Name Badges (in Express Actions)

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This is where you can print name badges with merged attendee data, based on previously created layouts.

To print badges:

1. Select your pre-defined badge layout from the drop-down list.
2. Select the **Filter** option to search for the group of attendees you want to print badges for.
3. Check **Limit Batch Size** if you want to print badges in smaller groups. Enter the number of records you want to print in a single batch.
4. Choose an **Order By** option if you wish to print by Last Name, Company Name, or other criteria.
5. Select the **Start** button to start your print job.

Click here to learn about creating a Name Badge layout.

Selected Records tab

After filtering, you can look under the Selected Records tab to see a complete list of the attendees this Express Action will be applied to.

You may see slightly different buttons underneath the list as those that appear in the image above, depending on the Express Action you're using.

- **You can use all the Selected Records, or just pick out some from within that list.**
- **To exclude individual records, manually deselect them. You can select them again to include them if you change your mind.**

When you're happy with the list, press the "Start" button to start the Express Action (you can also do this from the Details tab).

Save as Data Snapshot

You'll see this option under the Selected Records tab.

A Data Snapshot captures, or "remembers" the results of a search or report filter so you can re-use the data later. (If you want to save the filter itself, to search on it again later, use the save filter function.)

Read more about using Data Snapshots in this article.

Note: Save As Data Snapshot saves the results, not the selection criteria. Any Attendees added *after* you made this selection are NOT included, even if they match your original filter criteria. If you want to save the *Selection Criteria* (instead of the *results*), use the **Save** button inside the Filter screen.

Create Data Snapshot

◉ Create New

Name

Remove After   3 DAYS

◯ Append to existing   Please select...

◯ Replace existing   Please select...

Clear   Save