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 either need to be an application administrator of Events or, been given permission by an administrator as detailed in our Events: Admin overview guide.

Accessing the reports tool

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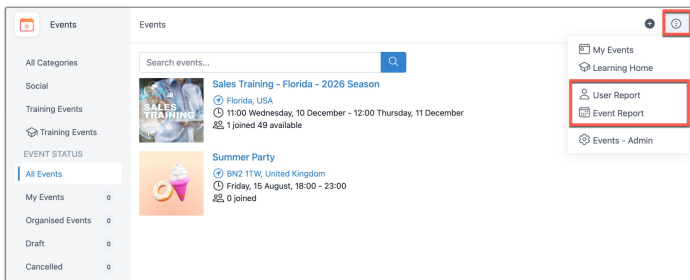
User Reports

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

By default, no filters will be specified when first accessing the report, so data will already be displayed.

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

1. **Select User:** Type a 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 using the button for this if needed.

Events Reports

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

By default, no filters will be specified when first accessing the report, so data will already be displayed.

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

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

Once your report has been created, export the data to a CSV if required for offline records or further analysis.

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