

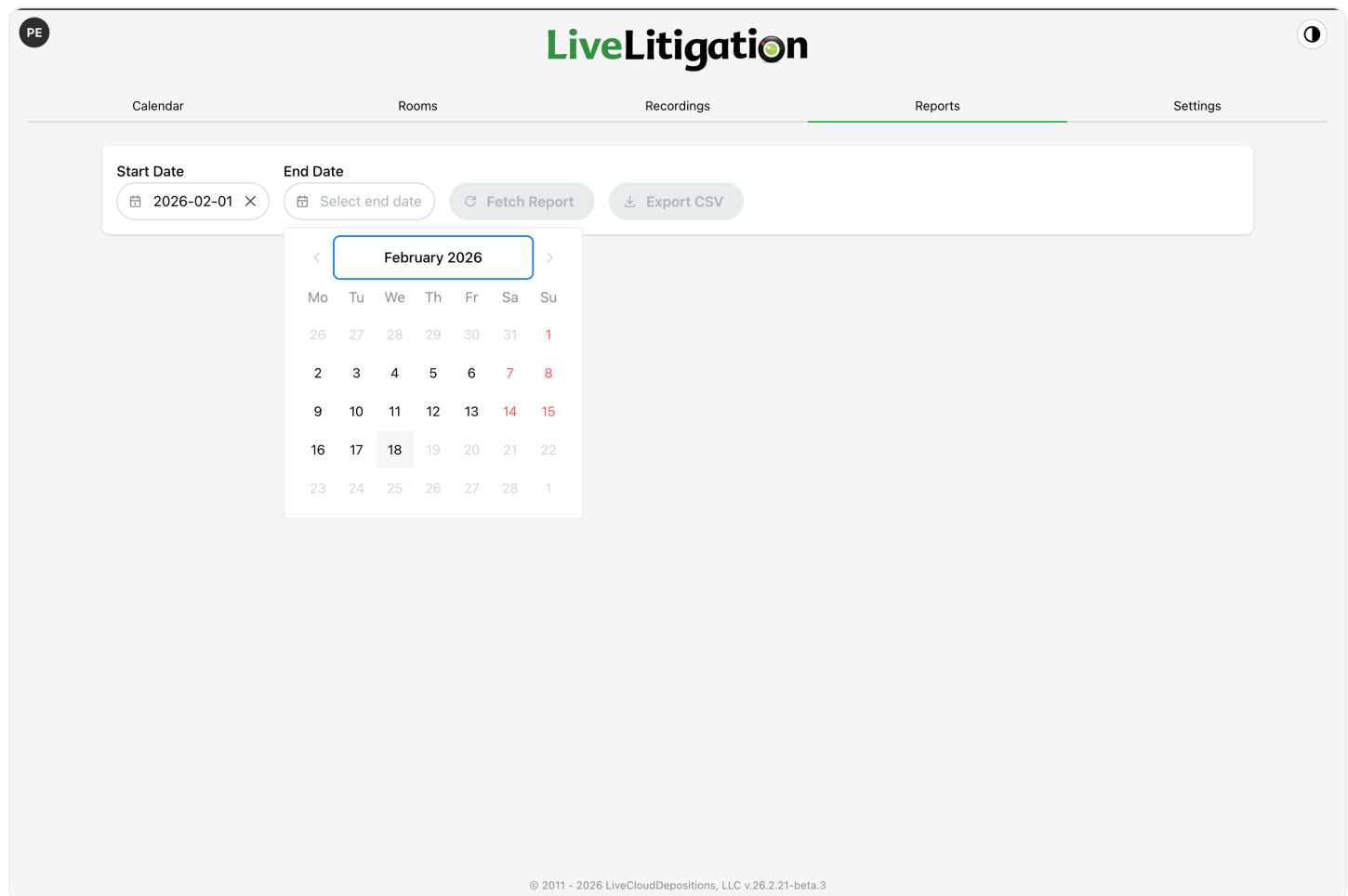
How to Generate Reports in LiveLitigation

Step-by-step instructions for generating usage reports in eSuite.

1. Navigate to Reports

After logging in, click on **Reports** in the navigation menu to open the reporting interface.

- Select a **Date Range** for the report period you wish to review.



The screenshot displays the LiveLitigation web application interface. At the top, there is a navigation bar with the 'LiveLitigation' logo and a user profile icon labeled 'PE'. Below the navigation bar, there are five tabs: 'Calendar', 'Rooms', 'Recordings', 'Reports' (which is currently selected and highlighted with a green underline), and 'Settings'. The main content area of the 'Reports' tab features a date range selector. It includes a 'Start Date' field with a calendar icon, a date input showing '2026-02-01', and a close button 'X'. Next to it is an 'End Date' field with a calendar icon and the text 'Select end date'. To the right of these fields are two buttons: 'Fetch Report' and 'Export CSV'. A calendar dropdown is open, showing the month of 'February 2026'. The calendar grid displays days from Monday to Sunday. The 1st, 7th, 8th, 14th, and 15th are highlighted in red. The 18th is highlighted in grey, indicating it is the selected date. At the bottom of the interface, a small copyright notice reads: '© 2011 - 2026 LiveCloudDepositions, LLC v.26.2.21-beta.3'.

2. Generate and Download Your Report

Click **Fetch Report** to produce the report. Once the report has been generated, you can download it to your computer.

- Reports include details such as room name, date, duration, and participant count.
- Download the report as a **CSV** file for use in spreadsheets or record-keeping.

Start DateEnd Date

📅 2026-02-01 ×

📅 2026-02-18 ×

Fetch Report

Export CSV

Session: ED1073REMOTE2 CONNECTIONS

Start: Feb 11, 2026, 7:18 PM | End: Feb 11, 2026, 7:38 PM | Duration: 19m 40s

Name	Room	Connected	Disconnected	Duration	IP	Type	Ver	OS	Witness
Peter (Host)	2873188	Feb 11, 2026, 7:18 PM	Feb 11, 2026, 7:38 PM	19m 40s	108.216.100.14	Web			
Michael Scott	2873188	Feb 11, 2026, 7:25 PM	Feb 11, 2026, 7:35 PM	10m 1s	108.216.100.14	Web			

Session: D767F9C3REMOTE3 CONNECTIONS

Start: Feb 11, 2026, 7:39 PM | End: Feb 11, 2026, 7:40 PM | Duration: 1m 17s

Name	Room	Connected	Disconnected	Duration	IP	Type	Ver	OS	Witness
Peter (Host)	2873188	Feb 11, 2026, 7:39 PM	Feb 11, 2026, 7:39 PM	23s	108.216.100.14	Web			
Peter (Host)	2873188	Feb 11, 2026, 7:39 PM	Feb 11, 2026, 7:39 PM	6s	108.216.100.14	Web			
Peter (Host)	2873188	Feb 11, 2026, 7:40 PM	Feb 11, 2026, 7:40 PM	9s	108.216.100.14	Web			

Session: 809EF614REMOTE1 CONNECTION

Start: Feb 11, 2026, 7:41 PM | End: Feb 11, 2026, 7:45 PM | Duration: 3m 55s

Name	Room	Connected	Disconnected	Duration	IP	Type	Ver	OS	Witness
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