

# Generating Meeting Reports for Registration and Polling

## Overview

If your Zoom meeting has [registration](#) or [polling](#) enabled, you can generate a registration or polling report for further analysis.

The registration report contains the following information of registered participants:

- First and last name
- Email address
- Date and time of registration
- Approval status

The polling report contains the following information of participants that answered a poll question:

- Username and email address
- Date and time they submitted their answer
- The poll question and the participant's answer

## Note:

- Meeting reports are automatically deleted 30 days after the scheduled date. This is also when the meeting is removed from the [Previous Meetings](#) page in the web portal.
- If you delete a meeting from your [Meetings](#) list in the web portal, you cannot generate reports for that meeting. You can still download any reports you generated before deleting the meeting.
- You should generate meeting reports after your meeting has ended. If generated a report before starting the meeting, you should re-generate the report to obtain the data collected during the meeting.

## Prerequisites

- Host of the meeting, [role](#) with Usage Reports enabled, Account [Admin](#) or Owner
- Pro, API Partner, Business or Education plan

## Instructions

1. Sign in to the Zoom web portal.

<https://support.zoom.us/hc/en-us/articles/216378603>

- Navigate to **Account Management** > **Reports**.
- In the **Usage Reports** tab, click **Meeting**.

**Meeting** View registration reports and poll reports for meetings.

A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID.

- Next to **Report Type**, select the **Registration Report** or **Poll Report**.

**Meeting Report** **Report Queue**

Report Type  Registration Report  Poll Report

Search by time range  From: 05/07/2019  To: 05/08/2019

Maximum report duration: 1 Month

- In the drop-down menu below **Report Type**, select one of these options:
  - Search by time range:** Select a time range then click **Search**.
  - Search by meeting ID:** Enter the meeting ID and click **Search**.
- Click **Generate** in the last column. You can also use the check boxes to select multiple meeting then click **Generate** at the top.

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	05/08/2019 14:00:00	1:1 The Director	492-740-906	<a href="#">Generate</a>

Zoom will redirect you to the **Report Queues** tab where you can download the report as a CSV file.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Polling	999-999-999	2017-08-26 11:55:24	<a href="#">Download</a>
Poll Report	2017-08-26 10:30:00	2017-08-26 10:53:19	Topic with Polling	999-999-999	2017-08-26 11:47:40	<a href="#">Download</a>
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Polling	999-999-999	2017-08-26 11:35:50	<a href="#">Download</a>