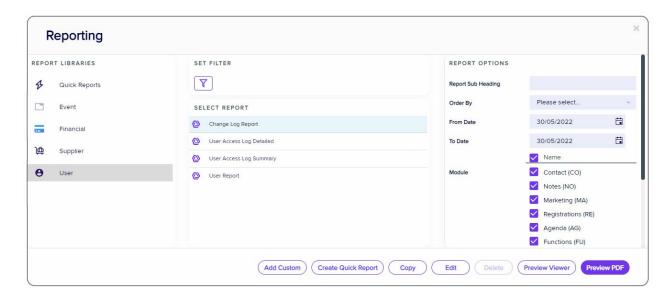# Global Reporting

Last Modified on 03/21/2024 6:05 am EDT

With Global Reporting in EventsAir, you are now able to search, filter and report on data across multiple events. With Global Reporting you are able to choose which events you wish 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.**

You will have four categories of reports you can view, copy and save:

- **Event Reports** – these reports let you 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** – these reports let you search and filter across funding types, payment types, payment dates, receipt creation dates, and payment batches.
- **Supplier Reports** – these reports let you search and filter on Suppliers based on supplier types, brands, chains and other criteria.
- **User Reports** – these reports let you report on users, and can be filtered on roles in your organization, user status, and other demographic details. A powerful change log report is also available in this tab.

Searching and Filtering

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

- Event
- Financial
- Supplier
- User

You are also able to filter on Custom Fields that are defined for Event Reports.

Adding a Custom Report

✈️ Ready to move up to First Class?

Your EventsAir environment is about to be upgraded for greater security & reliability!
You may need to make small adjustments to your set up.

Learn now the upcoming Azure migration may impact this feature, and what actions may be needed.

If you had obtained a custom report from the EventsAir team, you are able to access your custom reports by selecting the Add Custom button and viewing a list of available custom reports. Please note there are development fees to create custom reports and if you have not purchased one, nothing will appear when you select this button.

Click here to learn more about the Custom Report Store.