

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.

Name Badges

Details Selected Records

Name Badges* Raffle Ticket

Target Group  75 Records Selected

Re-print previously printed records

Batch Size Limit Batch Size records

Order By ID

[Start](#)

[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.

ID	NAME	ORGANIZATION
1	Santos, Aditya	Aurora Foundation
2	Lee, Aditya	Global Horizons Initiative
3	Khair, Ahmed	Momentum Ventures
5	Tanaka, Aaliyah	Pinnacle Ventures
7	Ma, Aditya	Blossom Innovations
9	Silva, Aditya	Rising Sun Technologies
10	Takahashi, Aditya	Evergreen Alliance
11	Gonzalez, Aaliyah	Spectrum Solutions
12	Blanco, Aditya	Harmony Enterprises
13	Ma, Aaliyah	Phoenix Foundation
14	Costa, Ahmed	Phoenix Foundation
16	Wu, Aditya	Bright Future Foundation
18	Ma, Ahmed	Phoenix Foundation
19	Yamada, Aaliyah	Evergreen Alliance

Total Records: 435

[Save As Data Snapshot](#) [Export To Excel](#) [Cancel](#) [Change](#)

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

Append to existing

Replace existing