



Events & Rooms 7.0 Ability To Select Specific Report Detail

Overview:

The ability to select specific report detail was created to allow the staff user to select specific fields to display in their report.

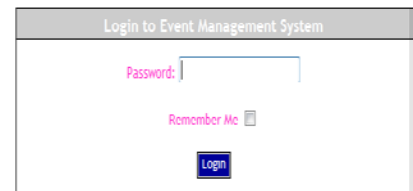
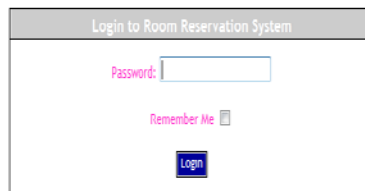
The ability to select specific report detail works the same in both Events and Rooms. The following reports adapted this functionality:

Events:
Detailed Event Report

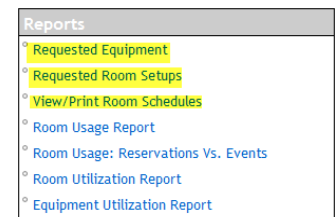
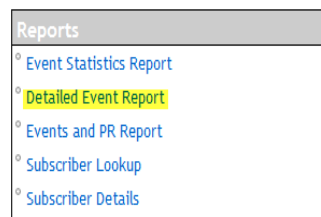
Rooms:
Request Equipment
Requested Room Setup
View Print Room Schedule

How To Create:

1. **Login** at the All Branches (or main branch in single branch system) using any level of password or user name and password.

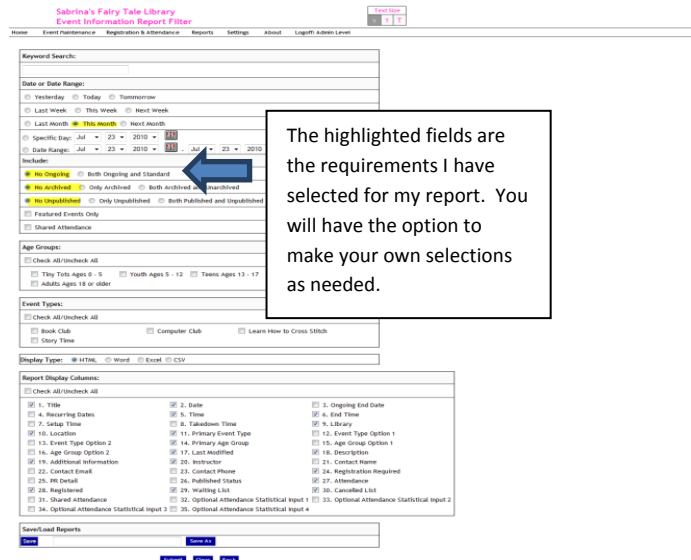


2. From the Event System and Room Reservation Maintenance page **Select** any of the highlighted reports.



3. **Set** your desired conditions
Note: The condition selection will be different for each one of the reports

Example:



The highlighted fields are the requirements I have selected for my report. You will have the option to make your own selections as needed.

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4. **Select** your desired columns from the section call “Report Display Columns:”

Note: The fields that already have been marked were the default fields in previous versions. You are able to remove those from your selection.
Also the field display will be different based on the report you have selected.

Report Display Columns:		
<input type="checkbox"/> Check All/Uncheck All		
<input checked="" type="checkbox"/> 1. Title	<input checked="" type="checkbox"/> 2. Date	<input type="checkbox"/> 3. Ongoing End Date
<input type="checkbox"/> 4. Recurring Dates	<input checked="" type="checkbox"/> 5. Time	<input checked="" type="checkbox"/> 6. End Time
<input type="checkbox"/> 7. Setup Time	<input type="checkbox"/> 8. Takedown Time	<input type="checkbox"/> 9. Library
<input checked="" type="checkbox"/> 10. Location	<input checked="" type="checkbox"/> 11. Primary Event Type	<input type="checkbox"/> 12. Event Type Option 1
<input type="checkbox"/> 13. Event Type Option 2	<input checked="" type="checkbox"/> 14. Primary Age Group	<input type="checkbox"/> 15. Age Group Option 1
<input type="checkbox"/> 16. Age Group Option 2	<input checked="" type="checkbox"/> 17. Last Modified	<input checked="" type="checkbox"/> 18. Description
<input checked="" type="checkbox"/> 19. Additional Information	<input checked="" type="checkbox"/> 20. Instructor	<input type="checkbox"/> 21. Contact Name
<input type="checkbox"/> 22. Contact Email	<input type="checkbox"/> 23. Contact Phone	<input checked="" type="checkbox"/> 24. Registration Required
<input type="checkbox"/> 25. PR Detail	<input type="checkbox"/> 26. Published Status	<input checked="" type="checkbox"/> 27. Attendance
<input checked="" type="checkbox"/> 28. Registered	<input checked="" type="checkbox"/> 29. Waiting List	<input checked="" type="checkbox"/> 30. Cancelled List
<input type="checkbox"/> 31. Shared Attendance	<input type="checkbox"/> 32. Optional Attendance Statistical Input 1	<input type="checkbox"/> 33. Optional Attendance Statistical Input 2
<input type="checkbox"/> 34. Optional Attendance Statistical Input 3	<input type="checkbox"/> 35. Optional Attendance Statistical Input 4	

5. Once you have completed your selections **Select** “Submit” to view your report



Example:

Title	Date	Ongoing End Date	Recurring Dates	Time	End Time	Setup Time	Takedown Time	Library	Location	Primary Event Type	Event Type Option 1	Event Type Option 2	Primary Age Group	Age Group Option 1	Age Group Option 2	Last Modified	Description	Additional Information	Instructor	Contact Name	Contact Email
July 4th Party	7/4/2010			All Day	All Day			ALL		NONE			Tiny Tots Ages 0 - 5	Tiny Tots Ages 0 - 5	Teens Ages 13 - 17	6/28/2010 2:22:13 PM	Come join us to celebrate our countries bday with fireworks and food!!!				
Adult Summer Book Club	7/9/2010			6:00 PM	8:00 PM	5:30 PM	8:30 PM	Sabrina's Fairy Tale Library	Elm Street	Book Club			Adults Ages 18 or older			6/18/2010 8:42:49 AM	Adult Summer Book Club - Come share you thoughts and opions on a group selected book.		Dopey	Dopey	dopey@fairytales.com
Adult Summer Book Club	7/23/2010			6:00 PM	8:00 PM	5:30 PM	8:30 PM	Sabrina's Fairy Tale Library	Elm Street	Book Club			Adults Ages 18 or older			6/18/2010 8:43:06 AM	Adult Summer Book Club - Come share you thoughts and opions on a group selected book.		Dopey	Dopey	dopey@fairytales.com