

Tabular Reports | Overview

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What is a Tabular Report?

GameDay's **Tabular Reports** provide administrators with a detailed list breakdown of selected data which can be manipulated, filtered, and exported directly from GameDay.

To access your Tabular Reports:

1. On the left-hand menu, click REPORTS

Dashboard	
My Organisation	•
Finances	•
Members	•
Membership Forms	-
Products & Questions	
Promotions	NEW
Events	•
Reports	

2. Click the TABULAR REPORTS tab

Report Dashboards	Tabular Reports				
Report Name					Action(s)
Financial Transactions Dashl	board				View Report
Settlement Summary Dashbo	oard				View Report
Question Data Dashboard					View Report
Membership Dashboard					View Report
Show 5 👻 Showing rows 1-4 of 4		IK (1 >	×	

GameDay's current **Tabular Report** offerings are explained in more detail here.

Tabular Report Features

The Tabular Reports interface allows administrators to:

- Sort by individual fields
- Filter by individual fields using basic or advanced (query-based) filtering
- Export the report to CSV format

The instructions below demonstrate the in-report functionality available using a Transaction Report (Full Details) as an example.

NOTE: Available filters will vary depending on the report you are using.

Sorting Tabular Reports

Tabular Reports can be sorted by any available field using multiple different methods:

Method 1: Click the table headers

By clicking any of the table headers on the report, administrators can automatically toggle between an ascending or descending display (in the case of Number or Date Fields), or toggle between an alphabetical or reverse alphabetical display (in the case of Text Fields).

1. Click a table heading once to sort alphabetically

Transaction Report (Full	Details)								
Member Status	Order Date								«
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Active				\bigcirc		\bigcirc			<u> </u>
Inactive				0-					ters
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Member Types			A	μ	Male	Male		11-0ct-16	-
& Search		National081063ID	a		Male	Male		01-Jul-11	
		National001098ID	Aaron		Male	Male		29-Jul-94	
Select all		National001098ID	Aaron	and the second second	Male	Male		29-Jul-94	
(Blank)		National001098ID	Aaron	1000	Male	Male		29-Jul-94	
		National081053ID	ABC	100	Female	Female		10-Feb-12	
1-Year Membership		National081053ID	ABC	10 C	Female	Female		10-Feb-12	
Child		National081053ID	ABC	1.0	Female	Female		10-Feb-12	-
		National081082ID	Andrew		Male	Male		01-Dec-00	
E-Learning		National081052ID	Anupma		Female	Female		31-May-08	
Playor		National081052ID	Anunma		Female	Female		31-May-08	
Flayer		National081052ID	Anupma	100	Female	Female		31-May-08	
Trial Member		National081052ID	Anupma	100	Female	Female		31-May-08	
Volunteer		National081052ID	Anupma	100	Female	Female		31-May-08	
Volumeer		National081052ID	Anupma	-	Female	Female		31-May-08	
		National081052ID	Anupma	10	Female	Female		31-May-08	_
Product Name		National081057ID	Any	100	Female	Female		31-Jul-05	
𝒫 Search		National081026ID	April		Male	Male		09-Apr-08	

2. Click the same table heading again to sort reverse alphabetically

saction Report (Full De	etails)								
Member Status	Order Date								<
Select all	12/05/2022 🛗	07/02/2023 🛅							-
Active				\bigcirc		\frown			3
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₽ Search		National081060ID	Trial		Female	Female		21-Jul-10	
			Tim		Male	Male		20-Jan-94	
Select all			Tim		Male	Male		20-Jan-94	
(Blank)			Tim		Male	Male		20-Jan-94	
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Player		Nationatus 10591D	Test	the second	Mala	Female		10 May 94	
Trial Member		National001107ID	Porv		Male	Mala		20 Jul 0/	
		National001107ID	Rory		Male	Male		29-101-94	
Volunteer		National001107ID	Rory	100 C	Male	Male		29-Jul-94	
		National001107ID	Rory		Male	Male		29-Jul-94	_
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O Cararah		National001107ID	Rory		Male	Male		29-Jul-94	_
> Search		National081044ID	Rory	10 C	Male	Male		01-Jun-87	
Select all		National081046ID	Rory		Male	Male		30-Jun-10	
2022 (22 Player Danistra			Rob		Male			14-Aug-56	
ZUZZ/Z5 Player Registra		National081079ID	Real mailchimp		Male			01-Sep-22	
Anu Product Height/Dis		National081045ID	Nick		Male	Male		15-Jun-11	
		National081045ID	Nick		Male	Male		15-Jun-11	

