REPORTING CENTER: CORE REPORTS

Last Updated May 2024

The Order List report within the Reporting Center displays a line item for all orders. The Order List can be filtered by event, school, department, and order date range. Additionally, there is an option to show or hide product orders. To view the Order List details outside the box office, the data can be exported to a .CSV. An option to download an email list is also available.

Accessing the Order List

1) From the top menu bar, select *Reports*

2) Click *Reporting Center*

3) Select *Order List* from the left-hand list of Core Reports

There is also a shortcut available in the top menu bar, under *Reports*, called *Order List*.

ATTENDEE LIST

The Attendee List report within the Reporting Center displays a line item for each ticket purchased. This report can be filtered by school, department, team, event, event start and end time. Additionally, a toggle switch will be available to include or exclude Pass Holders. When Pass Holders are included, the Attendee List can only be filtered on event name. To review data outside of the box office, this report can be exported to a .CSV.

Accessing the Attendee List

1) From the top menu bar, select *Reports*

2) Click *Reporting Center*

3) Select *Attendee List* from the left-hand list of Core Reports

CUSTOMERS LIST

The Customers List displays a concise list of purchaser and attendee data. The Customers List can be filtered by event, school, department, and team. To view the Customers List outside the box office, the data can be exported to a. CSV.

Accessing the Customers List

1) From the top menu bar, select *Reports*

2) Click *Reporting Center*

3) Select *Customers List* from the left-hand list of Core Reports

EVENT DETAILS

The Events Details report within the Reporting Center displays a list of all events that have ticket sales and shows the total number of tickets issued. This report does not include any voided tickets, regardless if they have been refunded or not. However, this report does include tickets that have been refunded, but not voided. This report can be filtered by school, department, team, event, start and end time. To review data outside of the box office, this report can be exported to a .CSV

Accessing the Event Details Report

1) From the top menu bar, select *Reports*

2) Click *Reporting Center*

3) Select *Event Details* from the left-hand list of Core Reports