



Events & Rooms 7.0 Ability To Export Report Information Into CSV Format

Overview:

The ability to export report information into CSV (Comma Separated Variable) was created to allow the staff user to export the report information into a format that can be shared by other software programs with ease.

The ability to select specific report detail works the same in both Events and Rooms. The following reports adapted this functionality:

Events:

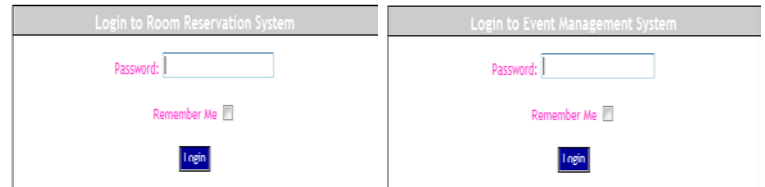
- Detailed Event Report
- Events and PR Report

Rooms:

- Request Equipment
- Requested Room Setup
- View Print Room Schedule

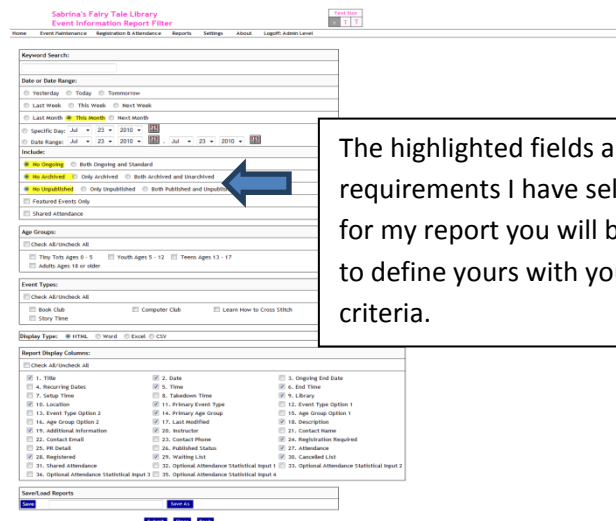
How To Create:

- Login** at the All Branches (or main branch in single branch system) using any level of password or user name and password.
- From the Event System and Room Reservation Maintenance page **Select** any of the highlighted reports.



- Set** your desired conditions
Note: The condition selection will be different for each one of the reports

Example:



The highlighted fields are the requirements I have selected for my report you will be able to define yours with your criteria.

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4. Select "CSV" from "Display Type"



5. Select your desired columns from the section called "Report Display Columns:"

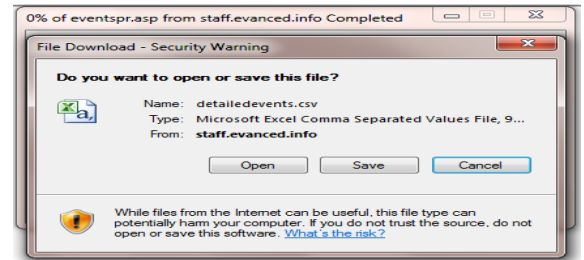
Note: The fields that already have been marked were the default fields in previous versions. You are able to remove those from your selection. Also the field display will be different based on the report you have selected.



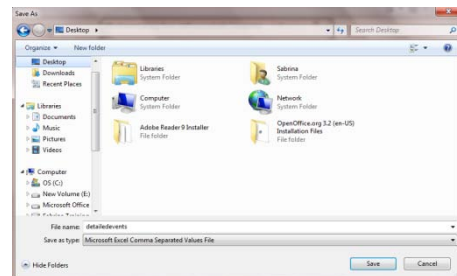
6. Once you have completed your selections Select "Submit" to view your report

7. Select "Open" when popup appears

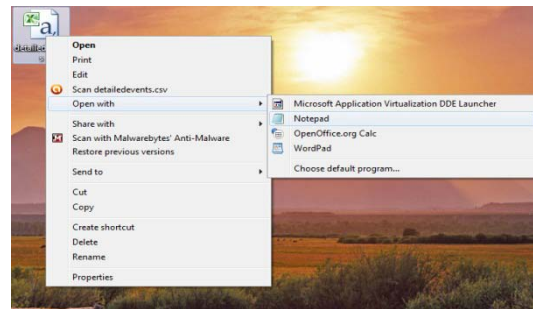
Note: If your default on your computer is to open CSV files as an excel file this file will open in excel. If you don't want this to occur Select "Save". Save the file and open with NotePad or TextPad.



8. If you Selected "Save" continue with steps – Save your report somewhere on your computer



9. Right Click on the file – Select "Open With" – Select "Notepad"



Example:

