

# Create and View Administrative Reports

With the appropriate [rights](#), you can create and run custom reports using your organization data. You can create both shared and private reports. Anyone with appropriate rights can view shared reports, but you can only view private reports you create.

After you select the information you want to display on a report, you can save it for future use. You can also view reports in multiple output formats.

**Events Reports** lets you view and export reports containing event related information. For more information about Event Reports, see [Event Reports](#).

**Online Giving Reports** lets you view and export reports containing online giving related information. For more information about Online Giving Reports, see [Online Giving Reports](#).

- [Add and Edit Custom Reports](#)
- [Event Reports](#)
- [Online Giving Reports](#)
- [Admin Reports and Logs](#)