

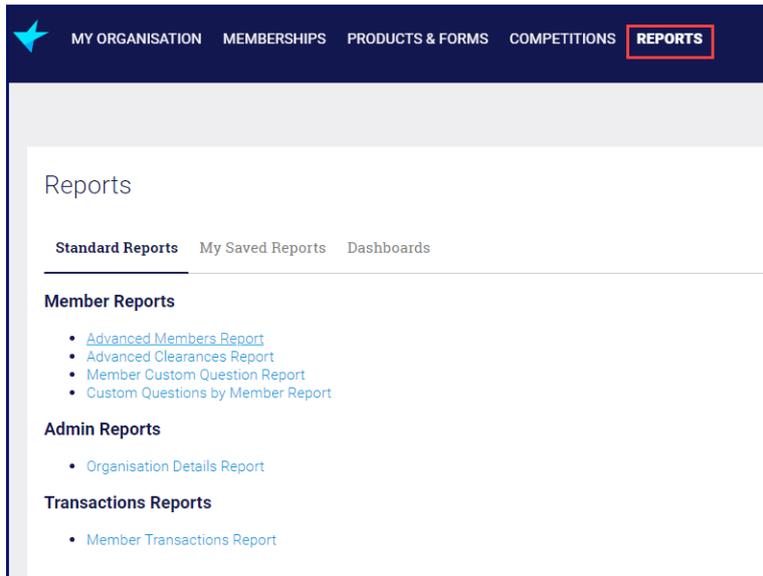


# GAMEDAY

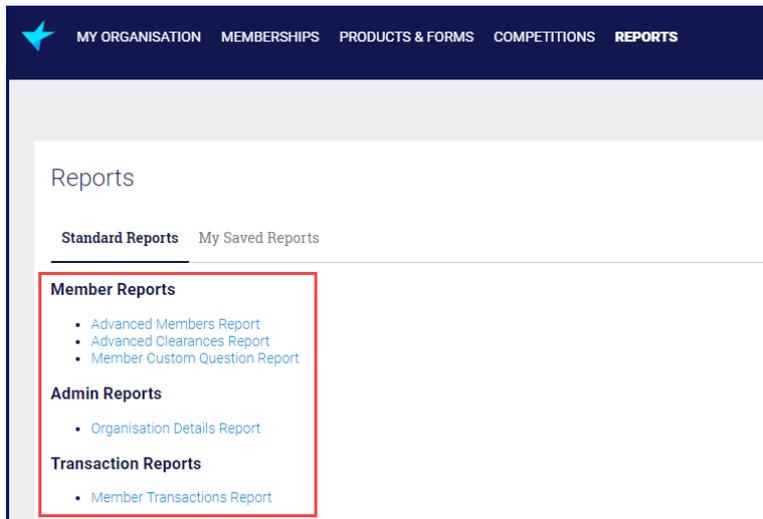
## How do I run and customise a report?

Last Modified on 07/10/2019 3:13 pm AEDT

Select Reports.



From the Standard Reports tab, click on the your want to run and customise. This will run the report and open it in a new window.



The report will open in a new window.

Click **Customize**.

### Advanced Members Report

Report Generation Status: Complete

Report Options:

Summarize information by:  Show

Time Frame  
 Date Field:  Range:   
 From:  To:

Run Report | Hide Details | **Customize** | Save As | Printable View | Export Details

National Number	Member Name	Gender	Birthdate	Email	Mobile Phone	Organisation: Account Name	Finan
-	NSO Admin1	Male	12/12/1921	nsoadmin1@sportstg.com	0434433434	Metro Club 3	<input type="checkbox"/>
-	Michael Jordan	Male	23/02/1960	vmathews+1@sportstg.com	0398997878	STG Victoria Organisation	<input type="checkbox"/>
001504	Jenny Smith	Female	13/05/1990	c.gao+jsmith@sportstg.com	0444444444	STG National Organisation	<input checked="" type="checkbox"/>
001503	Enda Alford	Female	15/04/2005	member2@sportstg.com	400111223	STG National Organisation	<input type="checkbox"/>
-	Christian Magias	Male	1/01/1990	cmagias@sportstg.com	0400000000	STG National Organisation	<input checked="" type="checkbox"/>
-	Victor Mathews	Male	15/04/1980	vmathews@sportstg.com	0401010405	STG National Organisation	<input checked="" type="checkbox"/>
-	Adam Rowe	Male	25/04/1987	member100@sportstg.com	0400111321	STG National Organisation	<input checked="" type="checkbox"/>
-	Andrew Gowling	Male	15/07/1982	agowling@sportstg.com	0439935699	STG National Organisation	<input checked="" type="checkbox"/>
-	Rory Stewart	Male	29/07/2011	r.stewart@sportstg.com	0400100200	STG National Organisation	<input checked="" type="checkbox"/>
-	Test Product	Male	29/09/2013	r.stewart@sportstg.com	0400100200	STG National Organisation	<input checked="" type="checkbox"/>
-	Ira Aguilar	Male	6/09/2000	member1@sportstg.com	400111222	STG National Organisation	<input type="checkbox"/>
-	Club Admin13	Male	1/01/1990	clubadmin13@sportstg.com	0420202020	Perth Mavericks	<input type="checkbox"/>
001502	NSO Admin10	Male	1/12/1979	nsoadmin10@sportstg.com	022176924	STG National Organisation	<input checked="" type="checkbox"/>
-	Hallie Allman	Female	22/03/2006	member3@sportstg.com	400111225	STG National Organisation	<input type="checkbox"/>
001500	Ronaldinho De Gaucho	Male	10/08/1990	test@test.com	000	STG National Organisation	<input type="checkbox"/>
001501	Daniel Morrison	Male	1/12/1979	d6excavator@yahoo.com	0221769024	STG National Organisation	<input type="checkbox"/>
-	Test Jennings	Female	1/01/1990	cmagias@sportstg.com	0411111111	STG National Organisation	<input type="checkbox"/>
-	Bec Jennings	Female	20/07/1994	rjennings@sportstg.com	0411111111	STG National Organisation	<input checked="" type="checkbox"/>

