
Reports Tips And Tricks

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This article covers some helpful tips and tricks with reports for SignUp, Spaces, D!bs, and Wandoo Reader. 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. Help can be found throughout the application for Wandoo Reader. Simply click the help icon and information relevant to the page you are viewing will be displayed.

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

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