

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 Customer menu, select Generate Event Report .
A specific project	In the Projects, Libraries view, select the project, and from the Project menu, select Generate Event Report .
A specific library	In the Projects, Libraries view, select the library, and from the Library menu, select Generate Event Report .

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

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