

# Events Reports



by Michael Hassman on 22 October 2018

There are two different types of reports for the events application - User reports and Event reports

## User Reports

These are used to run a report on specific users to see which events they have attended.

Name	Event Title	Join Date	Note	Extra Guests
Abigail Clark	Claromentis Tips & Tricks	19-10-2018 16:31		
Michael Hassman	Claromentis Tips & Tricks	19-10-2018 16:32		
Connor Chapman	Claromentis Tips & Tricks	19-10-2018 16:31		
Michael Hassman	Claromentis Tips & Tricks	02-10-2018 15:11		
Michael Hassman	New Starter Event	02-10-2018 15:16		




By using the filtering options at the top of the report you can select a certain user for your report, specify the date range, define a group of users and select the event category.

Once you have placed the necessary filters simply hit the filter button and it will create the appropriate report. This can then be exported to a CSV if needed.

It's worth mentioning that by default when accessing this report no filters will be specified and the report will run for every user since you have started using the events application.

## Events Reports

The events report allows for a full list of events and see the total amount of users who have signed up to the event and the date and time the event is

Events / Events Report + Create event   

**Event Category** =All=  
Social  
Training Events
**Event Status** =Any=  
Draft  
Live  
Cancelled

**Date Range**  
 Hide recurring event

Filter
Reset

[Export to CSV](#)

Event name	Start date	End date	Users who can join	Max capacity	Total Attendee	No of users	Total extra guests	Waiting list
Claromentis Drop-In Session	23-12-2019 15:00	23-12-2019 17:00	62		0	0	0	0
Claromentis Tips & Tricks	20-12-2019 13:00	20-12-2019 15:00	62		0	0	0	0
Claromentis Drop-In Session	16-12-2019 15:00	16-12-2019 17:00	62		0	0	0	0
Claromentis Tips & Tricks	13-12-2019 13:00	13-12-2019 15:00	62		0	0	0	0

Like the user report there are filtering options at the top of the report, such as the event category the current status of the event, date range and the ability to hide reoccurring events. The filters again are by default disabled when accessing the report giving you a full list of all events initially.

Once more you can export your report via CSV if needed