

EMS – Custom Reports

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

When you are looking for data, but don't want a full registrant report downloaded, create your own reports with the specific information you need through Custom Reports.

Create Reports

1. On the event dashboard click "Custom Reports" in the Manage Event box.



2. Click "Add Custom Report".
3. Enter the required fields.

Title is what will appear on your master list of reports so you know what the report is.

Filename needs to be unique with no spaces or special characters.

You can sort the data by process or entire event using the registrant data to include in report.

Choose the registrants to include.

In the data field section, move over what inputs you would like to include in the custom report. Use the double green arrow to move options. You can reorder options using the up and down options.

Customize your report even more using the complex input and data sort order boxes.

4. When you are all set click "Save Report Configuration".

Run Reports

1. On the event dashboard click "Custom Reports" in the Manage Event box.

Manage Event

- [Registrant Roster](#)
- [Invoices/Receipts](#)
- [Attendance](#)
- [Notes](#)
- [Download Registrants](#)
- [Export File Uploads](#)
- [Quotas Report](#)
- [Special Needs Report](#)
- [Custom Reports](#)
- [MiPRS Report](#)
- [Communications Report](#)

2. Check the box for the report you would like to run and click “Run Selected Reports”.

Custom Reports: Training

Add Custom Report

Select All Clear All

Select Report	
<input checked="" type="checkbox"/>	Edit Delete

Run Selected Reports

3. This creates an excel document with the information you set. Every time you download a report it is pulling real time data.

Run Selected Reports

[Download training](#)