Method 2: Manually select a field to sort by

1. Open the **MORE OPTIONS** menu in the top-right corner of the table

der	Date							4	
12/05,	/2022 🛅 07/02/20	023 🛄						-	
			\bigcirc	,	\frown			3	
ode	Voucher Amount	Total Discount Amount	Total Discounted Price	Discount Name	Promo Code	Promo Code Name	Promo Code Discount Amount	^	
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		0.00	0.00						
		5.00	45.00	Family Discounts					
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		0.00	0.00						

2. Hover over the SORT BY menu and select a field

12/05	/2022 🛅 07/02/2	023 🛄									
			0		(\supset					
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Filtering Tabular Reports

Tabular Reports can also be filtered to refine your report results based on specific parameters. There are multiple methods that can be used to filter a report:

Method 1: Use pre-defined filters

Each Tabular Report comes with a set of pre-defined filters that can be used to refine report data. For example, a Transaction Report (Full Details) offers the following predefined filters which can be found along the top and left-hand side of the table:

- Order Date Slider: Refines report data based on a specific date range
- **Member Status Filter**: Refines report data based on a specific Member Status (Active or Inactive)
- **Member Types Filter**: Refines report data based on a specific Member Type granted to members

• **Product Name Filter**: Refines report data based on a specific Product purchased

Member Status	Order Date							
Select all	12/05/2022 🖽	07/02/2023 🛅						
Active				\cap		\frown		
Inactive				0				
_	National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date
Member Types			▲ 2	_	Male	Male		11-0ct-16
Q Search		National081063ID	a		Male	Male		01-Jul-11
		National001098ID	Aaron		Male	Male		29-Jul-94
Select all		National001098ID	Aaron	1000	Male	Male		29-Jul-94
(Riank)		National001098ID	Aaron	and the second second	Male	Male		29-Jul-94
		National081053ID	ABC		Female	Female		10-Feb-12
1-Year Membership		National081053ID	ABC		Female	Female		10-Feb-12
—		National081053ID	ABC	1 m	Female	Female		10-Feb-12
Child		National081082ID	Andrew	10 C	Male	Male		01-Dec-00
E Learning		National081052ID	Anupma		Female	Female		31-May-08
L-Learning		National081052ID	Anupma		Female	Female		31-May-08
Player		National081052ID	Anupma		Female	Female		31-May-08
		National081052ID	Anupma		Female	Female		31-May-08
Trial Member		National081052ID	Anupma		Female	Female		31-May-08
Valuntaar		National081052ID	Anupma		Female	Female		31-May-08
		National081052ID	Anupma		Female	Female		31-May-08
		National081052ID	Anupma		Female	Female		31-May-08
Product Name		National081057ID	Any		Female	Female		31-Jul-05
9 Search		National081026ID	April	100	Male	Male		09-Apr-08
		National081026ID	April		Male	Male		09-Apr-08
Select all			Child		Male	Male		01-Jan-05
2022/23 Playor Pogistra			Child		Male	Male		01-Jan-05
 ZUZZ/ZD FIAYER REGISTIA 			Child		Male	Male		01-Jan-10
Anu Product Height/Dis			Child		Female	Female		01-Jan-09
			Child		Female	Female		01-Jan-11
Anu Product Height/Dis			Constantine		Male	Prefer not to say		08-Dec-05
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Awdra licket			Constantine		Male	Prefer not to say		08-Dec-05
Club Jersev		National081071ID	Constantine	100 B	Male	Male		29-Mar-86

