

How do I create a order report

Video tutorial:

An order report can be created for a whole event but also for a part of the event like a schedule or specific timetable. Depending on the selection that is made all offers will be shown in that report that are linked to the event, schedule or timetable. In the payment report the offers are shown that are sold and the total amount is shown. You have a quick overview of all tickets sold for the selection that was made. To create such a report follow the steps below:

1. Login to the admin module
2. Go to **Events Events reporting**
3. Select the event you want to create the report for
4. Optionally select the schedule you want the report to be filtered on
5. Optionally select the time table you want the report to be filtered on
6. Click on the **Order report** button

The screenshot shows the DIZID admin interface. On the left is a sidebar with a menu. The main content area is titled 'Event reports' and contains three dropdown menus for 'Event', 'Schedule', and 'Time table'. Below these are several buttons: 'Clear', 'Tickets report', 'Order report' (highlighted with a red box), 'Attendance report', 'Expected members report', and 'Voucher report'. The 'Event' dropdown is set to 'Demo Congress'.

Sales

- Clearing dashboard
- Clearing Management

Locations

- Manage locations

Members

- Manage members

Events

- Manage events
- Manage offers
- Manage fields

Events reporting

Guest list

- Manage guest lists
- Manage invitations

Vouchers

- Manage vouchers

Event reports

Event: Demo Congress

Schedule:

Time table:

Buttons: Clear, Tickets report, **Order report**, Attendance report, Expected members report, Voucher report