

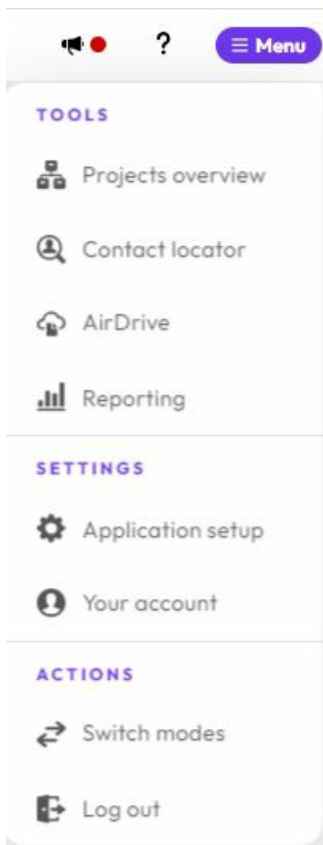
# Global Reporting

Last Modified on 12/08/2024 6:58 pm EST

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.

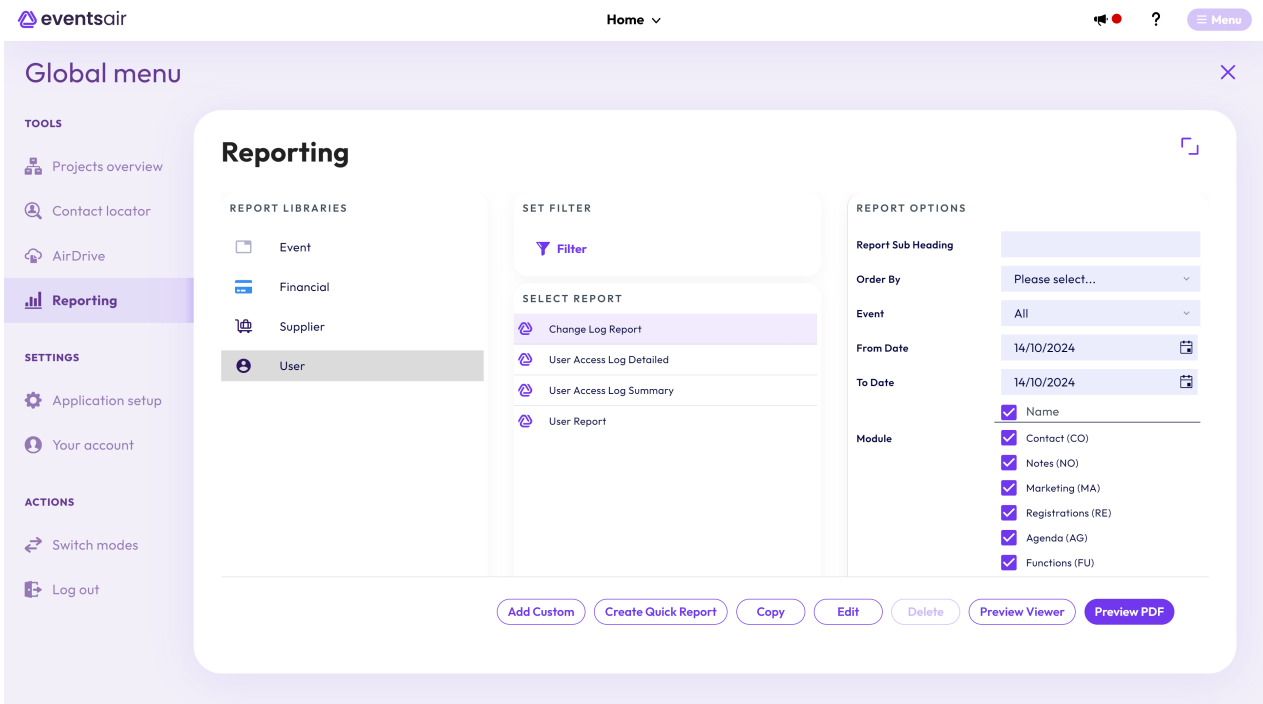
To access Global Reporting, select **Reporting** from the **Event Selection Window**.

In Version 16 upwards, this is under the "Menu" button (top right).

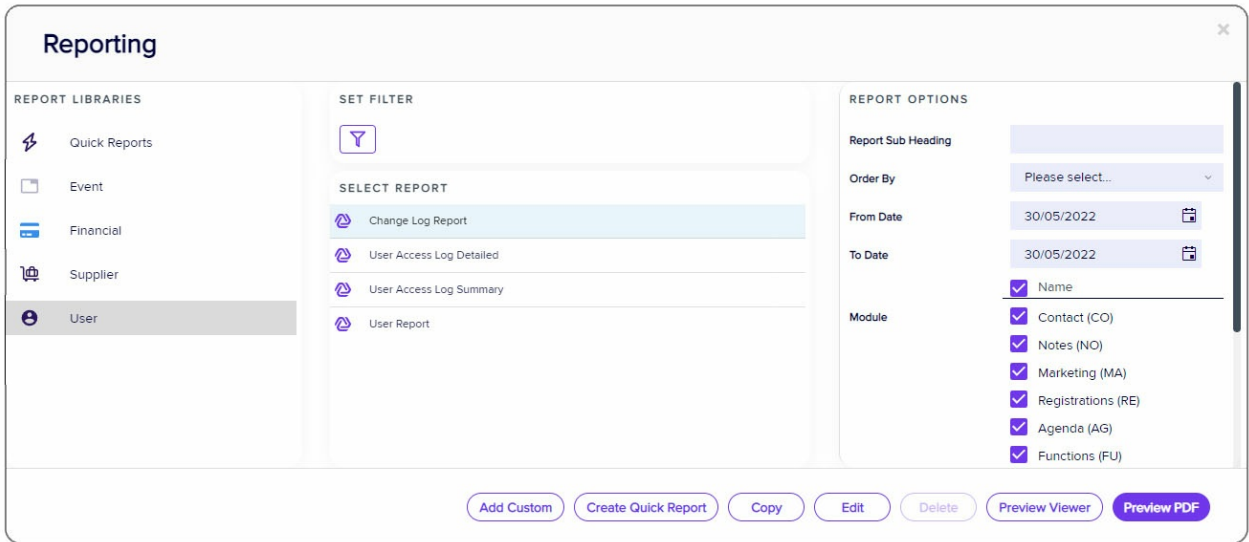


If you're not using Version 16 or upward, use the "Reporting" button, top right, within the Event Selection screen.

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



The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.



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.

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