



Tabular Reports | Overview

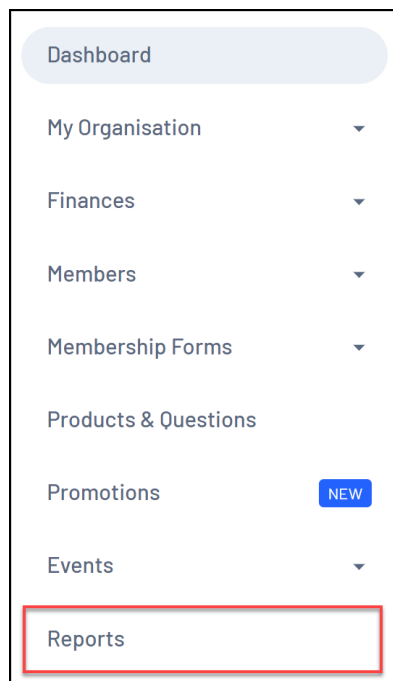
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What is a Tabular Report?

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**



2. Click the **TABULAR REPORTS** tab

Report Dashboards	Tabular Reports
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Report Name	Action(s)
Financial Transactions Dashboard	View Report
Settlement Summary Dashboard	View Report
Question Data Dashboard	View Report
Membership Dashboard	View Report

Show 5 ▾
Showing rows 1-4 of 4

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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

- Select all
- Active
- Inactive

Member Types

Search

- Select all
- (Blank)
- 1-Year Membership
- Child
- E-Learning
- Player
- Trial Member
- Volunteer

Product Name

Search

Order Date

12/05/2022 07/02/2023

Filters

National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date
	National081063ID	a		Male	Male		11-Oct-16
	National001098ID	Aaron		Male	Male		01-Jul-11
	National001098ID	Aaron		Male	Male		29-Jul-94
	National001098ID	Aaron		Male	Male		29-Jul-94
	National001098ID	Aaron		Male	Male		29-Jul-94
	National081053ID	ABC		Female	Female		10-Feb-12
	National081053ID	ABC		Female	Female		10-Feb-12
	National081053ID	ABC		Female	Female		10-Feb-12
	National081082ID	Andrew		Male	Male		01-Dec-00
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081057ID	Any		Female	Female		31-Jul-05
	National081026ID	April		Male	Male		09-Apr-08
	National081026ID	April		Male	Male		09-Apr-08

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

Transaction Report (Full Details)

Member Status

- Select all
- Active
- Inactive

Member Types

Search

- Select all
- (Blank)
- 1-Year Membership
- Child
- E-Learning
- Player
- Trial Member
- Volunteer

Product Name

Search

- Select all
- 2022/23 Player Registra...
- Anu Product Height/Dis...
- Anu Product Height/Dis...

Order Date

12/05/2022 07/02/2023

Filters

National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date
	National081043ID	Trial		Male	Male		30-Jun-94
	National081060ID	Trial		Female	Female		21-Jul-10
		Tim		Male	Male		20-Jan-94
		Tim		Male	Male		20-Jan-94
		Tim		Male	Male		20-Jan-94
		Tim		Male	Male		20-Jan-94
		Tim		Male	Male		20-Jan-94
	WIN0000324	Theo		Male	Male		15-Aug-98
	WIN0000324	Theo		Male	Male		15-Aug-98
	WIN0000324	Theo		Male	Male		15-Aug-98
		Test		Male	Male		01-Feb-10
	National081055ID	Test		Female	Female		18-Jun-14
	National081059ID	Test		Female	Female		01-Jul-08
		Terry		Male			10-May-96
	National001107ID	Rory		Male	Male		29-Jul-94
	National001107ID	Rory		Male	Male		29-Jul-94
	National001107ID	Rory		Male	Male		29-Jul-94
	National001107ID	Rory		Male	Male		29-Jul-94
	National001107ID	Rory		Male	Male		29-Jul-94
	National001107ID	Rory		Male	Male		29-Jul-94
	National081044ID	Rory		Male	Male		01-Jun-87
	National081046ID	Rory		Male	Male		30-Jun-10
		Rob		Male			14-Aug-56
	National081079ID	Real mailchimp		Male			01-Sep-22
	National081045ID	Nick		Male	Male		15-Jun-11
	National081045ID	Nick		Male	Male		15-Jun-11
	National081055ID	MTest		Female	Female		01-Jun-10

