

# 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	Dashboard				View Report
Settlement Summary D	lashboard				View Report
Question Data Dashboa	rd				View Report
Membership Dashboard	1				View Report
Show 5 ▼ Showing rows 1-4 of 4		I< <	1 > >	>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

nsaction Report (Full	Details)								
Member Status	Order Date								
Select all	12/05/2022 🛅	07/02/2023 🕅							
Active				$\bigcirc$		$\bigcirc$			
Inactive				0-					
Inactive									
	National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date	
Member Types		-	1		Male	Male		11-0ct-16	_
₽ Search		National081063ID	a		Male	Male		01-Jul-11	
		National001098ID	Aaron	100 C	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	10 mm	Female	Female		10-Feb-12	
1-Year Membership		National081053ID	ABC		Female	Female		10-Feb-12	
		National081053ID	ABC	100 C	Female	Female		10-Feb-12	
Child		National081082ID	Andrew		Male	Male		01-Dec-00	
E-Learning		National081052ID	Anupma	- C	Female	Female		31-May-08	
		National081052ID	Anupma		Female	Female		31-May-08	
Player		National081052ID	Anupma		Female	Female		31-May-08	
T THE		National081052ID	Anupma		Female	Female		31-May-08	
Trial Member			Anupma	100	Female	Female		31-May-08	
Volunteer		National081052ID	Anupma		Female	Female		31-May-08	
		National081052ID	Anupma		Female	Female		31-May-08	
		National081052ID	Anupma	10 A	Female	Female		31-May-08	
Product Name		National081057ID			Female	Female		31-Jul-05	
𝒫 Search	1	National081026ID	Anril	1000	Male	Male	1	09-Apr-08	

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

isaction Report (Full De	etails)								
Member Status	Order Date								
Member Status	Order Date								
Select all	12/05/2022 🛗	07/02/2023 🛗							-
Active				$\frown$		$\frown$			FIITERS
—				$\bigcirc$		-0			E E
Inactive									v
	National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date	
Member Types		National081043ID	i Irial		Male	Male		30-Jun-94	_
		National081060ID	Trial		Female	Female		21-Jul-10	
Select all			Tim		Male	Male		20-Jan-94	
Select all			Tim		Male	Male		20-Jan-94	
(Blank)			Tim		Male	Male		20-Jan-94	
			Tim	1. State 1.	Male	Male		20-Jan-94	
1-Year Membership		WIN0000324	Theo	100 C	Male	Male		15-Aug-98	_
Child		WIN0000324	Theo	100	Male	Male		15-Aug-98	
-		WIN0000324	Theo Test	10 mm	Male Male	Male Male		15-Aug-98 01-Feb-10	
E-Learning		National081055ID	Test		Female	Female		18-Jun-14	
Player		National081059ID	Test	-	Female	Female		01-Jul-08	
Player		Nationatos10371D	Terry	100 B	Male	renate		10-May-96	
Trial Member		National001107ID	Rory		Male	Male		29-Jul-94	
		National001107ID	Rory		Male	Male		29-Jul-94	
Volunteer		National001107ID	Rory		Male	Male		29-Jul-94	
		National001107ID	Rory		Male	Male		29-Jul-94	
Product Name		National001107ID	Rory	and the second second	Male	Male		29-Jul-94	
✓ Search		National001107ID	Rory		Male	Male		29-Jul-94	
		National081044ID	Rory		Male	Male		01-Jun-87	
Select all		National081046ID	Rory		Male	Male		30-Jun-10	
2022/23 Player Registra			Rob	100	Male			14-Aug-56	
		National081079ID	Real mailchimp		Male			01-Sep-22	
Anu Product Height/Dis		National081045ID	Nick		Male	Male		15-Jun-11	
Any Product Height/Dis		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

12/05	/2022 🛅 07/02/2	023 🛄						
			$\bigcirc$	(	$\cap$		_	ļ,
			$\bigcirc$		$\bigcirc$		7 6	
Code	Voucher Amount	Total Discount Amount	Total Discounted Price	Discount Name	Promo Code	Promo Code Name	Promo Code Discount Amount	1
		0.00	20.00					1
		0.00	0.00					
		5.00	45.00	Family Discounts				
		0.00	5.00					
		0.00	5.00					
		0.00	15.00					
		0.00	0.00					
		0.00	175.00					
_		0.00	1.00					
		0.00	0.00					
		0.00	0.00					
_		0.00	0.00					
		5.00	45.00	Family Discounts				
		0.00	5.00					
		0.00	10.00					
		0.00	50.00					
		0.00	50.00					
		0.00	50.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					

