

Cvent | Report of Events Created by User [1]

September 10, 2018 by [Melanie Jones](#) [2]

Transferring a license? Adding a new user to an existing team? Create a report of the events created by a particular user. That way you have a list of events to share with the new person, so they can hit the ground running.

Pull Report from Cvent

1. Hover the drop-down on the top left side of the page titled **Cross Events** >> Select: **Cross Event Reports**
2. Select the green button on the top-right: **Create Custom Report**
3. Switch the category to **Events** and the type to **Events**. Press **next**
4. Delete the Registrant fields
5. Click "Add Fields" and switch to the Audit Information view
6. Choose "Created By." Press **Ok** and the press **next**
7. Press **next** (no action needed on step 3)
8. Modify the date range if needed. In the Advance Filters section set it up to be "Created by" "equals" "Username" (the user name is the person's email address)
9. Finish & Run Report

How-To Share Events

[How-To Share Events | WIKI](#) [3]

!NOTE! Only eComm specialists have access to pull this report from Cvent.



[eComm_Support-Model_20180816.pdf](#) [4]

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Cvent | Report of Events Created by User

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No

Source URL: <https://www.cu.edu/blog/ecomm-wiki/cvent-report-events-created-user>

Links

[1] <https://www.cu.edu/blog/ecomm-wiki/cvent-report-events-created-user>

[2] <https://www.cu.edu/blog/ecomm-wiki/author/39>

[3] <https://www.cu.edu/blog/ecommm-wiki/cvent-standard-share-your-event-other-users>

[4] <https://www.cu.edu/doc/ecommsupport-model20180816pdf?download=true>