Method 2: Manually select a field to sort by

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

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

Member Status <input type="checkbox"/> Select all <input type="checkbox"/> Active <input type="checkbox"/> Inactive		Order Date <div>12/05/2022 07/02/2023</div>					
Member Types <input type="text" value="Search"/> <input type="checkbox"/> Select all <input type="checkbox"/> (Blank) <input type="checkbox"/> 1-Year Membership <input type="checkbox"/> Child <input type="checkbox"/> E-Learning <input type="checkbox"/> Player <input type="checkbox"/> Trial Member <input type="checkbox"/> Volunteer							
Product Name <input type="text" value="Search"/> <input type="checkbox"/> Select all <input type="checkbox"/> 2022/23 Player Registra... <input type="checkbox"/> Anu Product Height/Dis... <input type="checkbox"/> Anu Product Height/Dis... <input type="checkbox"/> Award ticket <input type="checkbox"/> Club Jersey							
National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date
		a		Male	Male		11-Oct-16
	National081063ID	a		Male	Male		01-Jul-11
	National001098ID	Aaron		Male	Male		29-Jul-94
	National001098ID	Aaron		Male	Male		29-Jul-94
	National001098ID	Aaron		Male	Male		29-Jul-94
	National081053ID	ABC		Female	Female		10-Feb-12
	National081053ID	ABC		Female	Female		10-Feb-12
	National081053ID	ABC		Female	Female		10-Feb-12
	National081062ID	Andrew		Male	Male		01-Dec-00
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081057ID	Any		Female	Female		31-Jul-05
	National081024ID	April		Male	Male		09-Apr-08
	National081024ID	April		Male	Male		09-Apr-08
		Child		Male	Male		01-Jan-05
		Child		Male	Male		01-Jan-05
		Child		Male	Male		01-Jan-10
		Child		Female	Female		01-Jan-09
		Child		Female	Female		01-Jan-11
		Constantine		Male	Prefer not to say		08-Dec-05
		Constantine		Male	Prefer not to say		08-Dec-05
		Constantine		Male	Prefer not to say		08-Dec-05
	National081071ID	Constantine		Male	Male		29-Mar-86
	National081030ID	Daniel		Male	Non-binary/gender fluid		13-Jul-91

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 <input type="checkbox"/> Select all <input type="checkbox"/> Active <input type="checkbox"/> Inactive		Order Date <div>12/05/2022 07/02/2023</div>					
Member Types <input type="text" value="Search"/> <input type="checkbox"/> Select all <input type="checkbox"/> (Blank) <input type="checkbox"/> 1-Year Membership <input type="checkbox"/> Child <input type="checkbox"/> E-Learning <input type="checkbox"/> Player <input type="checkbox"/> Trial Member <input type="checkbox"/> Volunteer							
Product Name <input type="text" value="Search"/> <input type="checkbox"/> Select all <input type="checkbox"/> 2022/23 Player Registra... <input type="checkbox"/> Anu Product Height/Dis... <input type="checkbox"/> Anu Product Height/Dis... <input type="checkbox"/> Award ticket <input type="checkbox"/> Club Jersey							
National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date
		a		Male	Male		11-Oct-16
	National081063ID	a		Male	Male		01-Jul-11
	National001098ID	Aaron		Male	Male		29-Jul-94
	National001098ID	Aaron		Male	Male		29-Jul-94
	National001098ID	Aaron		Male	Male		29-Jul-94
	National081053ID	ABC		Female	Female		10-Feb-12
	National081053ID	ABC		Female	Female		10-Feb-12
	National081053ID	ABC		Female	Female		10-Feb-12
	National081062ID	Andrew		Male	Male		01-Dec-00
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081052ID	Anupma		Female	Female		31-May-08
	National081057ID	Any		Female	Female		31-Jul-05
	National081024ID	April		Male	Male		09-Apr-08
	National081024ID	April		Male	Male		09-Apr-08
		Child		Male	Male		01-Jan-05
		Child		Male	Male		01-Jan-05
		Child		Male	Male		01-Jan-10
		Child		Female	Female		01-Jan-09
		Child		Female	Female		01-Jan-11
		Constantine		Male	Prefer not to say		08-Dec-05
		Constantine		Male	Prefer not to say		08-Dec-05
		Constantine		Male	Prefer not to say		08-Dec-05
	National081071ID	Constantine		Male	Male		29-Mar-86
	National081030ID	Daniel		Male	Non-binary/gender fluid		13-Jul-91

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

Order Date

12/05/2022

07/02/2023

Filters

Search

Organisation is (All)

Payment Method is (All)

Payment Type is (All)

Product Status is (All)

Product Type is (All)

Order Date is (All)

Filter type

Basic filtering

Select all

19-May-22 1

19-May-22 2

19-May-22 4

19-May-22 2

07-Jun-22 10

09-Jun-22 1

National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different ID
		a		Male	Male	
	National081063ID	a		Male	Male	
	National001098ID	Aaron		Male	Male	
	National001098ID	Aaron		Male	Male	
	National001098ID	Aaron		Male	Male	
	National081053ID	ABC		Female	Female	
	National081053ID	ABC		Female	Female	
	National081053ID	ABC		Female	Female	
	National081053ID	Andrew		Male	Male	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081052ID	Anupma		Female	Female	
	National081057ID	Any		Female	Female	
	National081026ID	April		Male	Male	
	National081026ID	April		Male	Male	
		Child		Male	Male	
		Child		Male	Male	
		Child		Male	Male	
		Child		Female	Female	
		Child		Female	Female	
		Constantine		Male	Prefer not to say	
		Constantine		Male	Prefer not to say	
		Constantine		Male	Prefer not to say	
	National081071ID	Constantine		Male	Male	
	National081030ID	Daniel		Male	Non-binary/gender fluid	
	National900000ID	Dependency		Female	Female	

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

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

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

Exporting Tabular Reports

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

[illegible]

The screenshot shows a data visualization interface with a table of 'Promo Code Name' and 'Sales' data. A context menu is open over the table, listing several actions: 'Export data' (highlighted with a red box), 'Show as a table', 'Spotlight', 'Get insights', 'Sort descending', 'Sort ascending' (marked with a checkmark), and 'Sort by'. The 'Filters' sidebar is visible on the right.

Related Articles