



## Events reports

There are two different types of reports for the Events application:

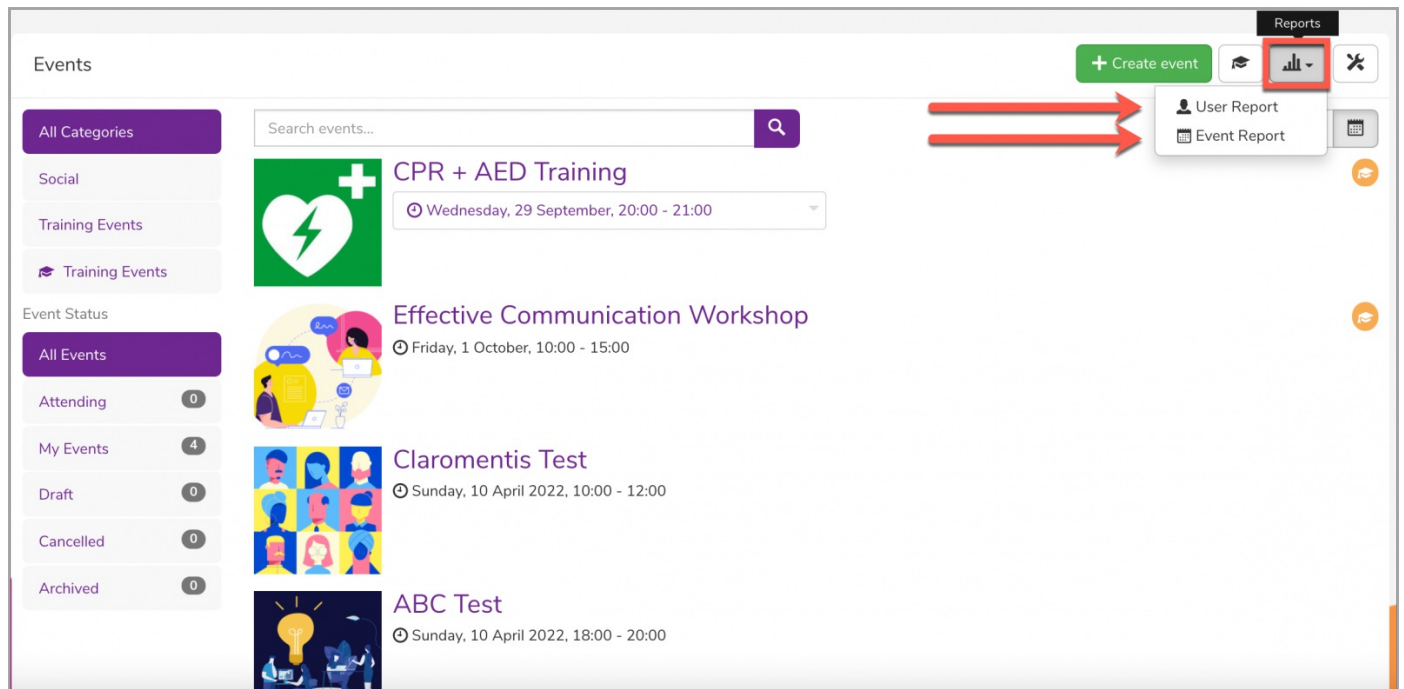
- [User reports](#)
- [Event reports](#)

To access reports in the Events application, you will need to be granted permission.

For more information on how to assign Event permissions, head to [Events: Admin overview](#).




## Accessing the reports tool

From the front-end of the Event application, users with permission will see the option for **Reports**:



## User Reports

The User report is used to run a report on specific users to see which events they have attended.

Events / User Report + Create event   

1 Select User

Select user Browse

2 User Group

=All=

Administration

Berthierville

Company

3 Date Range

4 Event Category

=All=

Social

Training Events

Filter Reset




Export to CSV

Name	Event Title	Join Date ▼	Note	Extra Guests
Connor Chapman	Summer Event	18-02-2019 11:31		
Charles Johnston	Summer Event	18-02-2019 11:31		
Claromentis Administrator	Summer Event	18-02-2019 11:30		
Alan Metcalfe	Summer Event	18-02-2019 11:31		
Abigail Clark	Summer Event	18-02-2019 11:31		

By using the filtering options, you can run a report on any existing event:

- Select User:** Type name in the search box to search for a specific user.
- User Group:** Select existing user groups from the drop-down to filter by a certain group of users.
- Date Range:** Specify the date range the event took place.
- Events Category:** Select the filter options to run a report by event category.

Once you have placed the necessary filters, you can create the appropriate report. This can then be exported to a CSV if needed.

Events / User Report + Create event   

Select User

Select user Browse

Date Range

User Group

=All=

Administration

Berthierville

Company

Event Category

=All=

Social

Training Events




Filter Reset

Export to CSV

**Please note:** By default, no filters will be specified when first accessing the report. The report will run for every user if no filters are used.

## Events Reports

The Events report is used to run a report on a full list of events. The report includes information on the total amount of users who have signed up and the date and time of the event.

Events / Events Report + Create event   

1

Event Category

=All=  
Social  
Training Events


3


Event Status

=Any=  
Draft  
Live  
Cancelled

2

Date Range





4

☐ 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
CPR + AED Training	29-09-2022 20:00	29-09-2022 21:00	68		0	0	0	0
ABC Test	10-04-2022 18:00	10-04-2022 20:00	68		0	0	0	0
Claromentis Test	10-04-2022 10:00	10-04-2022 12:00	68		0	0	0	0
CPR + AED Training	29-03-2022 20:00	29-03-2022 21:00	68		0	0	0	0

Like the user report, you can run a report on any existing event by using the filtering options:

- Events Category:** Select the filter options to run a report by event category.
- Date Range:** Specify the date range the event took place.
- Event Status:** Select the filter options to run a report by specific event status.
- Hide recurring events:** Check the option to not include recurring events in the report.

Once your report has been created, you can export the data into a CSV:

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

**Please note:** By default, no filters will be specified when first accessing the report. The report will run for every user if no filters are used.

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Tags: [events](#), [user guide](#), [report](#)