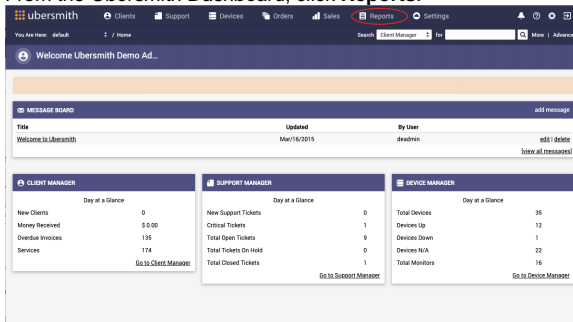


# Using Reports and Stats

There are several universal options available to most reports and stats.

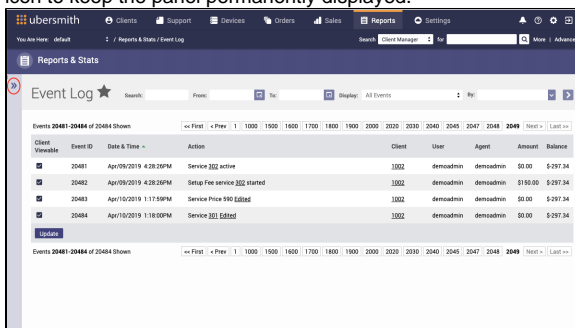
## Viewing Reports & Stats

1. From the *Ubersmith Dashboard*, click **Reports**.

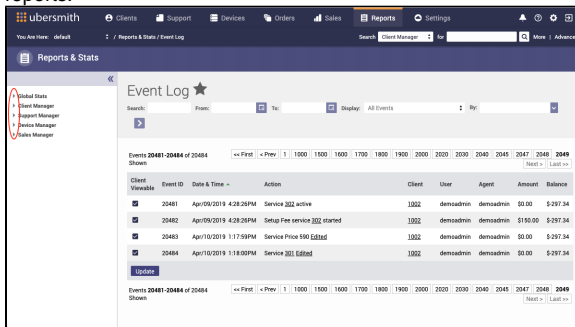


The *Reports & Stats* page appears.

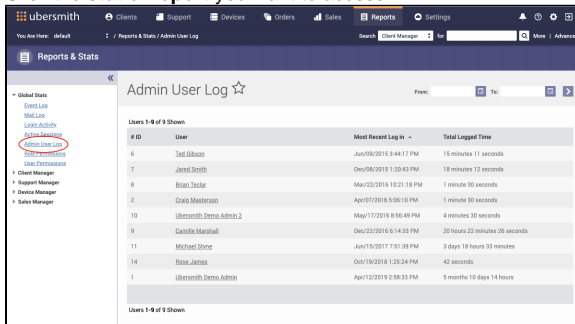
2. Click the *Reports & Stats View Panel* arrows to toggle the panel on. You can click the pushpin icon to keep the panel permanently displayed.



3. Click the **caret** next to the stat or the specific Ubersmith manager to display the available reports.



4. Click the **stat or report** you want to access.



## Favoriting a Report

You can mark a stat or report as a favorite and it will display upon accessing the *Reports & Stats* page.

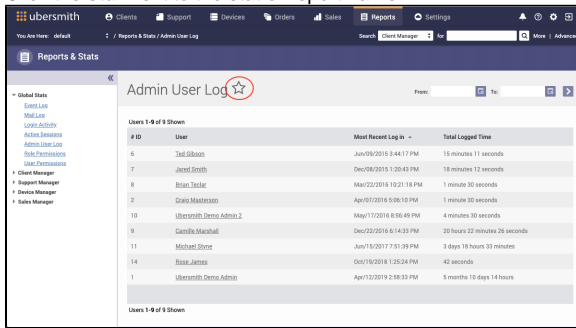
1. [View the report or stat you want to favorite.](#)

On this page:

On this page:

- [Viewing Reports & Stats](#)
- [Favoriting a Report](#)
- [Exporting CSV Files](#)
- [Filtering By Date](#)
- [Related Topics](#)

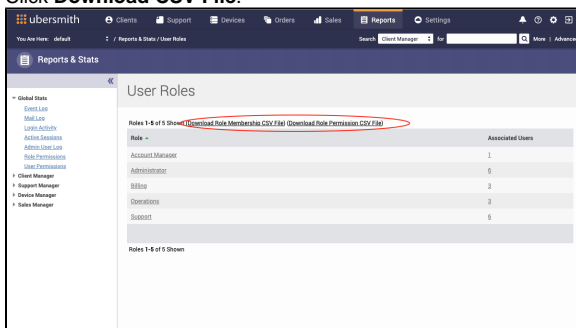
- Click the **star** next to the stat or report name.



## Exporting CSV Files

You can export stat and report data to a comma separated value (CSV) file to import into other applications. If available, this function will be located in different places, depending on the specific stat or report you are viewing.

- [View the report or stat you want to export.](#)
- Click **Download CSV File**.

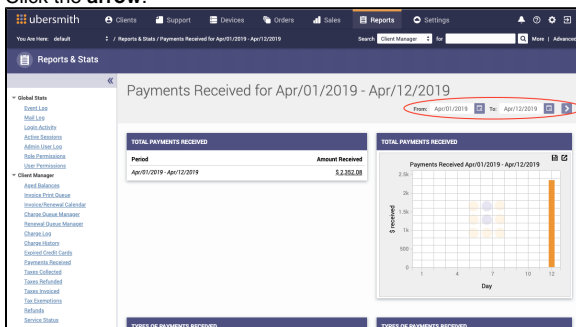


The file downloads to your computer.

## Filtering By Date

You can set the date ranges on data displayed in a stat or report to limit or target specific days.

- [View the report or stat you want to filter.](#)
- In any **Date** field, either type the date or click the **calendar** icon. The calendar displays.
- In the calendar, select the month and year and then the specific day. The date displays in the date field.
- Click the **arrow**.



## Related Topics

[Reports & Stats](#)