Exware Event Reports & Inquiries – Department

After the event is open and registrations begin there are a few reports/inquiries that will need to be reviewed.

All reports can be downloaded to excel or printed if needed by clicking on either of the icons:

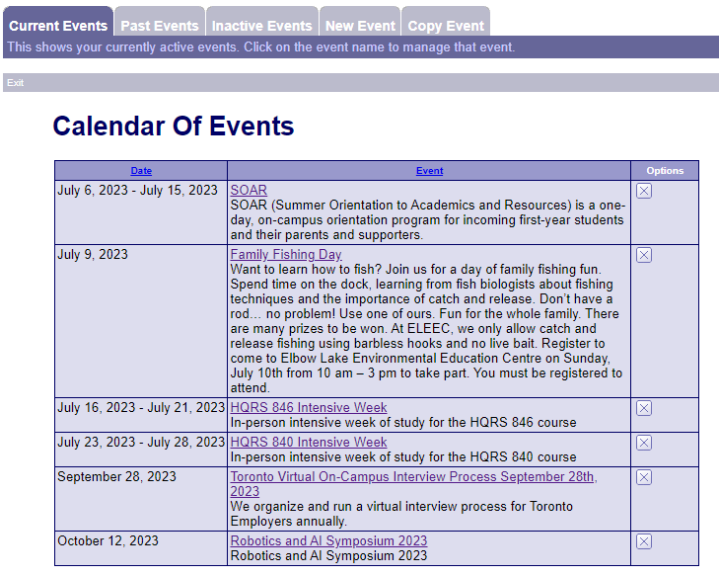
Login to the site:

https://events.fin.queensu.ca/cgi/login.cgi

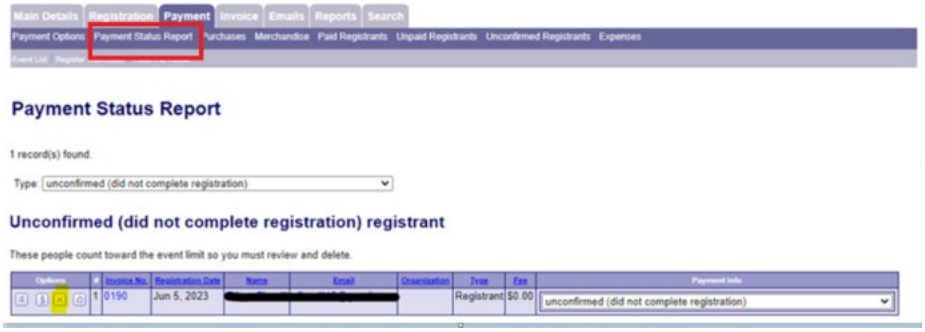
Click on the “Event Manager” icon:

At this screen you will see only the events associated with your department

Click on the link of the event you wish to view:

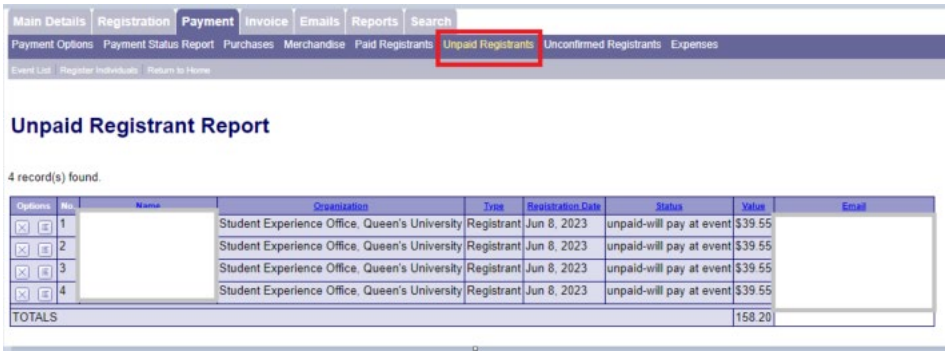


1. **Payment Status Report:** should be reviewed daily. This will show incomplete registrations. It is important to clear these out as they will count towards the event registration limit. These are people who began the registration but did not complete the registration. This can be helpful if you see there is someone who has made multiple attempts and is maybe having issues that you may want to reach out to.
   Click on the "x" beside each of the registration attempts to clear.