Method 2: Use the right-hand filter panel

Custom filters can also be applied to any field available in the report should you need to apply filters to more specific parameters:

1. Click anywhere on the report table to open up the Filters panel

Member Status	Order Date							√ Filters	>
Select all	12/05/2022 🛅	07/02/2023 🛅						O. court	
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(Didilk)		National081053ID	ABC		Female	Female		Disability	~ /
1-Year Membership		National081053ID	ABC		Female	Female		is (All)	• Q
		National081053ID	ABC	1.0	Female	Female		IS (AII)	
Child		National081082ID	Andrew	10 M	Male	Male		Conder Identity	V /
E-Learning		National081052ID	Anupma		Female	Female		ie (All)	
		National081052ID	Anupma		Female	Female		13 (61)	
Player		National081052ID	Anupma		Female	Female		Item Amount	V .0
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D Search		National081026ID	April	10	Male	Male		is (All)	
Select all			Child		Male	Male			
			Child		Male	Male		Payment Method	$\vee \Diamond$
2022/23 Player Registra			Child		Male	Male		is (All)	
Anu Product Height/Dis			Child		Female	Female			
			Child		Female	Female		Payment Type	$\vee \diamond$
Anu Product Height/Dis			Constantine		Male	Prefer not to say		is (All)	
Award ticket			Constantine		Male	Prefer not to say			
			Constantine		Male	Prefer not to say		Product Status	$\vee \diamond$
Club Jersey		National0810711D	Constantine		Male	Male		is (All)	

2. Use the arrow to expand one of the fields in the Filters panel

Order Date							√ Filters	>>>
12/05/2022 🛗	07/02/2023 🛗							
			\cap		\frown		♀ Search	
			0					
National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different lo	Organisation is (All)	\vee
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	National081063ID	а		Male	Male		Payment Method	$\vee \oslash$
	National001098ID	Aaron		Male	Male		is (All)	
	National001098ID	Aaron		Male	Male			
	National001098ID	Aaron		Male	Male		Payment Type	\vee
	National081053ID	ABC		Female	Female		is (All)	
	National081053ID	ABC		Female	Female			
	National081053ID	ABC		Female	Female		Product Status	\checkmark
	National081082ID	Andrew	1.00	Male	Male		is (All)	
	National081052ID	Anupma		Female	Female			
	National081052ID	Anupma		Female	Female		Product Type	$\vee \diamond$
	National081052ID	Anupma		Female	Female		is (All)	
	National081052ID	Anupma		Female	Female			
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	National081052ID	Anupma		Female	Female		13 (AII)	
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		Child		Female	Female		19-May-22	n
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		Constantine		Male	Prefer not to say		27-May-22	2
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	National081071ID	Constantine	1000	Male	Male		[∠] 07-Jun-22	10
	National081030ID	Daniel	100 C	Male	Non-binary/gender fluid		✓ 09-Jun-22	1
	National900000ID	Dependency		Female	Female			

3. Choose a **FILTER TYPE** to refine your report.



Advanced Filtering: Allows you to filter on a query-based parameter to customise the filter based on multiple parameters.

E.g. Show items where the value is after 1-Jan-2023 OR before 31-Dec-2021

Basic Filtering: Allows you to select a specific value within the field you are filtering.

E.g. Show all Orders from 19-May-2022

Relative Filtering: Only available on Date Fields. Relative filtering allows you to define the date range relative to the current date.

E.g. Show items when the value is in the last 365 days

Exporting Tabular Reports

Tabular Report data can also be exported to a CSV document.

1. Open the **MORE OPTIONS** menu in the top-right corner of the table

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2. Click **EXPORT DATA**



Related Articles