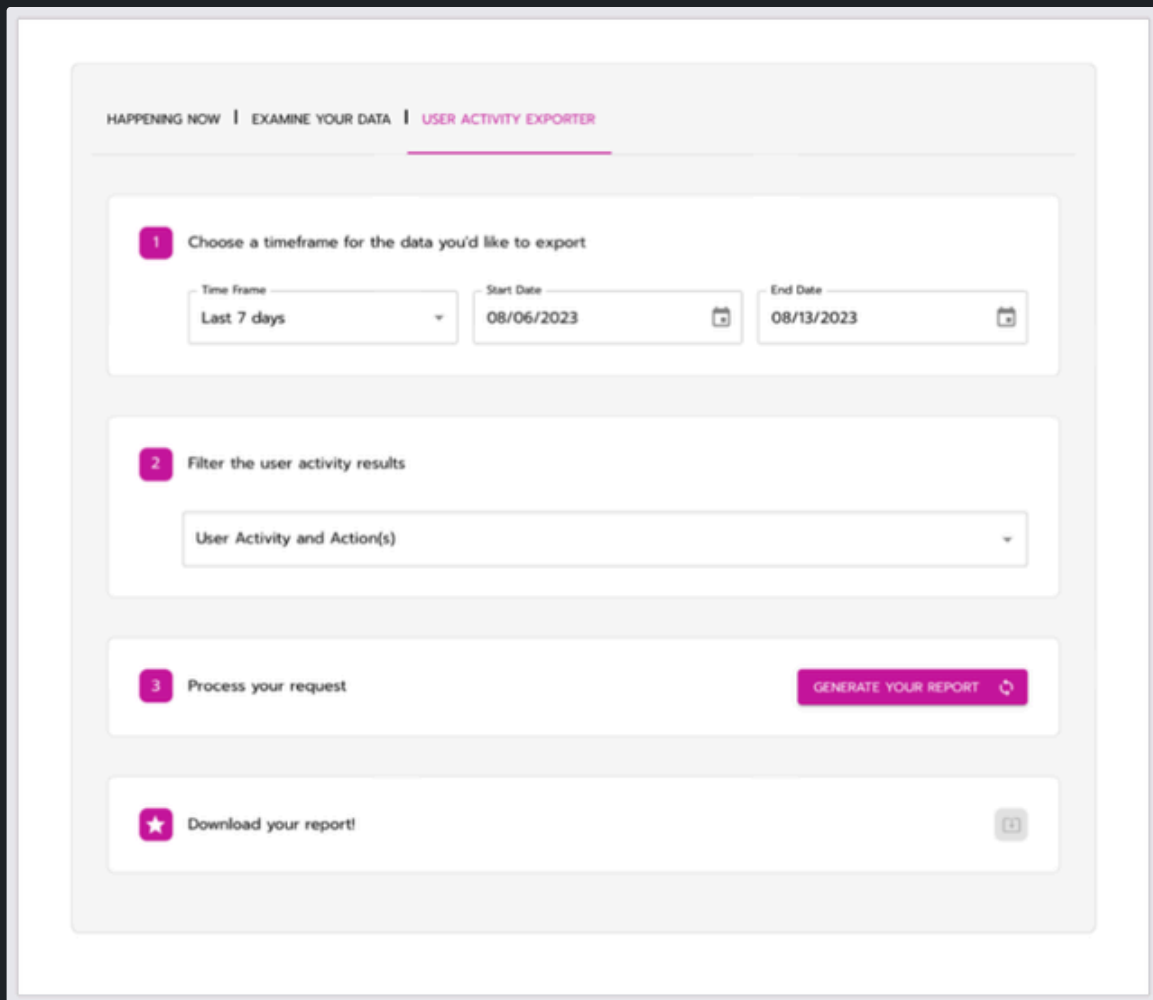


User activity exporter

The **Basic Analytics** page has three tabs: **Happening Now**, **Examine Your Data**, and **User Activity Exporter**, each tailored to offer distinct advantages for administrators. In this guide, we'll focus on the **User Activity Exporter** tab, a powerful tool allowing admins to refine site data by **Time frame**, **Dates**, and **Activity types**. As well as how to **Generate** and **Download** precise **user activity reports** using these filters. [Learn more about using the Happening Now tab.](#) [Learn more about using the Examine Your Data tab.](#)

i Please note that all existing analytics pages and reports are still available. This page is an addition to existing reports.



The User Activity Exporter tab on the Basic Analytics Page

1. Choose a timeframe for the data you'd like to export

Choose the time frame for the data you want to analyze and export. Select from pre-defined options such as **Today**, **Yesterday**, **Last 7 Days**, **Last 30 Days**, **Last 90 Days**, or **Year to Date**. Alternatively, you can specify a custom time frame by entering specific start and end dates in those fields.

2. Filter the user activity results

Filter member activity results based on different activity types. Utilize the dropdown menu to select activity labels corresponding to the actions you want to analyze.

These are all of the available Activity and Action Labels (click to expand):

› User Activity and Action Labels (click to expand)

3. Process your request and download your report!

1. Select the **Generate Report** button after specifying your criteria (a spinner will indicate that your results are being processed).
 - Once the report is fully generated, the download button will become available
2. Select the **download** button when the report is ready to retrieve your report.

Regardless of the chosen activity or action label(s), all reports will hold the same information (click the expand):

› Generated report details (click to expand)