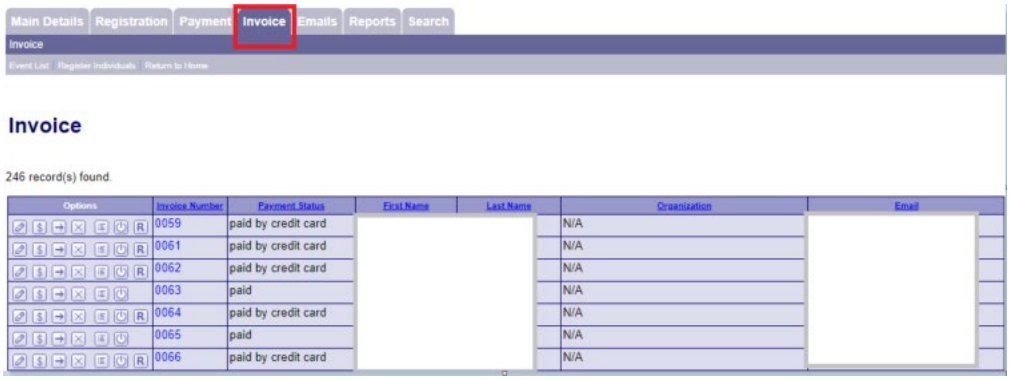


2. **Paid Registrants:** will show all registrations that are paid – includes free items & events.

3. **Unpaid Registrants:** will show all registrations that are still to be paid – if offering to pay at the door.

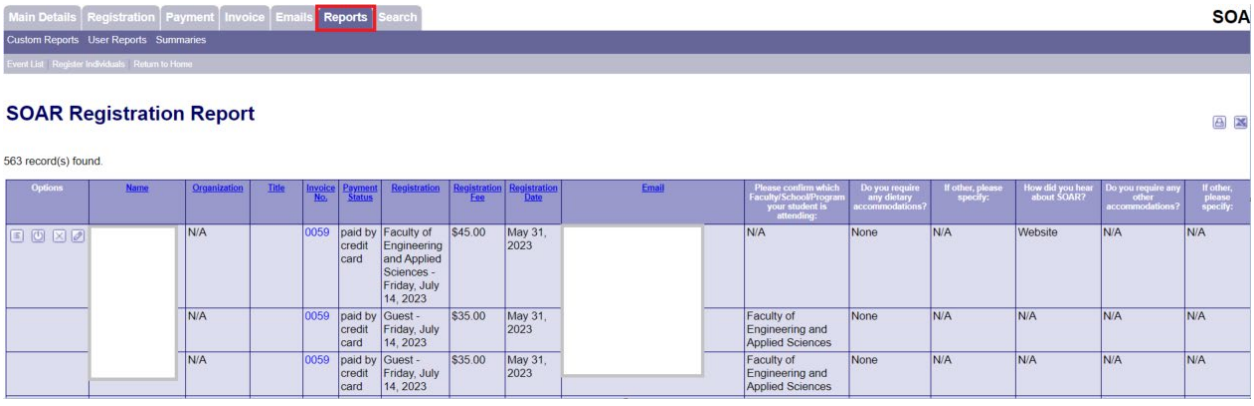


4. **Invoice:** lists all the registrations by invoice number. This is where you can issue refunds and adjust registrations if needed. This will process a full refund for the amount charged to the registrant's credit card. If a partial refund is required, please email Accounts Receivable.



Symbol	Option
	Edit Invoice
	Preview Invoice
	Send Invoice
	Delete this record
	View Notes
	Cancel registration
	Refund

5. **Registration Report:** shows details of registration.

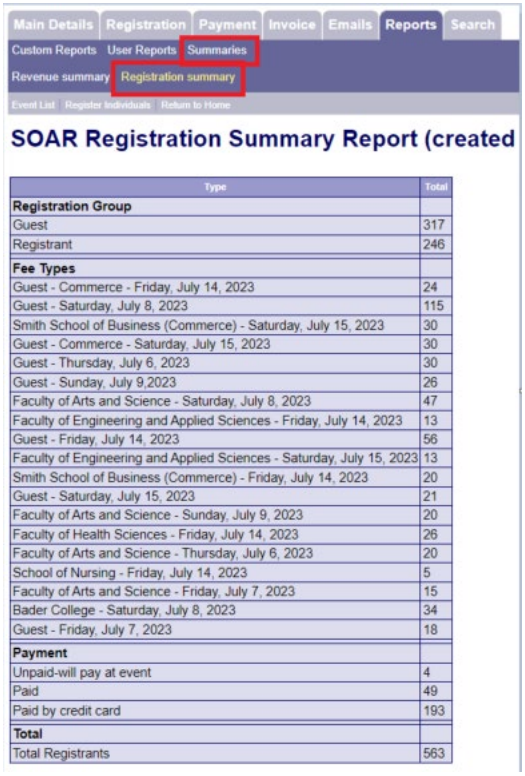


Symbol	Option
	Edit Invoice
	Delete this record
	View Notes
	Cancel registration

6. **User Reports:** there are several reports that will list registration by type.

