# Using your admin tools – Reports (uea.su)

This guide talks you through how to use the 'Reports' admin tool available to club and society committee members. The purpose of this admin tool button is to enable committee members to generate reports showing them sales figures, purchaser information, and any information input in customisations set up on products.



Click 'Reports' button on your admin tools

You will then be taken to this page…



**1.** To generate a report, firstly you need to input a date range and times by clicking on the calendar buttons. The report will show you information from within this date range. For example, if you set the dates as 1/09/20 –> 1/10/20 and click sales report, you will generate a report detailing all your sales for the month of September.

**2**. After inputting your date and time range, you can then select which report you would like to generate.

- If you click sales report, you will generate a report listing your sales figures within that date range. This report will show you membership sales, product sales and ticket sales. You can find guidance on how to set up tickets, events and products using admin tools on the committee hub on uea.su.
- If you click purchaser report, you will generate a report listing information (names and UEA usernames) of the individuals who have purchased something from your club or society within that date range.
- If you click customisations, you will generate a report listing the information purchasers have input into any customisation questions you set up on products. You can find guidance on how to set up tickets, events and products using admin tools on the committee hub on uea.su.

For example reports, please see next page.

# Example Reports

View sales and purchase information for your organisation's memberships and products.

Date range * 01/06/2019 00:00 → 13/01/2021 00:00

Choose report   Sales Report   Purchasers Report   Customisations

You can use these functions to download, print or zoom in on the report

| ◁ ◀ | 1 | of 1 | ▶ ▷ | | 100% ▼ | | | | Find | Next |

## Product Sales Report

Report generated Wed 13 Jan 2021 14:05

**Report Details**

| Product # | Name | Organisation | From Date | To Date |
|---|---|---|---|---|
| ALL | ALL | Societies | Sat 01 Jun 2019 00:00 | Wed 13 Jan 2021 00:00 |

**Summary**

| Transaction type | Qty | Total |
|---|---|---|
| Sale | 19 | 500.00 |
| **Net total** | **19** | **500.00** |

| Shop | Product | Qty | Unit Price | Total |
|---|---|---|---|---|
| ⊞[1001072O] Associate Membership | | 10 | Sale | 500.00 |

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View sales and purchase information for your organisation's memberships and products.

Date range * 01/06/2019 00:00 → 13/01/2021 00:00

Choose report   Sales Report   Purchasers Report   Customisations

| ◁ ◀ | 1 | of 1 | ▶ ▷ | | 100% ▼ | | | | Find | Next |

## Product Purchasers Report

Report generated Wed 13 Jan 2021 14:06

**Report Details**

| Product # | Name | Organisation | From Date | To Date | Product Type | Txn Type |
|---|---|---|---|---|---|---|
| ALL | ALL | Societies | Sat 01 Jun 2019 00:00 | Wed 13 Jan 2021 00:00 | * ALL * | * ALL * |

| Trans # | Name | Under 18 | Card # | Shop | Qty | Purchase Date |
|---|---|---|---|---|---|---|
| [10089020] Society President's Meeting #1 Thu 24 Oct 2019 - General | | | | | | |
| 30676967 | | | | Website | 1 | Thu 17 Oct 2019 16:57 |
| 30676581 | | | | Website | 1 | Thu 17 Oct 2019 10:39 |
| 30646261 | | | | Website | 1 | Wed 02 Oct 2019 14:33 |
| 30645114 | | | | Website | 1 | Tue 01 Oct 2019 20:07 |
| 30612882 | | | | Website | 1 | Tue 03 Sep 2019 16:31 |

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View sales and purchase information for your organisation's memberships and products.

Date range * 01/03/2019 00:00 → 14/01/2021 00:00

Choose report   Sales Report   Purchasers Report   Customisations

| ◁ ◀ | 1 | of 1 | ▶ ▷ | | 100% ▼ | | | | Find | Next |

## Product Customisations Report

Report generated Wed 13 Jan 2021 14:11

**Report details**

| Product # | Product | Organisation | From date | To date |
|---|---|---|---|---|
| ALL | ALL | Pharmacology | 01 Mar 2019 | 14 Jan 2021 |

| Txn # | Purchase date | Customer name | Card number |
|---|---|---|---|
| [10150550] Pullover Pharmacology Hoodies- | | | |
| 30858177 | 25 Oct 2020 20:32 | | |
| Size | | | |
| Colour | | | |
| What name would you like on your hoodie? (Write no name if you want it blank) | | | |
| 30862870 | 02 Nov 2020 16:09 | | |
| Size | | | |
| Colour | | | |