



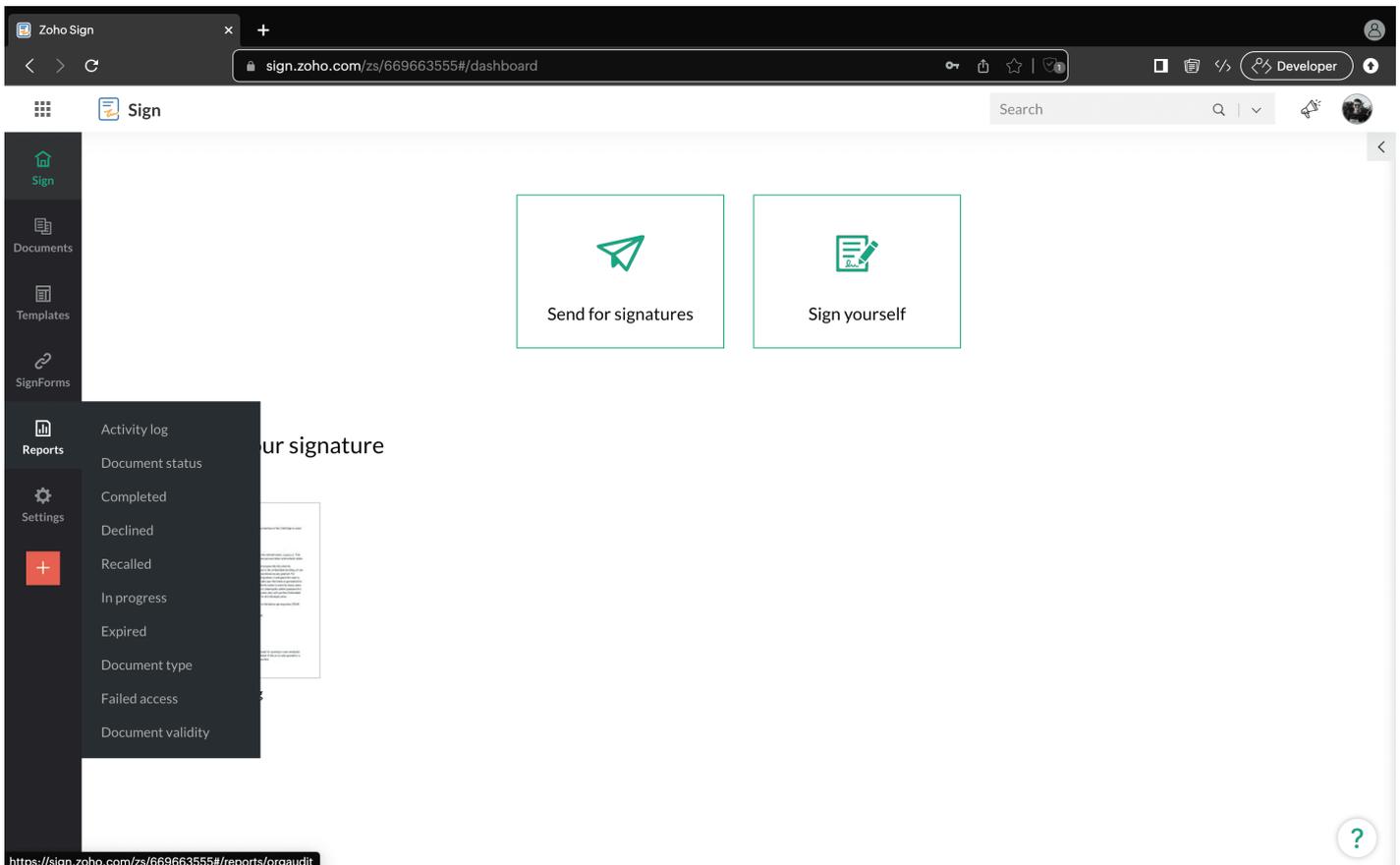
Reports

Zoho Sign generates detailed reports for all the documents signed and sent from your account. [Reports](#) can be filtered based on categories such as document status (recalled, completed, declined, expired), document type, document validity, and activity history.

The Reports section can only be accessed by users who are organization administrators and can be password protected.

