

Running an Event Detail Report

Updated: March 24, 2015

The *Event Detail Report* allows you to quickly report on specific, selected information for a grouping, event or timeframe.

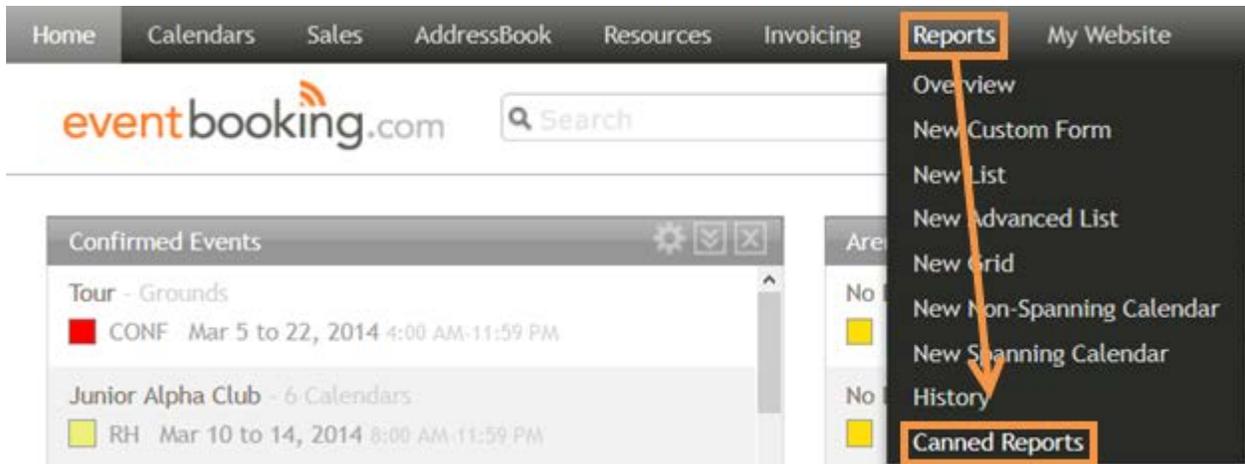
Event Details					
Event City Livestock Fair					
Status: Granted Hold 1			EventID: 835096		
When: 9/2/2014 8:00 am - 11:59 pm (Tue)			Created: 3/5/2013 4:34 pm (Tue)		
Type: Conference			Parent: Livestock Fair		
Calendar(s): Grounds					
Calendars Booked					
Where		When		Status	
Grounds		9/2/2014 8:00 am - 11:59 pm (Tue)		Granted Hold 1	
Timelines					
Date	Time	Duration	Type	Description	
9/2/2014 (Tue)	8:00 AM	15h 59m	Main Event	Event City Livestock Fair	

Event Details					
DID KNOT on Tour					
Status: Granted Hold 2			EventID: 835111		
When: 9/2/2014 8:00 am - 11:59 pm (Tue)			Created: 3/5/2013 4:35 pm (Tue)		
Type: Conference			Parent: Holds for DID KNOT on Tour		
Calendar(s): EB Beta Arena					
Calendars Booked					
Where		When		Status	
EB Beta Arena		9/2/2014 8:00 am - 11:59 pm (Tue)		Granted Hold 2	
Timelines					
Date	Time	Duration	Type	Description	
9/2/2014 (Tue)	8:00 AM	15h 59m	Main Event	DID KNOT on Tour	

Example of an Event Detail Report

To set up and run an *Event Detail Report*:

1. Hover over **Reports**.
2. Click **Canned Reports**.



3. Select a report header from the drop-down, if you would like to use one.
Note: If your account does not have a report header, you can contact support by emailing support@eventbooking.com or calling 865.966.4900 to request one.

Event Detail Report

Header Template:

Event:

4. If you would like to run the report for only a specific grouping or event instead of a set timeframe, you can search for and select an event.

Event Detail Report

Header Template:

Event:

Event Date Range:

- Set the start and end date by either manually typing the dates or by using the visual date picker.

Event Detail Report

Header Template:

Event:

Event Date Range: -

Sections: Sub-Event Summary

The image displays three calendar pickers used for date selection. The first picker shows the month of March 2014, with the 1st highlighted. The second picker shows a year view for 2014, with the 3rd quarter (July, August, and September) highlighted. The third picker shows the month of September 2014, with the 1st highlighted. Arrows connect the highlighted dates to the date range input field above, illustrating the manual selection process.

6. Select the information you would like included in the report, such as basic information and your account's specific custom fields.
7. Click **Preview**.

Event Detail Report

Header Template: ▼

Event:

Event Date Range:  - 

Sections:

- Sub-Event Summary
- Calendars Booked Summary
- Timelines
- User Defined Fields
- Publicity
- Event Notes
- Journal Entries
- Activities
- Event History
- Attached Documents
- Resource Usage

Custom Field Sets:

- All / None
- Address Book Objects
- EB Beta Custom Fields
- Event Info
- Exhibitor Info
- FB
- Operations