This opens the report so you can customize it.

In the left column is a list of all available fields on which you can report.

### Report Type: Members with MemberTypes and Organisation

## Advanced Members Report

Save | Save As | Close | Report Properties | Add Report Type | Run Report

Fields: All #

Quick Find:

Drag and drop to add fields to the report

- Bucket Fields
  - Add Bucket Field
- Organisation Hierarchy
  - Organisation Name
  - Organisation Parent
  - Organisation Grandparent
  - Organisation Great Grandpa
- Member - General
  - National Number
  - External Id
  - SportsTG ID
  - Member Name
  - Salutation
  - Preferred Name
  - First Name
  - Middle Name
  - Last Name
  - Gender
  - Birthdate
  - Email
  - Mobile Phone
  - Home Phone
  - Organisation: Account Name
  - Status
  - Start Date
  - End Date
- Member - Address
  - Physical Street
  - Physical City
  - Physical State
  - Physical Postal Code
  - Physical Country
  - Mailing Street
  - Mailing City

Filters: Add

Show:

Date Field:  Range:  From:  To:

To add filters, click Add.

Preview: Tabular Format Show Remove All Columns

National Number	Member Name	Gender	Birthdate	Email
-	Dan Buchanan	Male	1/11/2010	member10@
-	Marvin Hampton	Male	21/07/2009	member43@
-	Wm Hanson	Male	27/11/2009	member44@
-	Bennie Carr	Male	29/01/2002	member15@
-	ASD ASD	Male	12/12/1990	asdjkhaskjdh
-	Toby Harper	Male	23/04/2005	member45@
-	Mike Burgess	Male	1/05/2007	member11@
-	Adrian Hart	Male	10/03/2001	member46@
001500	Ronaldinho De Gaucho	Male	10/08/1990	test@test.co
-	Oscar Chavez	Male	15/10/2005	member16@
-	Ira Aguilar	Male	6/09/2000	member1@s
-	Raul Conner	Male	27/07/2003	member21@
-	Rory Stewart	Male	29/07/2011	r.stewart@sp
-	Bec Jennings	Female	20/07/1994	rjennings@s
-	Brandee Cote	Female	9/06/2007	member22@
-	Test Product	Male	29/09/2013	r.stewart@sp
-	Michael Floyd	Male	13/07/2008	member32@
-	Tom Bishop	Male	10/05/2010	member8@s
-	Jan Bush	Male	4/04/2010	member12@
-	Clarence Cross	Male	4/10/2006	member23@
-	Norman Butler	Male	22/11/2002	member13@

Across the top is where you can add filters to select only the information you want.

Select the field you want to use as a filter, drag and drop it into the box the says "To add filters,

click Add".

Report Type: Members with MemberTypes and Organisation  
**Advanced Members Report**

Save Save As Close Report Properties Add Report Type Run Report

Fields All # # #  
Quick Find

Drag and drop to add fields to the report.

Bucket Fields  
Add Bucket Field  
Organisation Hierarchy  
Organisation Name  
Organisation Parent  
Organisation Grandparent  
Organisation Great Grandpa  
Member - General  
National Number  
External Id  
SportsTG ID  
Member Name  
Salutation  
Preferred Name  
First Name  
Middle Name  
Last Name  
Gender  
Birthdate  
Email  
Mobile Phone  
Home Phone  
Organisation: Account Name  
Status

Filters Add  
Show All accounts  
Date Field Birthdate Range All Time From

To add filters, click Add.

Preview Tabular Format Show Remove all columns

National Number	Member Name	Gender	Birthdate
-	Dan Buchanan	Male	1/1
-	Marvin Hampton	Male	21/0
-	Wm Hanson	Male	27/1
-	Bennie Carr	Male	29/0
-	ASD ASD	Male	12/1
-	Toby Harper	Male	23/0
-	Mike Burgess	Male	1/0
-	Adrian Hart	Male	10/0
001500	Ronaldinho De Gaucho	Male	10/0
-	Oscar Chavez	Male	15/1
-	Ira Aguilar	Male	6/0
-	Raul Conner	Male	27/0
-	Rory Stewart	Male	29/0
-	Bec Jennings	Female	20/0

**NOTE:** you can also click the Add button next to the word Filters. This will add a line from which you can select the field from a drop down list.

**NOTE:** when you drag and drop a field, ensure that it has a green tick box before you drop it. If the box is red, the field will not drop.

Once you drop the filter you need to select an operator and the option(s) you want to filter.

In this example, the field to filter is **Gender**, the operator is **Equals** and the option to filter is **Male**.

**NOTE:** you must click OK at the end of the line to insert the filter.

Filters

Show

Date Field  Range  From  To

You will notice as soon as to click OK, the report filters.

Report Properties

Filters

Show

Date Field  Range  From  To

**Gender equals "Male"**

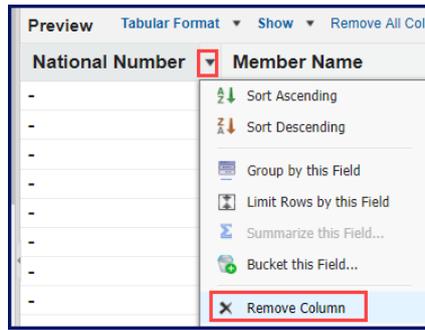
Preview

National Number	Member Name	Gender	Birthdate	Email
-	Richard Hudson	Male	16/06/2004	membe
-	Dan Buchanan	Male	1/11/2010	membe
-	Marvin Hampton	Male	21/07/2009	membe
-	Roman Hunt	Male	22/09/2007	membe
-	Wm Hanson	Male	27/11/2009	membe
-	Bennie Carr	Male	29/01/2002	membe
-	ASD ASD	Male	12/12/1990	asdjkha
-	Toby Harper	Male	23/04/2005	membe
-	Luis Jennings	Male	12/03/2000	membe
-	Mike Burgess	Male	1/05/2007	membe
-	Adrian Hart	Male	10/03/2001	membe
001500	Ronaldinho De Gaucho	Male	10/08/1990	test@te
-	Oscar Chavez	Male	15/10/2005	membe
-	Clayton Johnston	Male	20/04/2004	membe
-	Ira Aguilar	Male	6/09/2000	membe
-	Raul Conner	Male	27/07/2003	membe
-	Guy Garner	Male	9/03/2011	membe
-	Rory Stewart	Male	29/07/2011	r.stewa
-	Lowell Henderson	Male	18/09/2010	membe
-	Test Product	Male	29/09/2013	r.stewa
-	Michael Floyd	Male	13/07/2008	membe

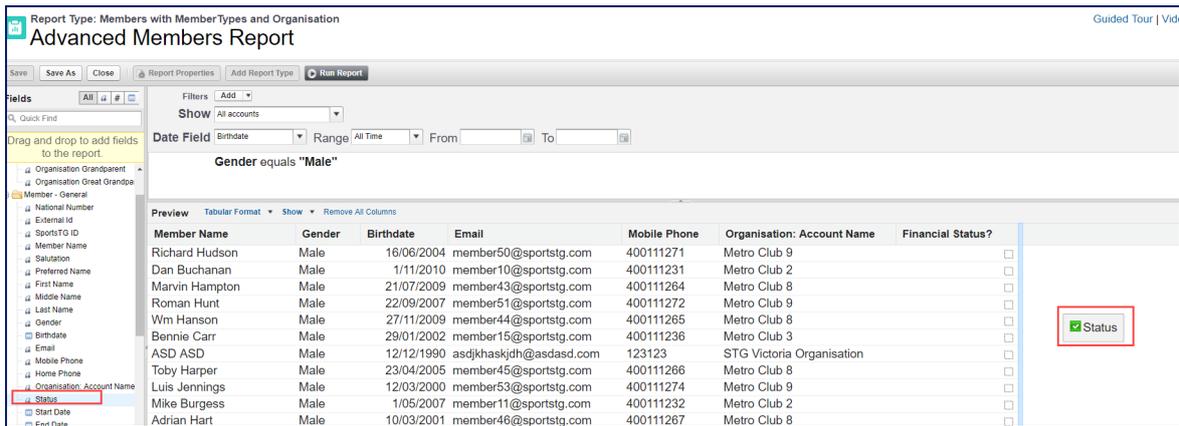
You can add more than one filter using the above process.