To access the Reports page:

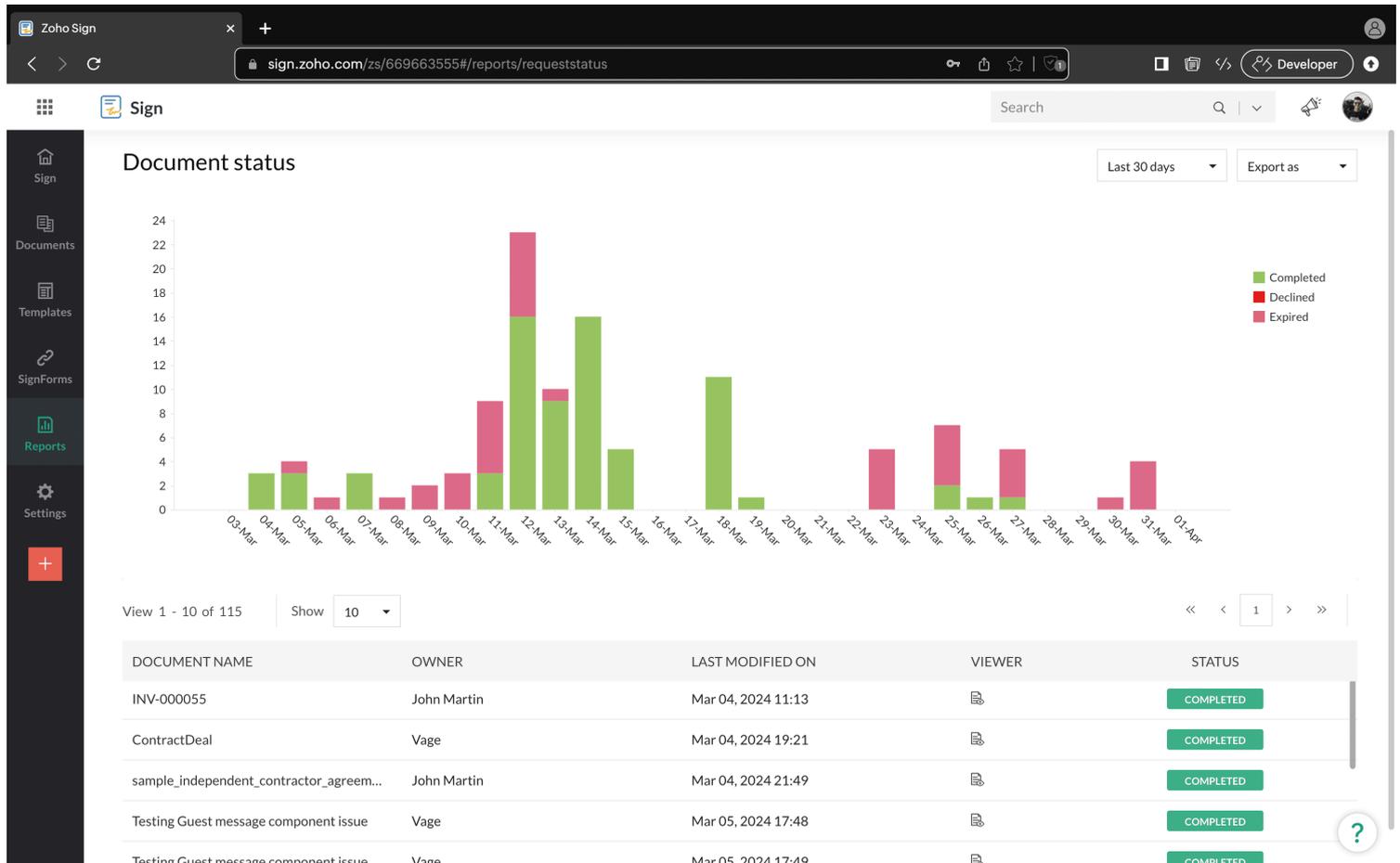
1. Go to the **Reports** menu on the left of your Zoho Sign dashboard.
2. Select the required report category from the dropdown menu to view that particular report.



