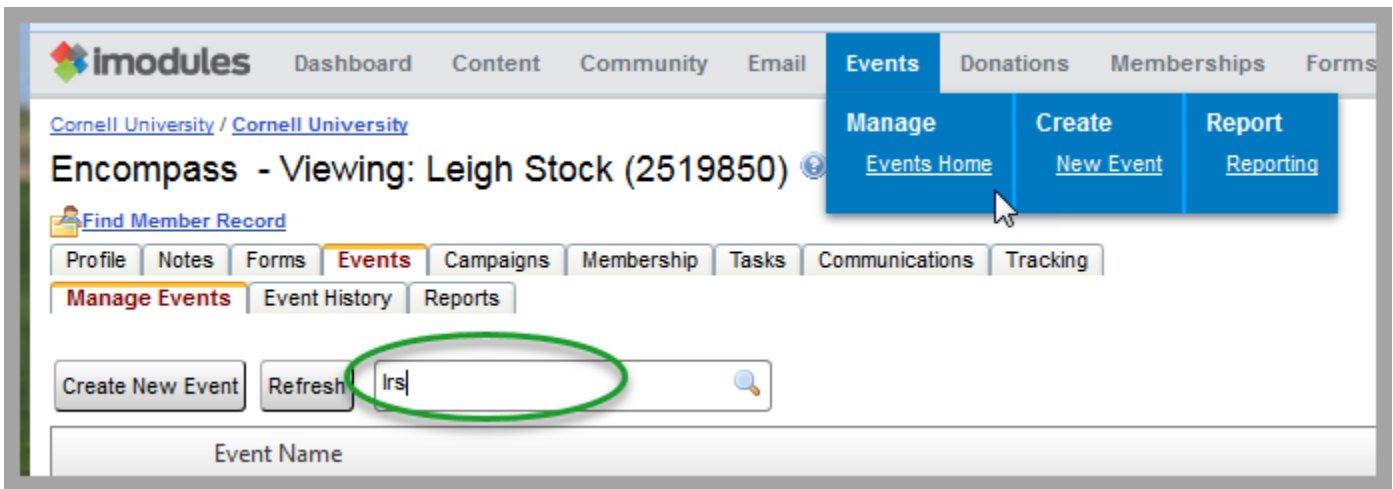


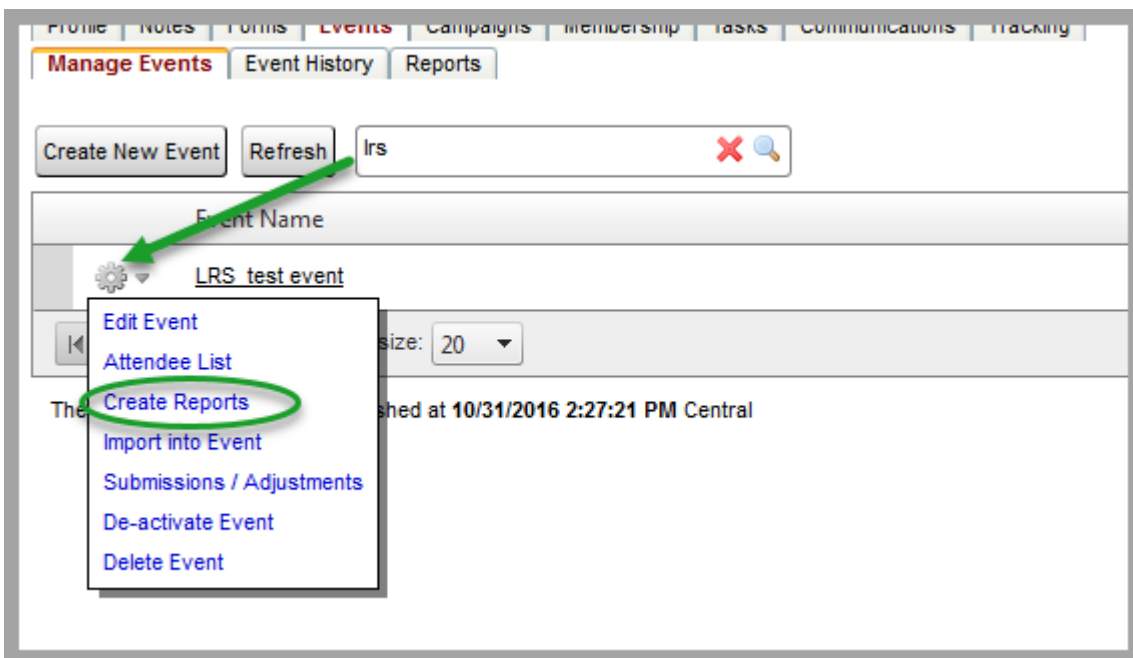
Event Reporting

For single event reporting, iModules contains 4 prebuilt reports, and the option for creating custom reports.

