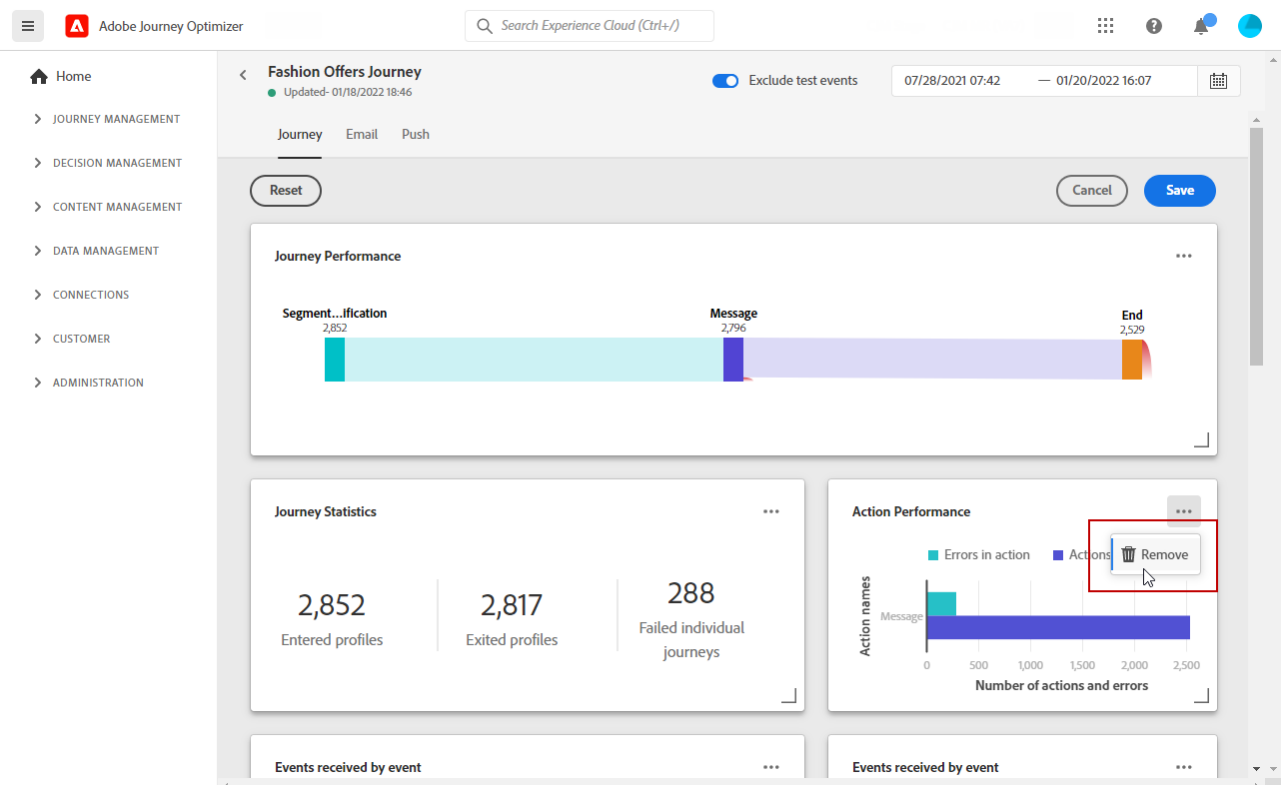
3. Click **[!UICONTROL Modify]** to start customizing your dashboard.

4. Adjust the widgets size by dragging its bottom-right corner.

5. Click **[!UICONTROL Remove]** to remove other widgets that you don't need to track bounces.

6. Once you are satisfied with the display order and the size of your widgets, click **[!UICONTROL Save]**.

Your dashboard is now saved. Your different changes will be reapplied for a later use of your live reports. If needed, use the **[!UICONTROL Reset]** option to restore the default widgets and widgets' order.