

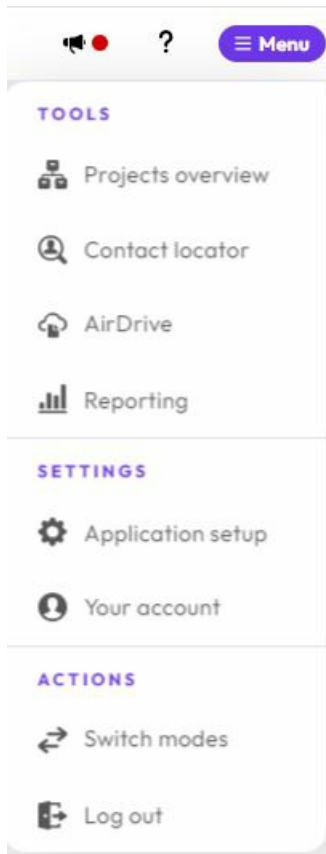
Global Reporting

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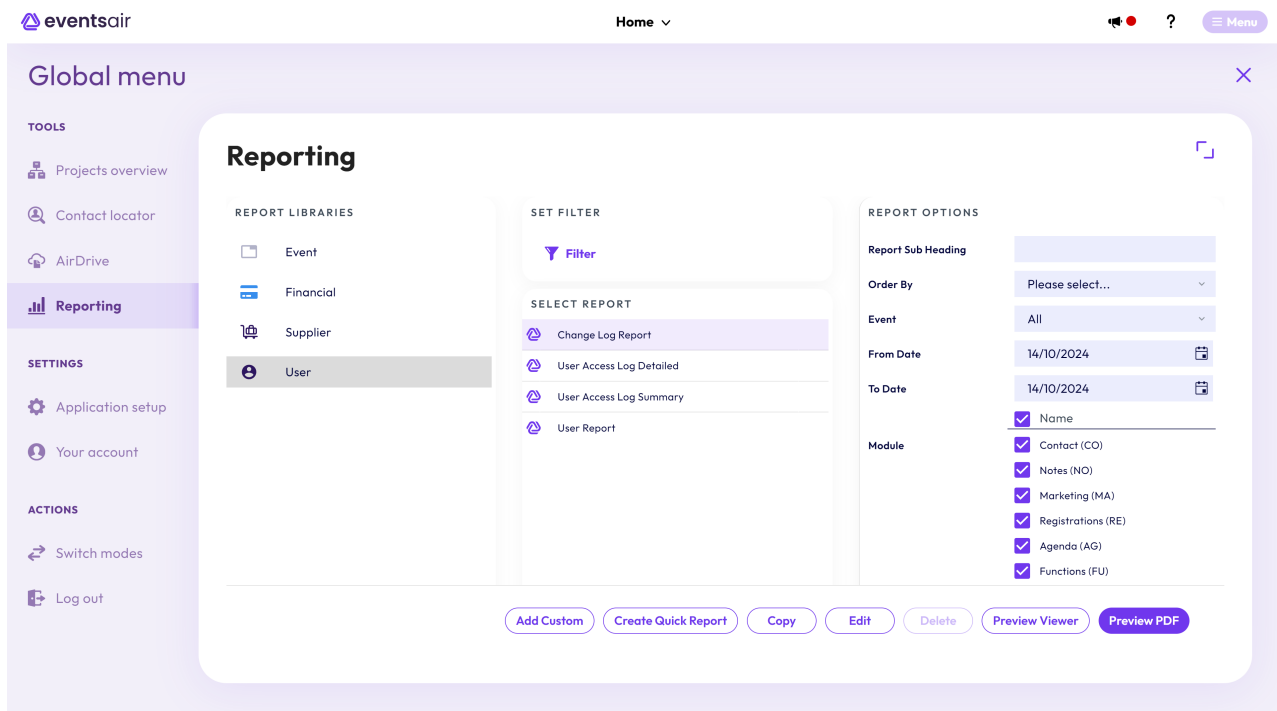
Global reporting lets you search, filter and report on data across multiple events. You can choose which events you want to report on, and select from a library of pre-designed reports for Events, Financials, Suppliers and Users.

To access Global Reporting, select **Reporting** from the **Event Selection / Home** screen.

This is under the "Menu" button (top right).



Once you select Global Reporting, you'll see something like this:



There are four categories of reports you can see, copy and save:

- **Event Reports** – search and filter on multiple events, with parameters such as event start and end dates, event groups, office location, and other demographic details.
- **Financial Reports** – search and filter across funding types, payment types, payment dates, receipt creation dates, and payment batches.
- **Supplier Reports** – search and filter on Suppliers based on supplier types, brands, chains and other criteria.
- **User Reports** – report on users, filtering on roles in your organization, user status, and other demographic details. A change log report is also available in this tab.

Searching and Filtering

Once you select a global report to run, you can access the filter option. You have different filter and search options for each report category:

- Event
- Financial
- Supplier
- User

You can also filter on Custom Fields you've defined for Event Reports.

Adding a Custom Report

If you've previously purchased a custom report from the EventsAir team, you can access it here by selecting the Add Custom button and choosing from a list of available custom reports. Please note there are development fees to

create custom reports and if none are available to you, nothing will appear when you select this button.

[Click here](#) to learn more about the Custom Report Store.
