

## 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:

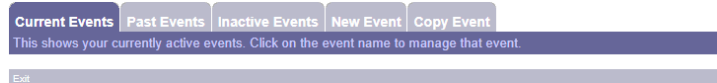
<https://events.fin.queensu.ca/cgi/login.cgi>

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:



### Calendar Of Events

Date	Event	Options
July 6, 2023 - July 15, 2023	<a href="#">SOAR</a> SOAR (Summer Orientation to Academics and Resources) is a one-day, on-campus orientation program for incoming first-year students and their parents and supporters.	<input type="checkbox"/>
July 9, 2023	<a href="#">Family Fishing Day</a> Want to learn how to fish? Join us for a day of family fishing fun. Spend time on the dock, learning from fish biologists about fishing techniques and the importance of catch and release. Don't have a rod... no problem! Use one of ours. Fun for the whole family. There are many prizes to be won. At ELEEC, we only allow catch and release fishing using barbless hooks and no live bait. Register to come to Elbow Lake Environmental Education Centre on Sunday, July 10th from 10 am – 3 pm to take part. You must be registered to attend.	<input type="checkbox"/>
July 16, 2023 - July 21, 2023	<a href="#">HQRS 846 Intensive Week</a> In-person intensive week of study for the HQRS 846 course	<input type="checkbox"/>
July 23, 2023 - July 28, 2023	<a href="#">HQRS 840 Intensive Week</a> In-person intensive week of study for the HQRS 840 course	<input type="checkbox"/>
September 28, 2023	<a href="#">Toronto Virtual On-Campus Interview Process September 28th, 2023</a> We organize and run a virtual interview process for Toronto Employers annually.	<input type="checkbox"/>
October 12, 2023	<a href="#">Robotics and AI Symposium 2023</a> Robotics and AI Symposium 2023	<input type="checkbox"/>

- 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.

**Payment Status Report**

1 record(s) found.

Type:

**Unconfirmed (did not complete registration) registrant**

These people count toward the event limit so you must review and delete

Options	No.	Invoice No.	Registration Date	Name	Email	Organization	Type	Fee	Payment Info
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1	0190	Jun 5, 2023				Registrant	\$0.00	unconfirmed (did not complete registration)

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

**Paid Registrant Report**

242 record(s) found.

Options	No.	Name	Organization	Type	Registration Date	Status	Value	Reference #	Email
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1		N/A	Registrant	Jun 4, 2023	paid by credit card	\$129.95	078440	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2		N/A	Registrant	Jun 12, 2023	paid by credit card	\$90.40	027409	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3		N/A	Registrant	May 31, 2023	paid	\$0.00		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4		N/A	Registrant	May 31, 2023	paid by credit card	\$129.95	09245Z	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5		N/A	Registrant	Jun 10, 2023	paid by credit card	\$129.95	06636F	

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

**Unpaid Registrant Report**

4 record(s) found.

Options	No.	Name	Organization	Type	Registration Date	Status	Value	Email
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1		Student Experience Office, Queen's University	Registrant	Jun 8, 2023	unpaid-will pay at event	\$39.55	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2		Student Experience Office, Queen's University	Registrant	Jun 8, 2023	unpaid-will pay at event	\$39.55	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3		Student Experience Office, Queen's University	Registrant	Jun 8, 2023	unpaid-will pay at event	\$39.55	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4		Student Experience Office, Queen's University	Registrant	Jun 8, 2023	unpaid-will pay at event	\$39.55	
<b>TOTALS</b>							<b>158.20</b>	

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](#).

Invoice

246 record(s) found.

Options	Invoice Number	Payment Status	First Name	Last Name	Organization	Email
[P] [E] [X] [U] [R]	0059	paid by credit card			N/A	
[P] [E] [X] [U] [R]	0061	paid by credit card			N/A	
[P] [E] [X] [U] [R]	0062	paid by credit card			N/A	
[P] [E] [X] [U] [R]	0063	paid			N/A	
[P] [E] [X] [U] [R]	0064	paid by credit card			N/A	
[P] [E] [X] [U] [R]	0065	paid			N/A	
[P] [E] [X] [U] [R]	0066	paid by credit card			N/A	

Symbol	Option
[Pencil icon]	Edit Invoice
[Dollar sign icon]	Preview Invoice
[Send icon]	Send Invoice
[X icon]	Delete this record
[List icon]	View Notes
[Power icon]	Cancel registration
[R icon]	Refund

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

SOAR

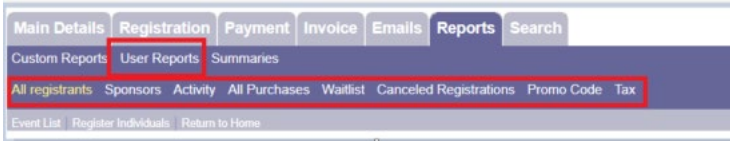
SOAR Registration Report

563 record(s) found.