In addition to categorizing, reports can be generated for certain time periods

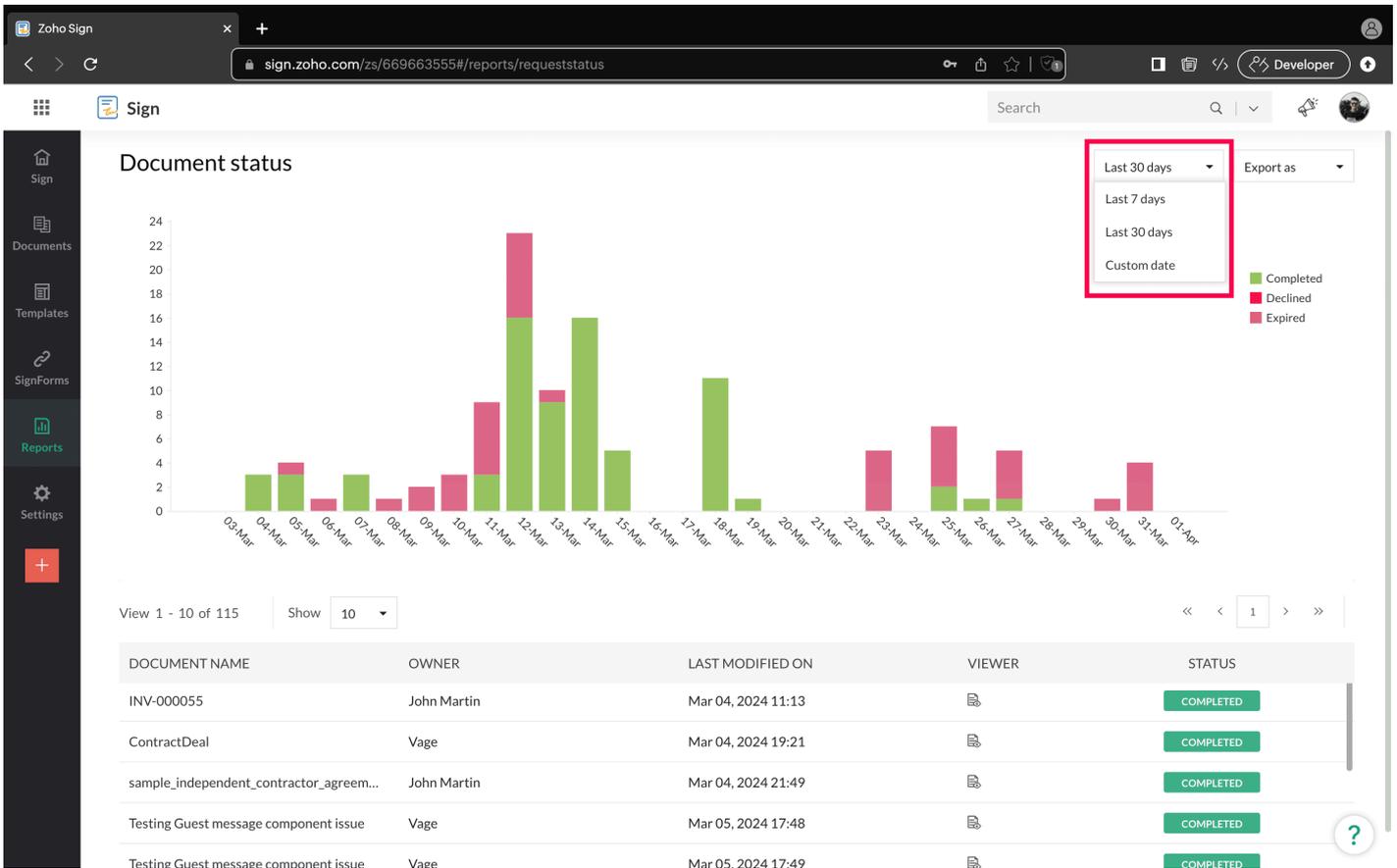
Reports based on duration

By default, all reports are generated based on the last 30 days. However, this parameter can be adjusted so that reports can be generated on a weekly or monthly basis, or even between two specific dates, depending on the user's preference. In addition to filtering by category, reports can also be generated for specific time-periods and exported in the CSV format.

