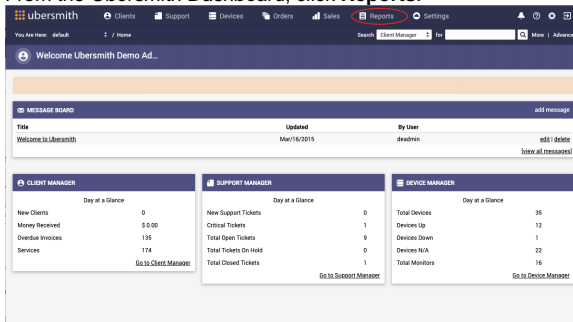


# Using Reports and Stats

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

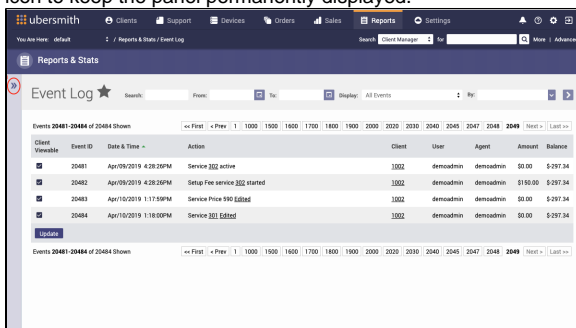
## Viewing Reports & Stats

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

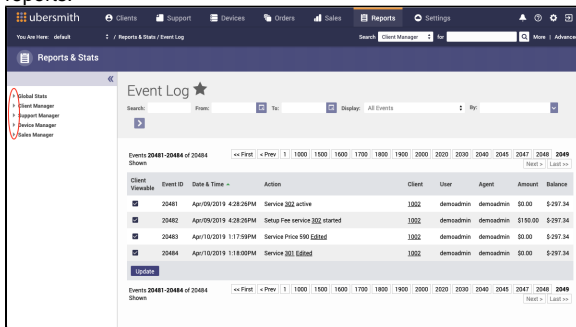


The *Reports & Stats* page appears.

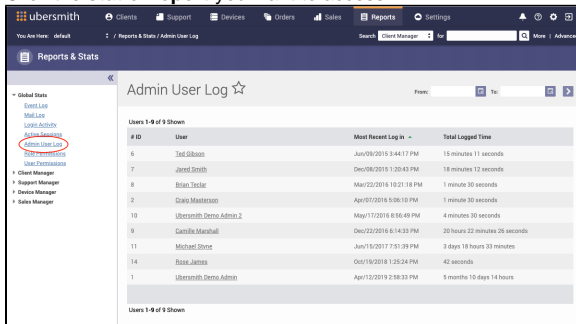
2. Click the *Reports & Stats View Panel* arrows to toggle the panel on. You can click the pushpin icon to keep the panel permanently displayed.



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.

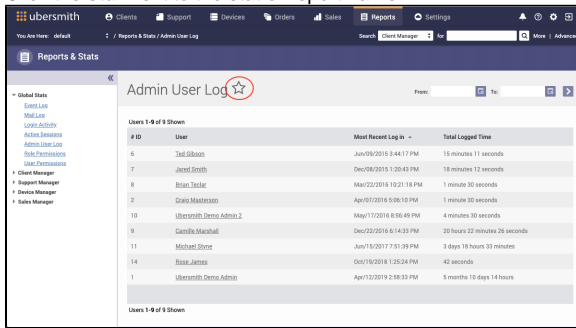
1. [View the report or stat you want to favorite.](#)

On this page:

On this page:

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

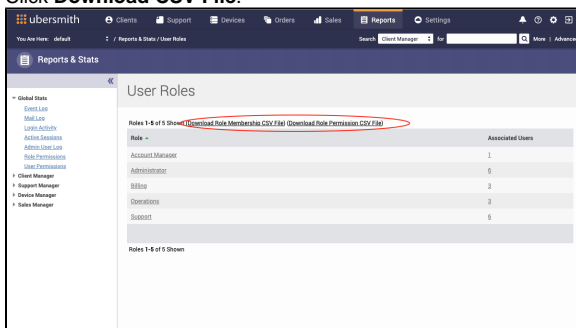
2. Click the **star** next to the stat or report name.



## 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.

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

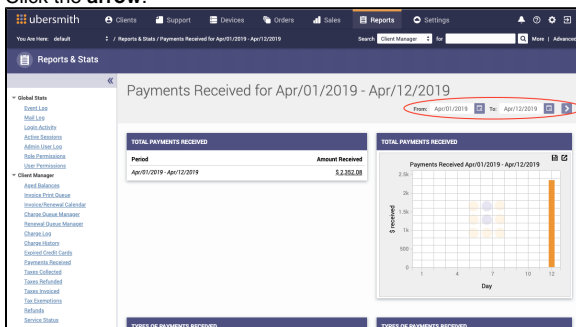


The file downloads to your computer.

## Filtering By Date

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

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



## Related Topics

[Reports & Stats](#)