

Cvent | Parked Reports ^[1]

October 4, 2019 by [Melanie Jones](#) ^[2]

NOTE This task requires the assistance of your [eComm Specialist](#) ^[3].

Even those without a Cvent login can access data through a password-protected URL whenever they fancy, and, best of all, without needing to pester you. You'll just need an eComm specialist to get a Report User added to Cvent and create the desired Parked Report. They are great if:

- your boss wants to access updated metrics
- someone from the budget office is tracking event revenue
- you need to send headcounts to the caterer
- a colleague is printing namebadges (with Word & Excel)

Request Parked Reports | USERS

Submit your Parked Report requests to your eComm specialist to setup for you. They will need to know:

1. what type of information you want in your report(s)
2. who will be accessing these reports
 - First & Last Name
 - Email Address

How To Access Parked Reports | USERS

Your eComm specialist will provide a unique URL and login instructions for accessing the Parked Reports at anytime.

TIP Report users should bookmark the unique URL and save the password.

How To Setup Parked Reports | ECOMM SPECIALISTS

Create Parked Report

[Parking Reports](#) ^[4]

Display Title:

Cvent | Parked Reports

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/ecommm-wiki/cvent-parked-reports>

Links

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https://support.cvent.com/apex/CommunityArticle?id=000002356&Lang=en_US&searchTerm=parked%20