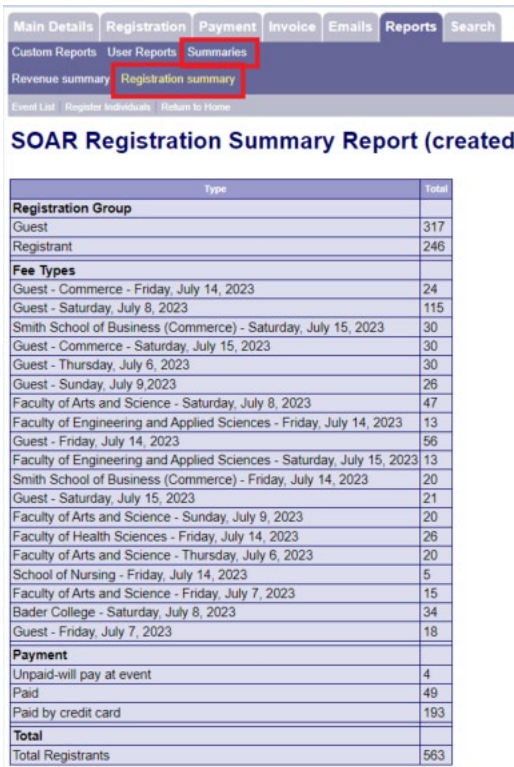
Options	Name	Organization	Title	Invoice No.	Payment Status	Registration	Registration Fee	Registration Date	Email	Please confirm which Faculty/School/Program your student is attending:	Do you require any dietary accommodations?	If other, please specify:	How did you hear about SOAR?	Do you require any other accommodations?	If other, please specify:
[P] [E] [X] [U] [R]		N/A		0059	paid by credit card	Faculty of Engineering and Applied Sciences - Friday, July 14, 2023	\$45.00	May 31, 2023		N/A	None	N/A	Website	N/A	N/A
		N/A		0059	paid by credit card	Guest - Friday, July 14, 2023	\$35.00	May 31, 2023		Faculty of Engineering and Applied Sciences	None	N/A	N/A	N/A	N/A
		N/A		0059	paid by credit card	Guest - Friday, July 14, 2023	\$35.00	May 31, 2023		Faculty of Engineering and Applied Sciences	None	N/A	N/A	N/A	N/A

Symbol	Option
[Pencil icon]	Edit Invoice
[X icon]	Delete this record
[List icon]	View Notes
[Power icon]	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.



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

Main Details Registration Payment Invoice Emails **Reports** Search

Custom Reports User Reports Summaries

List each report New custom report

Event List Register Individuals Return to Home

Main Details Registration Payment Invoice Emails **Reports** Search

Custom Reports User Reports Summaries

List each report New custom report

Event List Register Individuals Return to Home

### Custom Reports

15 record(s) found.

Options	No.	Name
  	1	July 6 Registrants
  	2	July 7 Registrants
  	3	July 8 Registrants
  	4	July 9 Registrants
  	5	July 14 Registrants
  	6	July 15 Registrants
  	7	July 6 Dietary
  	8	July 6 Accommodations
  	9	July 7 Dietary
  	10	July 7 Accommodations
  	11	July 8 Dietary
  	12	July 8 Accommodations
  	13	July 9 Dietary
  	14	July 9 Accommodations
  	15	test

Main Details Registration Payment Invoice Emails **Reports** Search

Custom Reports User Reports Summaries

List each report **New custom report**

Event List Register Individuals Return to Home

### New Custom Report

#### Part 1: Report Info

Name:

Description:

#### Part 2: Report Columns

##### Registrant Information

- Payment Status
- First Name  Last Name
- Title  Organization
- Telephone  Fax
- Email  Website
- Address line 1  Address line 2
- City  Province
- Country  Postal Code
- Registration Date  Event Name
- Notes

## 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:	<input type="text"/>	First name	▼
Filter:	<input type="text"/>	First name	▼
Filter:	<input type="text"/>	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