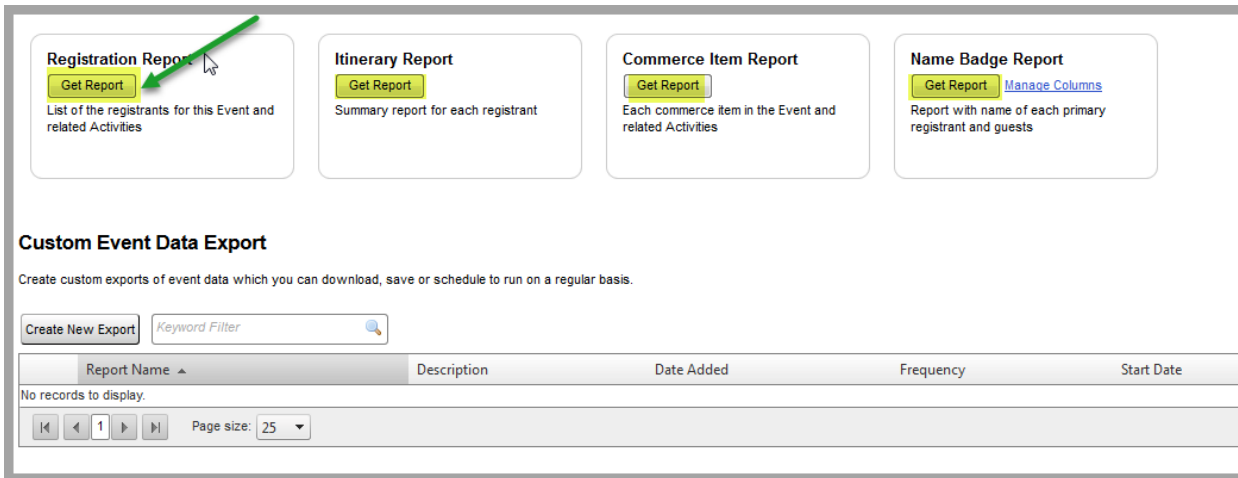
Go to Events Home, then enter event name in Search box.



Click on the cog, and select Create Reports



On the event reporting page, click the “Get Report” button of the desired report.



The screenshot shows a dashboard with four report cards. Each card has a title, a 'Get Report' button, and a brief description. A green arrow points to the 'Get Report' button of the 'Registration Report' card.

- Registration Report**: List of the registrants for this Event and related Activities
- Itinerary Report**: Summary report for each registrant
- Commerce Item Report**: Each commerce item in the Event and related Activities
- Name Badge Report**: Report with name of each primary registrant and guests

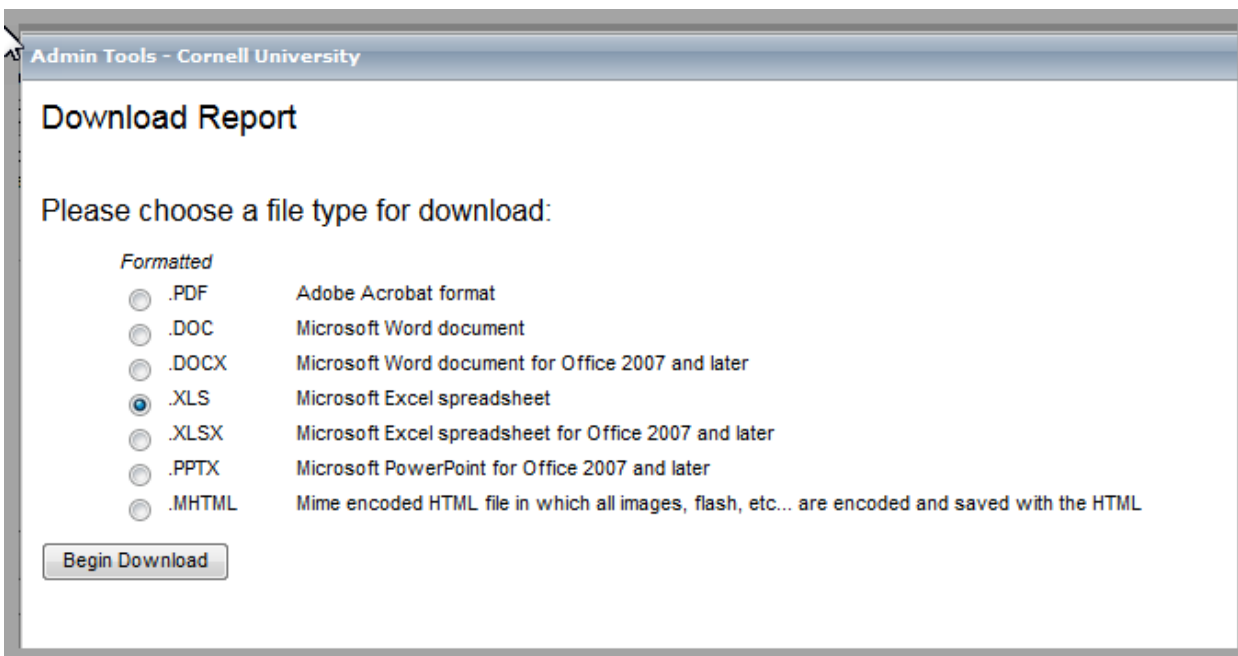
Custom Event Data Export
Create custom exports of event data which you can download, save or schedule to run on a regular basis.

