

## How do I export a Tabular Report?

Last Modified on 03/01/2024 10:33 am AEDT

Tabular Reports can either be viewed directly through GameDay's interface, or if you need to further refine, filter or manipulate a report, you can export it to a CSV file following the steps below:

1. In the left-hand menu, click **REPORTS** 

Go	<b>JAMEDAY</b>	
	Dashboard	
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\$	Finances	•
288	Members	•
	Membership Forms	•
	Products & Questions	
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	Events	•
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2. Click the TABULAR REPORTS tab section

Reports Help	
Tabular Reports	Report Dashboards
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### 3. Click **VIEW REPORT** against the desired report

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Tabular Reports	Report Dashboards		
Report Name			۵
Transaction Report (I	Full Details)		View R
Event Participant Tra	nsaction Report		View R
Organisation Detail R	eport		View R
Advanced Clearance	Report - Transferred In		View F

#### 4. Hover your mouse over the report data, then click the **MORE OPTIONS** icon

Order Date											∓ Filters »
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National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date	Email		м	Filters on this page
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	2022000052	Al	Jones	Male	Different Identity	Gender Neutral	11-0ct-07	al@email.com		+ 6	Order Date V &
	2022000052	AL	Jones	Male	Different Identity	Gender Neutral	11-0ct-07	al@email.com		+6	03/01/2022 - 02/01/2024
	2022000009	Alex	Barton	Male	Male		25-Jul-18	alex@email.com		+6	

#### 5. Click **EXPORT DATA**

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	2022000009	Alex	Barton	Male	Male		25-Jul-18	alex@email.com	0	Get insights	
	2022000009	Alex	Barton	Male	Male		25-Jul-18	alex@email.com	A	Germaighta	
	2022000009	Alex	Barton	Male	Male		25-Jul-18	alex@email.com	Ă↓	Sort descending	
	2022000009	Alex	Barton	Male	Male		25-Jul-18	alex@email.com			
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	2022000081	Andrew	White	Male	Male		01-Dec-00	andrew@email.com		Sort by	>
	2022000081	Andrew	White	Male	Male		01-Dec-00	andrew@email.com			/
	2022000081	Andrew	White	Male	Male		01-Dec-00	andrew@email.com	+6		

# 6. Select the desired layout, then click **EXPORT**, then open the file from your browser's downloads list

ows you export might be lim <u>xporting data</u>	ited depending on the file type y	ve a lot of data, the number of vou select. <u>Learn more about</u>
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Data with current layout	Summarized data	Underlying data
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.	Export the summarized data used to create your visual (for example, sums, averages, and medians).	①The report author turned off this option
le format:		
xlsx (Excel 150,000-row max	)~	
		Export
ormat: « (Excel 150,000-row max	)~	Export

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