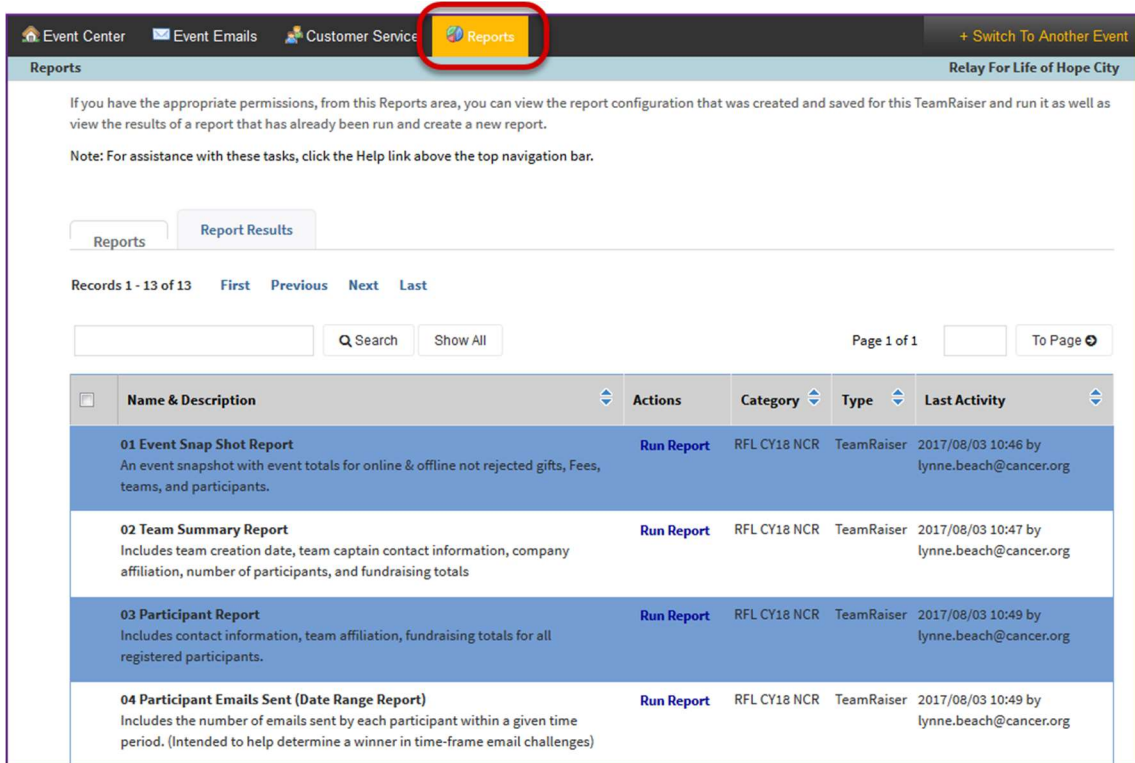


Chapter 10: Reports

- [Access Reports](#)
- [Run and Download Reports](#)
- [Utilizing the Report Results Tab](#)
- [Accessing Past Event Manager Centers and Reports](#)

Access Reports

1. From the EMC, click **Reports**.



2. On the Reports page, you will see:
 - a. **Name and Description:** The name and description of each available report is listed in the first column.
 - b. **Actions:** Click **Run Report** to begin running the report.

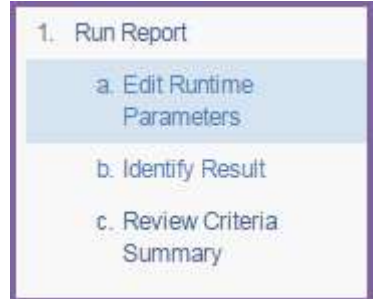
[See Appendix F for a Comprehensive Reports Guide](#)

Run and Download Reports

1. From the EMC, click **Reports**.
2. A list of all available reports will be displayed. Locate the report you would like data from. Click **Run Report** under the Action column beside the appropriate report.