Create New Export

Report Name	Description	Date Added	Frequency	Start Date
No records to display.				

Page size: 25

From the pop-up window, choose the file type for download and then “Begin Download”



The screenshot shows a pop-up window titled 'Admin Tools - Cornell University' with the heading 'Download Report'. It prompts the user to 'Please choose a file type for download:' and lists several options. The '.XLS' option is selected.

Formatted

- .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

Begin Download

Custom exports

Click on "Create New Export"

Custom Event Data Export

Create custom exports of event data which you can download, save or schedule to run on a regular basis.

Create New Export Keyword Filter

Report Name	Description
No records to display.	

Page size: 25

1 Chose Settings

- Choose Frequency for report runs
- Name report
- Enter report description
- Click Next

1 Settings 2 Configure Data 3 Field List 4 Preview 5 Finish

Settings

Setup

a When should this export be run?
On-Demand

Details

Save this export so it can be used again later

b Export Name
test

c Description

Use Data Viewer to customize this export

d Next>>

2 Configure Data – Choose data to export; Next

The screenshot shows a progress bar at the top with five steps: 1. Settings (checked), 2. Configure Data (active), 3. Field List, 4. Preview, and 5. Finish. Below the progress bar is the title 'Configure Data'. The main content area is titled 'Event Data' and contains an 'Export Type' section with four radio button options: 'Event data with all related activities and categories' (selected), 'Main event only', 'Specific Activities', and 'Specific Categories'. Below these are two checkboxes: 'Filter data based on when users submitted the form' and 'Include incomplete form submissions'. At the bottom are two buttons: '<<Back' and 'Next>>'.

3 Field List - Choose fields to include in report from either Quick Field List or event form

- Quick Field List
- Event Form

The screenshot shows a progress bar at the top with five steps: 1. Settings (checked), 2. Configure Data (checked), 3. Field List (active), 4. Preview, and 5. Finish. Below the progress bar is the title 'Field List'. The main content area is titled 'Customize Exported Fields' and contains three columns: 'Forms', 'Available Fields', and 'Selected Fields'. The 'Forms' column has a tree view with 'Quick Field List' (circled in green with a red 'a') and 'LRS_test event' (circled in green with a red 'b'). The 'Available Fields' column has a search bar and a list of fields, with 'Preferred Email (Update My Info)' highlighted. The 'Selected Fields' column has a list of five selected fields, each with a red minus button. At the bottom left is a checkbox 'Share this field list within the event'. At the bottom are two buttons: '<<Back' and 'Next>>' (circled in green).

4 Preview Export

Settings Configure Data Field List **4 Preview** 5 Finish

Preview

Your export currently returns 2 rows. The first 2 are shown below:

Export Preview

Last Name	First Name	PREFERRED_FIRST_NAME	PREFERRED_LAST_NAME	PREFERRED_MIDDLE_NAME	BEST_EMAIL
Stock	Leigh	Leigh	Stock		Irs99@cornell.edu
Stock	Shaymus	Shaymus	Stock		

<<Back Next>>

5 Finish – Download Export File

Settings Configure Data Field List Preview **5 Finish**

Finish

✔ Your export has been saved.

Export Name
test2

[Download Export File](#)

Tips:

When the column header in the exported report doesn't match the field names- how to find the exported column header name when it is different from the field name?

Go to the Event form, Edit Field for the column header needed

Are you attending? Yes No

Tickets for the Registrant
Event Ticket Please Choose... *

Edit Field

1. Check "Show Advanced Options"
2. Export Column Header Name

Admin Tools - Cornell University

Events - Registrant Field Edit

Field Name: *

Display Name:

Make this field required:

Show Advanced Options: **1**

Search Name: *

Export Column Header Name: *

Custom Profile Label:

Form Field CSS Class:
Changes will be applied on instance fields.

Token Name:

Allow cloning of this field:

Active Date Range: to

Audience: Everyone
 Logged In
 Not

/admin/index.aspx?sid=1717&gid=2&cid=677&fid=9437&gfid=10773&giid=57349&inframe=1&ininit=1

J	K	L	
PREFERRE	BEST_EMA	Template Single Day 20 - Are you attending_40	Mi
	abelson@		1
+			