Meetings Report

Planned:

This report shows you how many meetings each of your users have planned to start within the current week. This allows you to see if your users are reaching their thresholds and scheduling enough meetings. There are two filtering options available. The *Start Date and Time* selector allows you to choose a different time period. *Owner* allows you to select one or multiple users.

Completed:

This report shows you how many meetings each of your users have completed within the current week. This allows you to ensure that your users are meeting with potential and existing customers. There are two filtering options available. The *Start Date and Time* selector allows you to choose a different time period. *Owner* allows you to select one or multiple users.

All Meetings:

This report is a table-style report which can be exported as .CSV Excel file. It displays the key details of all of your users' meetings. There are four filtering options available.

1. *Start Date and Time* selector allows you to see all meetings that are starting within a certain time period.
2. *End Date and Time* selector allows you to see all meetings that have ended within a certain time period.
3. *Status* allows you to filter into one or multiple activity statuses.
4. *Owner* allows you to choose one or multiple users to filter on.

*Note: All Meetings does not have a default date range. It is displaying all historical meetings, unless otherwise filtered by the user.