Name & Description	Actions	Category	Type	Last Activity
01 Event Snap Shot Report An event snapshot with overall event totals for online & offline not rejected gifts, Online Fees, teams, and participants.	Run Report	RRL CY15 EC	TeamRaiser	2014/08/22 10:31 by lynne.beach@cancer.org

3. Follow the prompts and the Process Navigator on the left hand side of the page will help navigate you through the reporting process.
 - a. **Step 1a – Edit Runtime Parameters:** If the report has been built to allow for a custom date range, enter the parameters from which you would like to gather data. *Most reports do not have editable parameters and therefore, you will not see this step.*
 - b. **Step 1b – Identify Result:** Provide a custom report name or description to help you identify the results before clicking **Next**
 - i. If you manage multiple events, you may want to add the Event Name to the Report Label, so you can easily identify results from one event to the next.
 - c. **Step 1c – Report Criteria Summary:** Review the report summary page and click **Run Report** at the bottom of the page to begin the data collection process.



2. Run Report:

Click Run Report to send this report to the report queue where it will run as scheduled. After it runs, access report results listed on the Report Results tab.

Run Report

4. The report will display as soon as the task completes. The following actions will be available:
 - a. **Download:** Click the disc icon to download the report in any of the following three formats:
 - i. CSV – comma separated values format. **This is the best format to use.**
 - ii. PDF – Adobe Acrobat portable document format
 - iii. HTML – hypertext markup language format
 - b. **Print:** Click the printer icon to print the report results to your printer.



Note: There will be times that reports will not always appear right away and you may need to retrieve your results from the Report Results tab.

Utilizing the Report Results Tab

1. From the EMC, click **Reports**.
2. To review the results of the reports that you have previously pulled, switch to the **Report Results** tab, which will display the reports that have been generated from your website.

Event Center

Event Emails

Customer Service

Reports

+ Switch To Another Event

Report Results

Relay For Life of Hope City

Results for reports you ran in the last 200 hours. To view results for a specific report online, click its View action. To view the results as a file on your computer, click the Download action. To print the results on your local printer, click the Print action and follow the prompts.

Reports

Report Results

Records 1 - 1 of 1

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Search

Show All

Page 1 of 1

To Page

Name & Description	Actions	Status	Submitted By	Shared By	Data Current As Of
01 Event Snap Shot Report An event snapshot with overall event totals for online & offline not rejected gifts, Online Fees, teams, and participants.	View Download Print Delete	Completed 1 Row	Amy Delozier		2015/01/12 22:08

Records 1 - 1 of 1

[First](#)
[Previous](#)
[Next](#)
[Last](#)

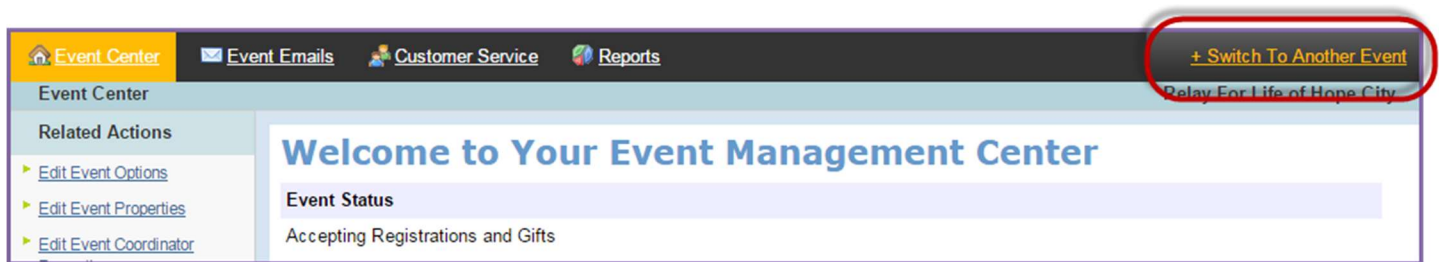
If you have any questions, please open an [event support case](#)

- Click on the appropriate related actions from the actions column to **View**, **Download**, **Print**, or **Delete** the data.

Name & Description	Actions	Status	Submitted By	Shared By	Data Current As Of
01 Event Snap Shot Report An event snapshot with overall event totals for online & offline not rejected gifts, Online Fees, teams, and participants.	View Download Print Delete	Completed 1 Row	Amy Delozier		2015/01/12 22:06

Accessing Past Event Manager Centers and Reports

- From the EMC, click + **Switch To Another Event**.



- Use the search function to find the past event you want to access data for.
- Click **Manage This Event** beside the event you wish to access.



- You will be directed to the prior year Event Manager Center from which you may pull reports or access previous participant information.

Note: Your prior year event will only appear in this list if you were an Event Manager from that year. If you are new to the role of Online Chair and did not have access to the Event Manager Center previously, please contact your staff partner for log in permissions.