

Omar S. - 2021-04-07 - [Reports](#)

## Reports

## Confirmation Report

Confirmed Registration

### By Questionnaire

By Comments

Select the questions from the list on the right then press the Generate button. You can also filter the results by payment status below. Note that the term 'Paid' refers to a fully paid registration with a zero balance.

Select Registration Status

☐ Paid ☐ Not Paid ☒ All

Excel Export

Generate

**By Questionnaire:** The Questionnaire report is a report based on completed questionnaire. Within this section the event organizer can pull up a complete list of attendees that have completed the questionnaire form. The report can be filtered again by the status of the attendees; when the paid is selected and the **Generate** button is clicked the report will only show attendees that have paid and all the services ordered. When the unpaid report is generated, a list of attendees will be generated but the list will show attendee order that still require payment. The report can also be filter by the questions answered. The results of that report are based on the number of questions entered by the event organizer.

**Export:** This report can be exported out to PDF, CSV, Excel 97-2003, Rich Text Format, TIFF, & Web Archive.

Select Registration Status ☐ Paid ☐ Not Paid ☒ All

Excel Export

Generate

Michael's Club  
Event: Toys for Tots

**Registration**

Have you participated in Toys for Tots previously?

Answer: N

Siegfried	Johndell	621497
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Answer Total: 1

Answer: Y

Augus	Mikazuki	621495
Augus	Rachel	621494
Capobianco	Michael	620513
Lockhart	Tifa	621503
Piazza	Michael	621499
Wallace	Barret	621501

Export to the selected format

Export to the selected format

Acrobat (PDF) file

TIFF file

Web Archive

### Choose Questions

☒ Select All

☒ Have you participated in Toys for Tots previously?

☒ Are your toys for pick-up, or drop-off?