

# Events Reporting Dashboard

## Article Number

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## Information

### Top 5 Events by Revenue / Top 5 Events by Registrations

On this page, you have pie charts showing the Top 5 events by Revenue and the Top 5 Events by Registrations. You can click on the event name or the pie chart itself to view more details on the selected event. This will also take you to the Single Event Reporting page. Only active events are displayed on the pie charts.

### Single Event Reports

Admins can access data for a single event by selecting the event from the dropdown and clicking **Show Reports**. This control also allows you to start typing in the name of the event and the list will be filtered as you type.

When you select an event from the dropdown you can:

- Run standard reports
- Create scheduled and custom reports
- Create and run data exports

After you have selected an Event from the dropdown, you'll see four "canned" reports to download. These standard reports are specific to the selected event and pull back all event and activity data for the report real time. All of the standard reports have the same basic report header and footer.

- [Registration Report](#) - The Registration Report is a list of all registrants (Primary Registrant and Guests) for the Event and the related Activities. Each registrant is displayed on row of their own under the Event and Activities they are registered to attend.
- [Primary Registrant Report](#) (Legacy) - The Primary Registrant Report organizes the main event and the activities separately with the primary registrant displayed under the appropriate event and/or activity.
- [Attendee Report](#) - The Attendee Report organizes the main event and the activities separately with the primary registrant and their guests displayed under the appropriate event and/or activity.
- [Itinerary Report](#) - The Commerce Item Report generates a report based on each commerce item in the Event and related Activities.
- [Commerce Item Report](#) - The Commerce Item Report generates a report based on each commerce item in the Event and related Activities.
- [Name Badge Report](#) - This report will provide a report with the name of each Primary Registrant and Guest to facilitate creating name badges.
- [Event Donation Report](#) - The Event Donation Report will be available for events that are tied to a Campaign configured to 'Show donation amounts to Event Admins.

To download a report, select **Get Report**, then choose a file format for the download. The available options are:

- .PDF - Adobe Acrobat format
- .DOC - Microsoft Word document
- .DOCX,- Microsoft Word document for Office 2007 and later

- .XLS - Microsoft Excel spreadsheet
- .XLSX - Microsoft excel spreadsheet for Office 2007 and later.
- .PPTX - Microsoft PowerPoint for Office 2007 and later
- .MHTML - Mime encoded HTML file in which all images, flash, etc. are encoded and saved with the HTML

.CSV is not an option for these standard reports. Admins can run a Custom Event Data Export to receive a .CSV file.

### Custom Event Data Export

Create custom exports of event data which you can download, save or schedule to run on a regular basis. Click **Create New Export** to create a new export for the selected event.



Options on the dropdown on this grid

- Run Export - Run the export you selected.
- Edit Export Query - Make changes to the query used to create the export.
- Edit Export Field List - Make changes to the list of fields that appear in the export.
- Edit Configuration - Make inline changes to the report listing information on the grid.
- Edit Email Notification - Make changes to the email that is sent out when a scheduled export is ready.
- Delete Export - Delete the selected export from the grid.

### Reconciliation Reports

Reconciliation Reports allow you to obtain a list of anyone who has purchased anything for any event within the date range you enter. Click **Create New Export** to create a new report.



Options on the dropdown on this grid

- Run Export - Run the export you selected.
- Edit Export Query - Make changes to the query used to create the export.
- Edit Export Field List - Make changes to the list of fields that appear in the export.
- Edit Configuration - Make inline changes to the report listing information on the grid.
- Edit Email Notification - Make changes to the email that is sent out when a scheduled export is ready.
- Delete Export - Delete the selected export from the grid.

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#### KB Product

Encompass

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