


You can view a report for each [marketing automation](#) process. The report shows how many contacts are currently in particular steps of the process, including the **Finished** step. The relative ratio of these contacts is displayed in a pie chart.

1. Open the **Marketing automation** application.
2. **Edit** () the process for which you want to view the report.
3. Switch to the **Report** tab.

You can perform the following actions with a report:

- **Save** the current state of the report for later use. You can find the saved reports in *Reporting (application) -> Online marketing -> Automation*.
- **Print** the report.
- **Subscribe** to the report to have it sent in specified intervals via e-mail.
- **Refresh** the report.
- Right-click the graph or table to export the data to files in various formats.



#### Modifying the reports

You can configure or customize the automation process report in the **Reporting** application under the **Online marketing -> Automation** report category.