

# June Webinar 2023 – Understanding Reports in EventsAir

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NOTE: EventsAir Version 16 is here and if you've already updated, your screen won't look exactly like this video. In the newer version:

- The event selection screen (opening screen) is cleaner, and Global Tools are under the Menu button.
- The Navigation menu (in an event) is on the left-hand side .
- Some tools have now been grouped (e.g. Attendee Action Buttons in the Attendees Panel are now all under the "Actions" button, top right).

*After a changeover period, all our videos will be updated.*



This icon in the toolbar of the video shows the chapters, so you can jump straight to the section you're interested in.

These questions have been collated from the 3 regional webinars. Some questions were asked by more than one person, so you may not see the exact same wording you used in your question. Also we can only answer in general terms, so bear in mind your specific situation may need a different solution.

## Q&A

For a detailed guide, read our [Reports Overview article](#), using the pop-out contents tab (purple arrow on the right) to jump to any section.

## Certificates

- How do we create a Certificate of Completion for participants – including name, workshop name (function) and date, plus images/logos?
- Is there a way to add presentation titles into reports (so we can produce certificates for those who present abstracts)?

## Creating new versions

- Can we custom set and save a report without changing the default report?

## Database

- Are there changes planned so we can pull data from the entire database instead of finding a report that's close?

## Offices access

- If you select “All events” for report access, is that for your office only if your license has multiple offices?

## Previewing

- Is there a way to preview the changes you make to a report (adding logos, fields) to see how things look without saving it?
- Can you only preview name badges by going into Setup panel/Express Actions?

## Report Editing

- Is there an option to add a rule which highlights duplicates within the report?
- If you add an image from a local file, can it be seen when the report is viewed by someone else?
- How do we add marketing subtags in the expression editor?
- How do we add marketing subtags to a name badge?
- What's the best way to add in marketing tag info into a report?
- How do you export reports to Excel without creating too many empty lines and columns?
- Would it be faster to rename labels instead of deleting and adding?
- What does a "panel" do? The blank box in the top left section next to the grid tool?

## Report editor – expressions

- Can you show us the expression from the video again in full?
- Is there training we can get directly from Dev Express? (e.g. the base expressions)?

## Reports on engagement (OnAIR analytics)

- Can you set up engagement reports to look at attendee interactivity (e.g. responding to polls, questions, viewing on-demand videos)?

## Scripting

- Why is there no scripting in this version of the report editor?

## Sharing reports externally

- How do clients access reports?

## Sponsor/Exhibitor reports

- Is it possible to show exhibitors/sponsors who uploaded their profile and e-brochure in a report?

## Troubleshooting

- How do I fix a problem with a report that is the outstanding payments for the sponsorship and exhibition modules?

- My editor loads much more slowly — how is the one in the video so fast?

## Future webinars

- Can you do a webinar on accounting in EventsAir?

## More info

- Thanks for this super helpful webinar, can reporting module get another webinar later for a tips and tricks for power users?
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