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

	/2022 🔟 07/02/2	2023	$\bigcirc$								∇ Filters
			$\bigcirc$			0					ers
Code	Voucher Amount	Total Discount Amount	Total Discounted Price	Dis	count Name	Promo Code	Promo Code Name		Export data Show as a table	t_^	
		0.00	20.00								
		0.00	0.00					-	Spotlight	- 11	
		5.00	45.00	Fam	ily Discounts			Q	Get insights	- 18	
		0.00	5.00					V 13	Sort descending	- 11	
		0.00	15.00						Sort ascending	- 10	
		0.00	0.00				· · · · ·	4 2		<u> </u>	
		0.00	0.00			onal Number			Sort by	>	L.,
		0.00	175.00			iber ID				S	ort by
		0.00	1.00		<ul> <li>First</li> </ul>	Name					
		0.00	0.00		Last	Name				_	
		0.00	0.00		Mem	iber Gender					
		5.00	45.00	Fam	Gen	der Identity					
		0.00	5.00			rent Identity					
		0.00	10.00			Date					
		0.00	50.00 50.00							_	
		0.00	50.00		Ema						
		0.00	0.00			le Phone					
		0.00	0.00		Orga	nisation					
		0.00	0.00		Mem	berTypes Grou	ips				
		0.00	0.00		Fina	ncial Status				_	
		0.00	0.00		Orde	r Date					
		0.00	0.00			r Number				_	
		0.00	0.00								
		0.00	0.00			rer Email					
		0.00	0.00			saction Type					
		0.00	100.00		Payr	nent Type					

## 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				$\bigcirc$		$\square$		
Inactive				0		$\bigcirc$		
	National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different Identity	Birth Date
Member Types			а		Male	Male		11-0ct-16
♀ Search		National081063ID	а		Male	Male		01-Jul-11
Select all		National001098ID	Aaron	100 C	Male	Male		29-Jul-94
Select all		National001098ID	Aaron	1000	Male	Male		29-Jul-94
(Blank)		National001098ID	Aaron	a filment of the	Male	Male		29-Jul-94
		National081053ID	ABC		Female	Female		10-Feb-12
1-Year Membership		National081053ID	ABC		Female	Female		10-Feb-12
Child		National081053ID	ABC	2.	Female	Female		10-Feb-12
Child		National081082ID	Andrew	- C	Male	Male		01-Dec-00
E-Learning		National081052ID	Anupma		Female	Female		31-May-08
		National081052ID	Anupma		Female	Female		31-May-08
Player		National081052ID	Anupma		Female	Female Female		31-May-08 31-May-08
Trial Member		National081052ID National081052ID	Anupma Anupma		Female	Female		31-May-08
		National081052ID	Anupma		Female	Female		31-May-08
Volunteer		National081052ID	Anupma		Female	Female		31-May-08
		National081052ID	Anupma		Female	Female		31-May-08
Product Name		National081057ID	Any		Female	Female		31-Jul-05
		National081026ID	April		Male	Male		09-Apr-08
		National081026ID	April		Male	Male		09-Apr-08
Select all			Child	100	Male	Male		01-Jan-05
- 2022/22 PL - P - 1			Child		Male	Male		01-Jan-05
2022/23 Player Registra			Child		Male	Male		01-Jan-10
Anu Product Height/Dis			Child		Female	Female		01-Jan-09
5			Child		Female	Female		01-Jan-11
Anu Product Height/Dis			Constantine		Male	Prefer not to say		08-Dec-05
Award ticket			Constantine		Male	Prefer not to say		08-Dec-05
Award ticket			Constantine	10 million (1997)	Male	Prefer not to say		08-Dec-05
Club Jersey		National081071ID	Constantine	ALC: NOTE: N	Male	Male Non-binary/gender fluig		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:

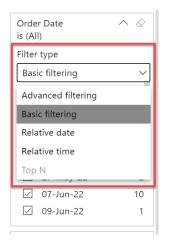
1. Click anywhere on the report table to open up the Filters panel

