

# Generating a history event report

You can generate a report on all the events that have occurred in all projects and libraries or in a specific project or library.

## Requirements:

- If you are generating a report for all projects and libraries, you must have a customer role that includes the Modify Customer user right.
- If you are generating a report for a specific project or library, you must have a project role that includes the Modify Project user right or a library role that includes the Modify Library user right.

1. Open one of the following Projects, Libraries views:

To generate an event report for	Do this
All the projects and libraries for a specific customer	In the Projects, Libraries view, select the customer, and from the <b>Customer</b> menu, select <b>Generate Event Report</b> .
A specific project	In the Projects, Libraries view, select the project, and from the <b>Project</b> menu, select <b>Generate Event Report</b> .
A specific library	In the Projects, Libraries view, select the library, and from the <b>Library</b> menu, select <b>Generate Event Report</b> .

2. In the Event Reports dialog box, complete the following options:

Report element	Description
<b>Date Range</b>	Select the time period for which to report activity.
<b>Name</b> (For customer reports only).	Select the projects or libraries for which to view activity.
<b>User Category</b>	From the list, select the user categories to include in the report.
<b>Event Type</b>	Select the types of events to include in the report.

3. Click **Generate Report**.
4. To view the report, open it in another window or save it to your hard drive.  
**Note:** Based on your browser configuration, downloaded file may be saved to your predefined download folder.