



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

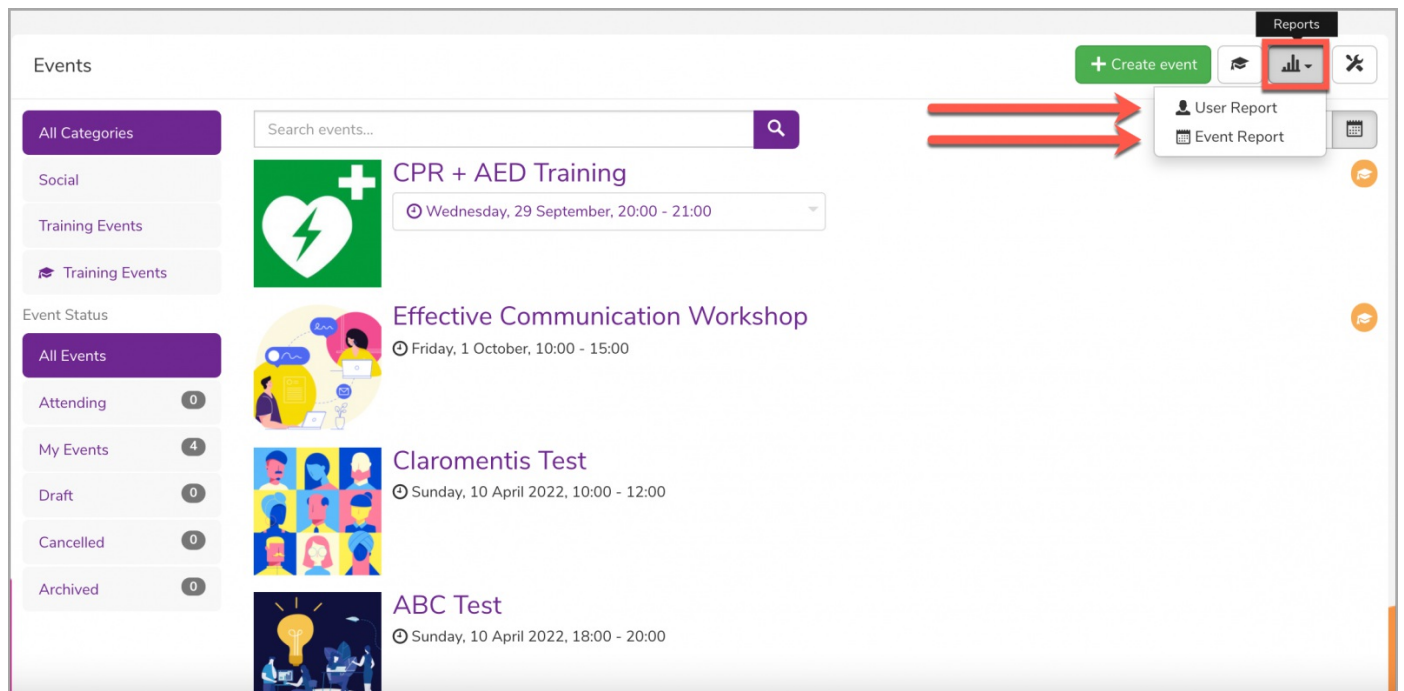
- [User reports](#)
- [Event reports](#)

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:

1. **Select User:** Type name in the search box to search for a specific user.
2. **User Group:** Select existing user groups from the drop-down to filter by a certain group of users.
3. **Date Range:** Specify the date range the event took place.
4. **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.