The **Preview** section shows the information that is your report. It updates instantly when you add filters or change the columns in the table.

If there are columns you don't need, click on the down arrow next to the column header and select **Remove Column**.



If you want to see additional information, find the field in the list on the left, drag and drop it into the Preview section.



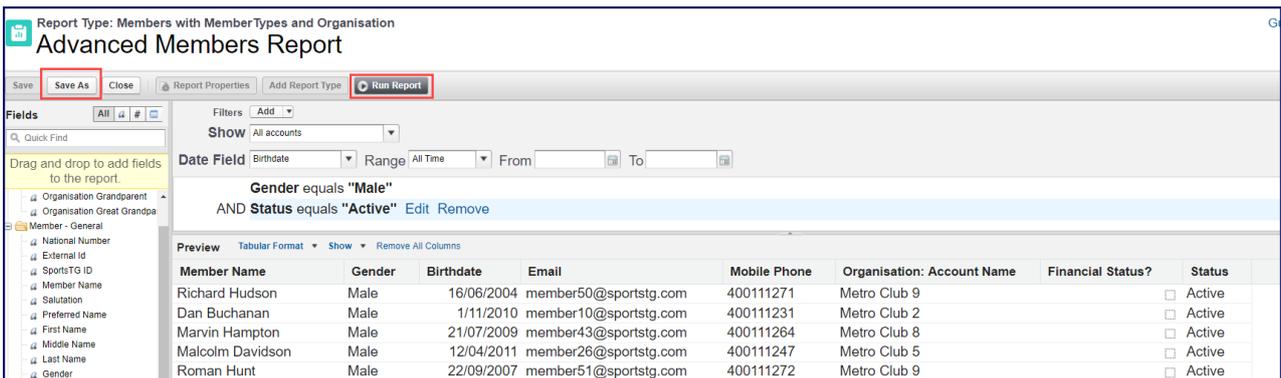
**NOTE:** when you drag and drop a field, ensure that it has a green tick box before you drop it. If the box is red, the field will not drop.

You can reorder the columns by dragging and dropping them into the order you want to see them.

Once you have customized the report and can see the information you want, you can run the report or save it.

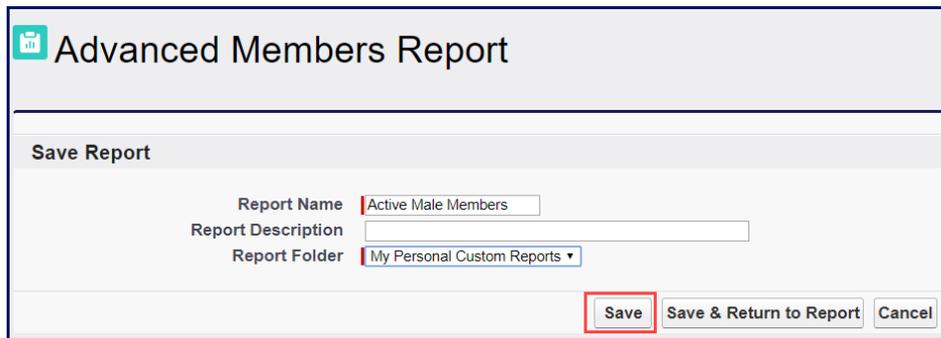
**NOTE:** running the report displays it on the screen. You can still save it after you run it.

To save the report, click **Save As**.



Give your report a name. The report will be saved in My Reports.

Click Save and Run Report.



The screenshot shows a dialog box titled "Advanced Members Report" with a sub-header "Save Report". It contains three input fields: "Report Name" with the value "Active Male Members", "Report Description" which is empty, and "Report Folder" with a dropdown menu showing "My Personal Custom Reports". At the bottom right, there are three buttons: "Save" (highlighted with a red box), "Save & Return to Report", and "Cancel".

The report will be saved and will still be displayed on your screen. Since this is a different window than GameDay, you can close this window.

Refresh your screen and you will see your report under My Saved Reports.



The screenshot shows the "Reports" section of the application. It has tabs for "Standard Reports", "My Saved Reports" (which is selected), and "Dashboards". There is a search bar labeled "Search Reports". Below the search bar is a table with the following structure:

REPORT NAME	FORMAT	DESCRIPTION
Active Male Members	Tabular	

At the bottom of the table, there is a pagination control: "Show 10 Reports Per Page" and "Showing Rows 1-1 of 1".

Click on the name to run this report again.

## Related Articles

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