Reports Tips And Tricks

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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. Â 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. Â (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 andTricks

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