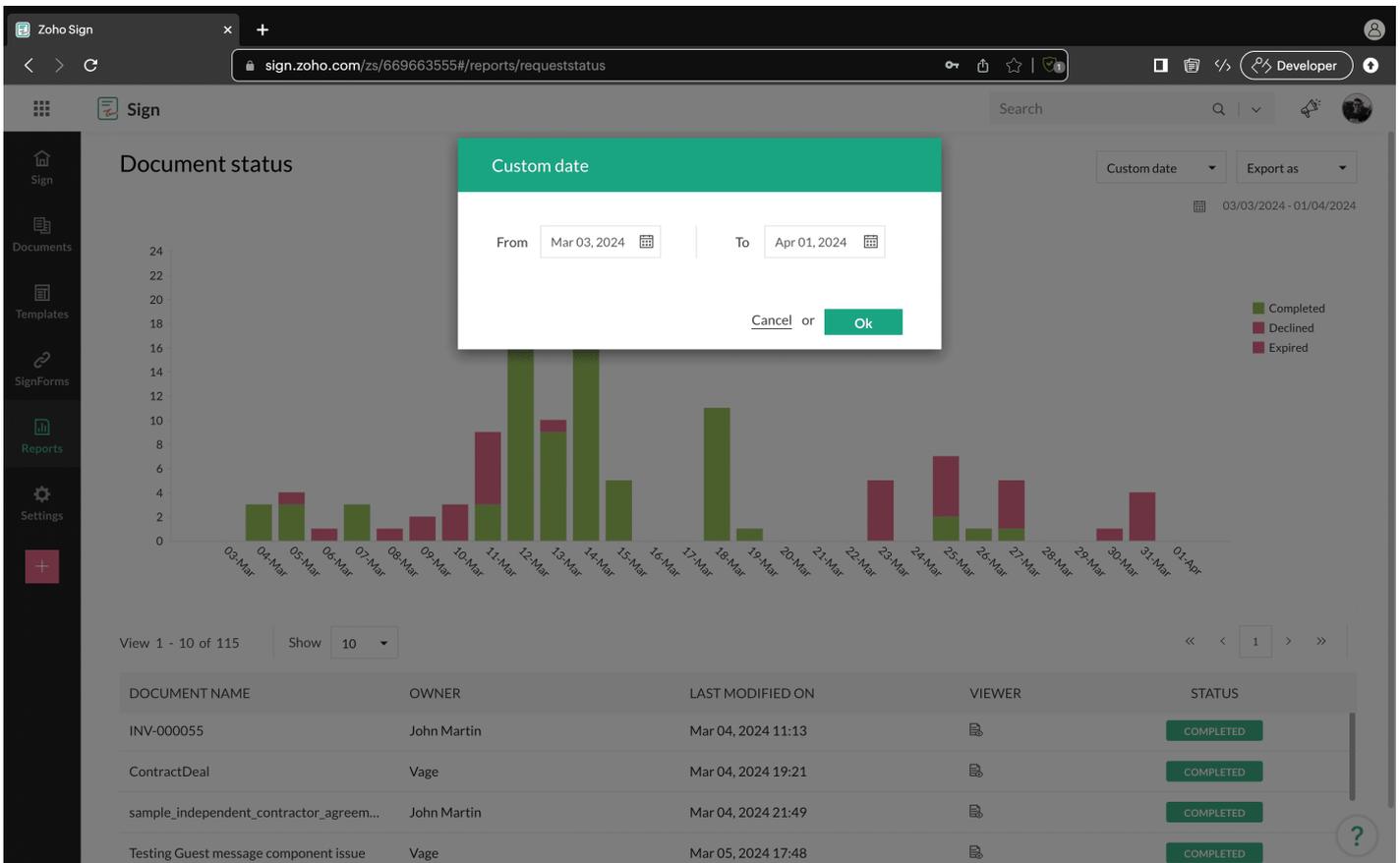


To view reports customized by duration:

1. Select the report category you want to view from the Reports dropdown on the left navigation panel.
2. Click the duration dropdown in the top-right corner.
3. Select the required timeframe from the dropdown (last 7 days, last 30 days, or custom date) to generate the report.



4. If you'd like to select a custom date from the dropdown menu, enter the date range in the custom date dialog box and click **OK** to view the report.

