

---

## Reports Tips And Tricks

Article Number: 660 | Rating: 1.2/5 from 6 votes | Last Updated: Wed, Aug 24, 2022 at 10:23 PM

This article covers some helpful tips and tricks with reports for SignUp, Spaces, and D!BS. Staff side users have the option to save a report. ^ Saved reports are highly recommended for the weekly check in type reports. You could configure your report to utilize a dynamic date and then your desired fields to be included. A user would then just need to run the report. Note with dynamic Dates: Week Ranges= Sunday through Saturday, Month Ranges= First day of the month through the last day of the month. ^ (Please note that SignUp currently only has the static date option for reports) Up to 5 reports can be generated at one time. Simply select the desired saved reports and then the Run Report button. You can pre-order your columns by arranging them in the fields included section. This is especially useful if you plan to print or export your report.

**Custom Fields Applicable To:** Staff Users**Attachments:** No**Summary:** Reports Tips and Tricks

Online URL: <https://kb.demcosoftware.com/article.php?id=660>