Note: As our world comes together to slow the spread of COVID-19 pandemic, the Zoom Support Center has continued to operate 24x7 globally to support you. Please see the updated Support Guidelines (https://support.zoom.us/hc/articles/201362003) during these unprecedented times.

Important: Starting September 27, Zoom will require that all meetings have a Passcode or a Waiting Room enabled for accounts with a single licensed user, Pro accounts with 2 or more licenses, and Business accounts with 10-100 licenses. For further information, please reference our Frequently Asked Questions (https://support.zoom.us/hc/en-us/articles/360045009111).

How can we help?

Zoom Help Center (/hc/en-us) > Account & Admin (/hc/en-us/categories/201137176-Account-Admin) > Reporting (/hc/en-us/sections/201728923-Reporting)

#### Getting Started (https://support.zoom.us /hc/en-us/categories /200101697) Audio, Video, Sharing (https://support.zoom.us /hc/en-us/categories

/hc/en-us/categories /201137166) Meetings & Webinars (https://support.zoom.us /hc/en-us/categories /201146643)

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/hc/en-us/sections /201740096)

articles Webinar reporting (/hc/en-us/articles /201393719-Webinar-reporting)

Related articles

# Generating Meeting Reports for Registration and Polling

### Overview

If your Zoom meeting has registration (https://support.zoom.us/hc/en-us/articles/211579443) or polling (https://support.zoom.us/hc/en-us/articles/213756303) enabled, you can generate a registration or polling report for further analysis.

The registration report contains the following information of registered participants:

- · First and last name
- · Email address
- Date and time of registration
- · Approval status

The polling report contains the following information of participants that answered a poll question:

- · Username and email address
- · Date and time they submitted their answer
- The poll question and the participant's answer

#### Note

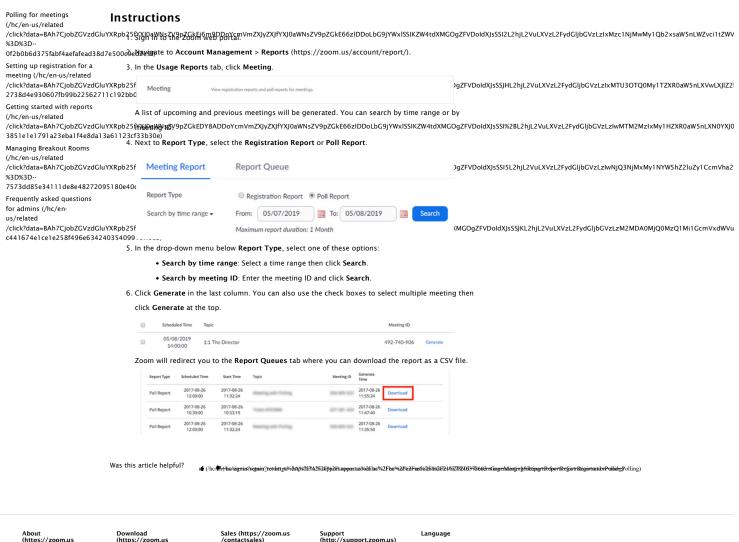
- Meeting reports are automatically deleted 30 days after the scheduled date. This is also when the
  meeting is removed the from the Previous Meetings (https://zoom.us/meeting?type=previous) page
  in the web portal
- If you delete a meeting from your Meetings (https://zoom.us/meeting) list in the web portal, you
  cannot generate reports for that meeting. You can still download any reports you generated before
  deleting the meeting.
- You should generate meeting reports after your meeting has ended. If generated a report before starting the meeting, you should re-generate the report to obtain the data collected during the meeting.

## **Prerequisites**

- Host of the meeting, role (https://support.zoom.us/hc/en-us/articles/115001078646-Role-Based-Access-Control) with Usage Reports enabled, Account Admin (https://support.zoom.us/hc/en-us/articles/201363253-Account-Management) or Owner
- Pro, API Partner, Business or Education plan



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