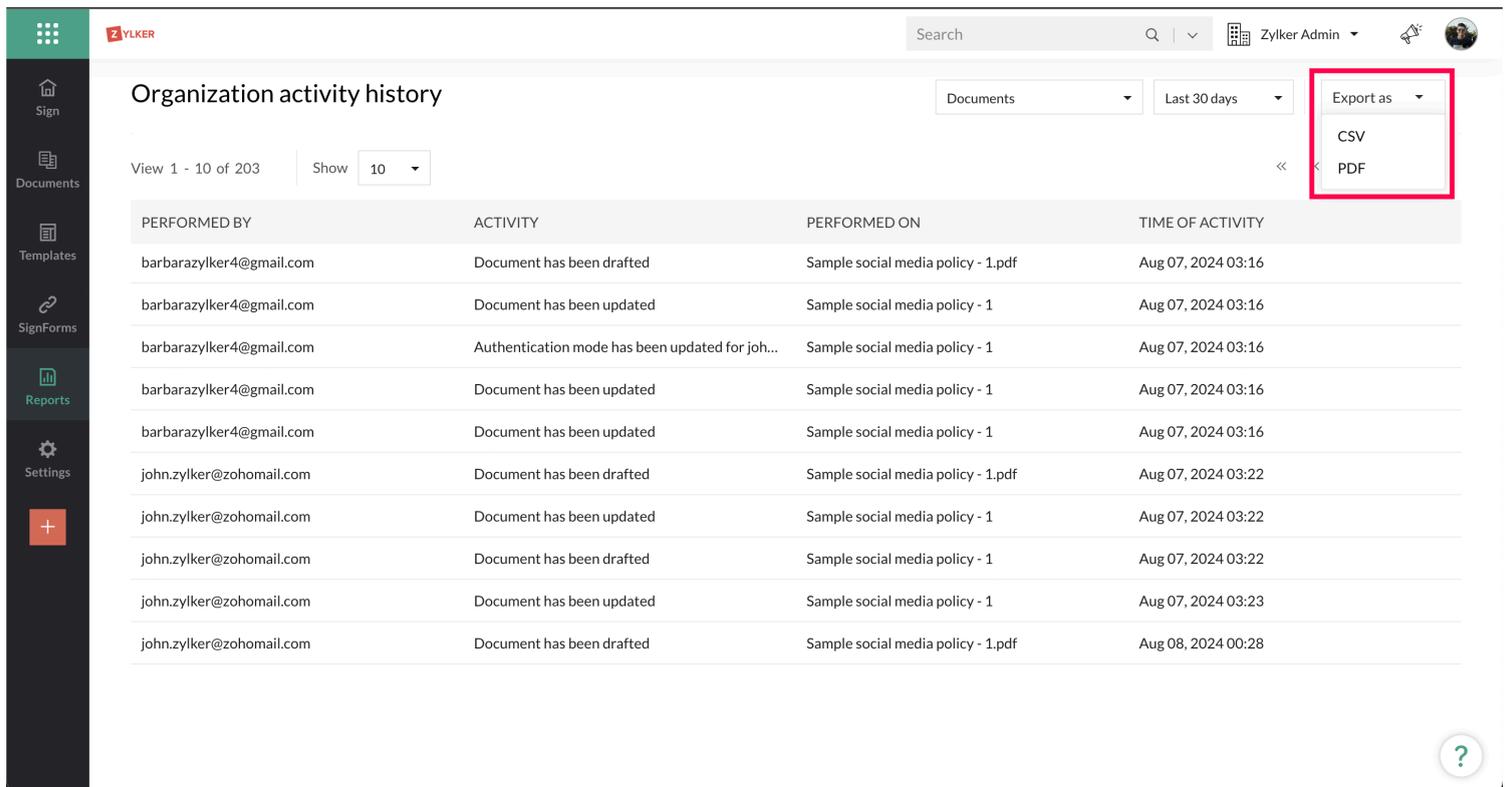


Export Reports

A maximum of 5000 reports can be generated and downloaded any time to the local drive of your device for reference as a password protected CSV or PDF file. If downloaded as a CSV file, the CSV file will be wrapped inside a ZIP, and the ZIP will be password protected.

To download a report:

1. Select the report category you want to download from the *Reports* dropdown on the left navigation panel.
2. Click the **Export as** in the top-right corner and then select **CSV or PDF**.



The screenshot shows the Zylker interface for 'Organization activity history'. The page includes a search bar, user profile 'Zylker Admin', and navigation icons for Sign, Documents, Templates, SignForms, Reports, and Settings. The main content area displays a table of activity history with columns for 'PERFORMED BY', 'ACTIVITY', 'PERFORMED ON', and 'TIME OF ACTIVITY'. The table lists several activities performed by 'barbarazylyker4@gmail.com' and 'john.zylker@zohomail.com'. In the top right corner, there is a dropdown menu labeled 'Export as' which is highlighted with a red box, showing options for 'CSV' and 'PDF'.

PERFORMED BY	ACTIVITY	PERFORMED ON	TIME OF ACTIVITY
barbarazylyker4@gmail.com	Document has been drafted	Sample social media policy - 1.pdf	Aug 07, 2024 03:16
barbarazylyker4@gmail.com	Document has been updated	Sample social media policy - 1	Aug 07, 2024 03:16
barbarazylyker4@gmail.com	Authentication mode has been updated for joh...	Sample social media policy - 1	Aug 07, 2024 03:16
barbarazylyker4@gmail.com	Document has been updated	Sample social media policy - 1	Aug 07, 2024 03:16
barbarazylyker4@gmail.com	Document has been updated	Sample social media policy - 1	Aug 07, 2024 03:16
john.zylker@zohomail.com	Document has been drafted	Sample social media policy - 1.pdf	Aug 07, 2024 03:22
john.zylker@zohomail.com	Document has been updated	Sample social media policy - 1	Aug 07, 2024 03:22
john.zylker@zohomail.com	Document has been drafted	Sample social media policy - 1	Aug 07, 2024 03:22
john.zylker@zohomail.com	Document has been updated	Sample social media policy - 1	Aug 07, 2024 03:23
john.zylker@zohomail.com	Document has been drafted	Sample social media policy - 1.pdf	Aug 08, 2024 00:28