Member Status	Order Date							√ Filters	)
Select all	12/05/2022 🛅	07/02/2023 🛅						O. Curret	
Active				$\cap$		$\frown$		✓ Search	
Inactive				$\bigcirc$		$\bigcirc$		Filters on this visual	
	National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different	Aboriginal/ Torres Str	nit X/
Member Types			a		Male	Male	1	is (All)	ait • 😳
₽ Search		National081063ID	a		Male	Male		13 (All)	
Select all		National001098ID	Aaron	1000	Male	Male		Different Identity	~ 0
Select all		National001098ID	Aaron	100 million - 100 million	Male	Male		is (All)	
(Blank)		National001098ID	Aaron	1000	Male	Male			
		National081053ID	ABC		Female	Female		Disability	$\vee Q$
1-Year Membership		National081053ID	ABC		Female	Female		is (All)	
Child		National081053ID	ABC	1.0	Female	Female			
		National081082ID National081052ID	Andrew		Male	Male		Gender Identity	$\vee \diamond$
E-Learning		National081052ID	Anupma Anupma		Female	Female		is (All)	
Diaver		National081052ID	Anupma		Female	Female			
Player		National081052ID	Anupma		Female	Female		Item Amount	$\sim \diamond$
Trial Member		National081052ID	Anupma		Female	Female		is (All)	
- MAR - 1		National081052ID	Anupma	10	Female	Female			
<ul> <li>Volunteer</li> </ul>		National081052ID	Anupma		Female	Female		Order Status	$\sim \diamond$
(Blank)         1-Year Membership         Child         E-Learning         Player         Trial Member         Volunteer         troduct Name         Ø Search         Select all         2022/23 Player Registra		National081052ID	Anupma		Female	Female		is (All)	
Product Name		National081057ID	Any		Female	Female			
& Search		National081026ID	April	100	Male	Male		Organisation	$\vee \diamond$
		National081026ID	April	100	Male	Male		is (All)	
Select all			Child		Male	Male		(	
2022/23 Player Registra			Child		Male	Male		Payment Method	$\vee \diamond$
, ,			Child		Female	Female		is (All)	
Anu Product Height/Dis			Child		Female	Female		December 2 miles	~ 0
Anu Product Height/Dis			Constantine		Male	Prefer not to say		Payment Type is (All)	~ ~
-			Constantine		Male	Prefer not to say		IS (MII)	
Award ticket			Constantine		Male	Prefer not to say		Product Status	~ 0
		National081071ID	Constantine		Male	Male		is (All)	* ~
Club Jersey		National081030ID	Daniel		Male	Non-binary/gender fluir	4	IS (AII)	

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

Order Date							√ Filters	
12/05/2022 🛗	07/02/2023 🛗						Q Search	
			$\bigcirc$		$\frown$		🔎 Search	
			$ \bigcirc$ -		-	-		
National Number	Member ID	First Name	Last Name	Member Gender	Gender Identity	Different lo	Organisation is (All)	$\sim$ $\leq$
		а		Male	Male			
	National081063ID	а		Male	Male		Payment Method	$\sim$ $\diamond$
	National001098ID	Aaron	100 C	Male	Male		is (All)	
	National001098ID	Aaron		Male	Male			
	National001098ID	Aaron	10 C	Male	Male		Payment Type	$\sim$ $\epsilon$
	National081053ID	ABC		Female	Female		is (All)	
	National081053ID	ABC		Female	Female			
	National081053ID	ABC		Female	Female		Product Status	$\sim \epsilon$
	National081082ID	Andrew	1.00	Male	Male		is (All)	
	National081052ID	Anupma		Female	Female			
	National081052ID	Anupma		Female	Female		Product Type	$\sim \epsilon$
	National081052ID	Anupma		Female	Female		is (All)	
	National081052ID	Anupma		Female	Female			
	National081052ID	Anupma		Female	Female		Order Date	
	National081052ID	Anupma		Female	Female		is (All)	
	National081052ID	Anupma		Female	Female			
	National081052ID	Anupma		Female	Female		Filter type	
	National081057ID	Any		Female	Female		Basic filtering	
	National081026ID	April		Male	Male			
	National081026ID	April		Male	Male		Select all	
		Child		Male	Male		✓ 19-May-22	
		Child		Male	Male			
		Child		Male	Male		🗹 19-May-22	
		Child		Female	Female		✓ 19-May-22	
		Child		Female	Female			
		Constantine		Male	Prefer not to say		✓ 19-May-22	
		Constantine		Male	Prefer not to say		🗹 27-May-22	
		Constantine		Male	Prefer not to say		07-Jun-22	1
	National081071ID	Constantine	1.00	Male	Male			1
	National081030ID	Daniel	1.00	Male	Non-binary/gender fluid		🗹 09-Jun-22	
	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

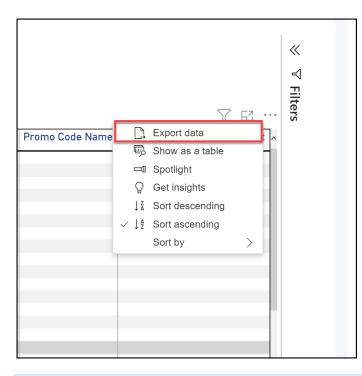
## **Exporting Tabular Reports**

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

12/05	j/2022 🛅 07/02/2	023 🛅						4
			0	(	С		7 E ··	HITERS
Code	Voucher Amount	Total Discount Amount	Total Discounted Price	Discount Name	Promo Code	Promo Code Name	Promo Code Discount Amount	^
		0.00	20.00					
		0.00	0.00					
		5.00	45.00	Family Discounts				
		0.00	5.00 5.00					
		0.00	15.00					
		0.00	0.00					
		0.00	0.00					
		0.00	175.00					
		0.00	1.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		5.00	45.00	Family Discounts				
		0.00	5.00					
		0.00	10.00					
		0.00	50.00 50.00					
		0.00	50.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					
		0.00	0.00					

#### 2. Click **EXPORT DATA**



**Note:** The underlying data for GameDay's Tabular Reports automatically refresh every 6 hours

# **Related Articles**