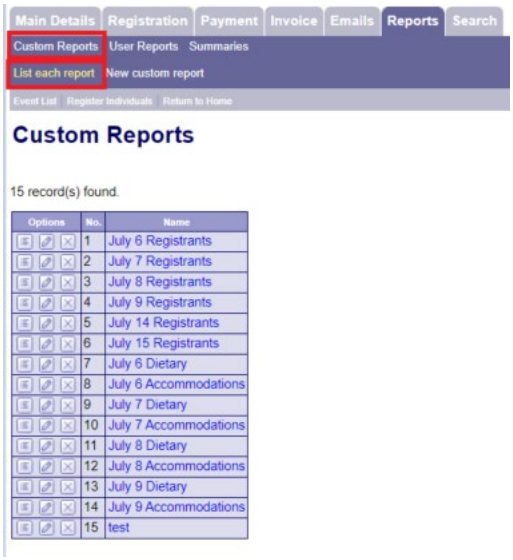
7. **Summaries:** two reports that will show high level registration and revenue.

Type	Total
Registrations	246
Paid Revenue	$20176.15
Unpaid Revenue	$0.00
Expenses	$0.00
Net Revenue	$20176.15
HST (ON 13.000%) collected	$2339.35



Type	Total
Registration Group	
Guest	317
Registrant	246
Fee Types	
Guest - Commerce - Friday, July 14, 2023	24
Guest - Saturday, July 8, 2023	115
Smith School of Business (Commerce) - Saturday, July 15, 2023	30
Guest - Commerce - Saturday, July 15, 2023	30
Guest - Thursday, July 6, 2023	30
Guest - Sunday, July 9,2023	26
Faculty of Arts and Science - Saturday, July 8, 2023	47
Faculty of Engineering and Applied Sciences - Friday, July 14, 2023	13
Guest - Friday, July 14, 2023	56
Faculty of Engineering and Applied Sciences - Saturday, July 15, 2023	13
Smith School of Business (Commerce) - Friday, July 14, 2023	20
Guest - Saturday, July 15, 2023	21
Faculty of Arts and Science - Sunday, July 9, 2023	20
Faculty of Health Sciences - Friday, July 14, 2023	26
Faculty of Arts and Science - Thursday, July 6, 2023	20
School of Nursing - Friday, July 14, 2023	5
Faculty of Arts and Science - Friday, July 7, 2023	15
Bader College - Saturday, July 8, 2023	34
Guest - Friday, July 7, 2023	18
Payment	
Unpaid-will pay at event	4
Paid	49
Paid by credit card	193
Total	
Total Registrants	563

8. **Custom Reports:** Create custom reports as needed and view/run previously created reports.



Custom Question

- [ ] Please confirm which Faculty/School/Program your student is attending:
- [ ] Do you require any dietary accommodations?
- [ ] If other, please specify:
- [ ] Do you require any other accommodations?
- [ ] How did you hear about SOAR?
- [ ] If other, please specify:

Purchase Information

- [ ] Registration

Part 3: Filters

Registrant Information

Filter: [ ] [First name ▾]
Filter: [ ] [First name ▾]
Filter: [ ] [First name ▾]

Fee Information

Main fee

- [ ] Faculty of Arts and Science - Thursday, July 6, 2023
- [ ] Guest - Thursday, July 6, 2023
- [ ] Faculty of Arts and Science - Friday, July 7, 2023
- [ ] Guest - Friday, July 7, 2023
- [ ] Bader College - Saturday, July 8, 2023
- [ ] Faculty of Arts and Science - Saturday, July 8, 2023
- [ ] Guest - Saturday, July 8, 2023
- [ ] Faculty of Arts and Science - Sunday, July 9, 2023
- [ ] Guest - Sunday, July 9,2023
- [ ] Faculty of Engineering and Applied Sciences - Friday, July 14, 2023
- [ ] Faculty of Health Sciences - Friday, July 14, 2023
- [ ] Guest - Commerce - Friday, July 14, 2023
- [ ] Guest - Friday, July 14, 2023
- [ ] School of Nursing - Friday, July 14, 2023
- [ ] Smith School of Business (Commerce) - Friday, July 14, 2023
- [ ] Faculty of Engineering and Applied Sciences - Saturday, July 15, 2023
- [ ] Guest - Commerce - Saturday, July 15, 2023
- [ ] Guest - Saturday, July 15, 2023
- [ ] Smith School of Business (Commerce) - Saturday, July 15, 2023

Submit Reset