Generating a Report
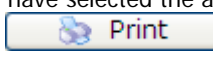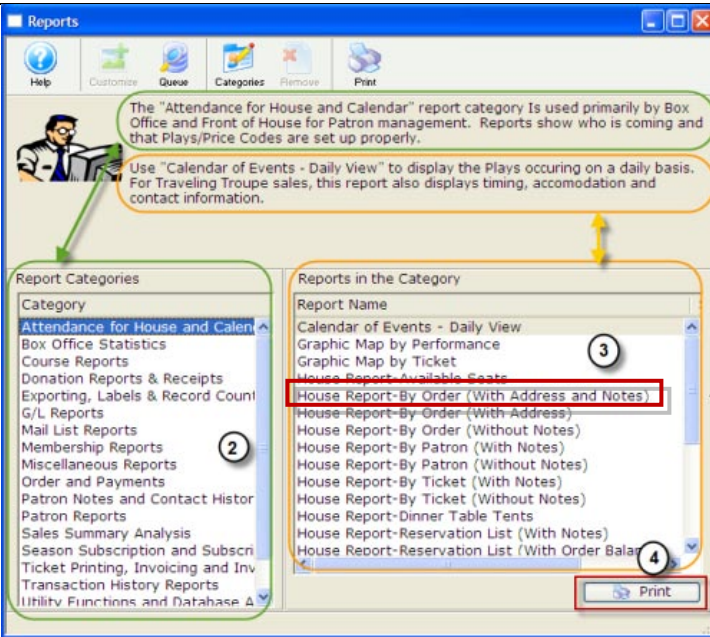
This example is the same as in the Reports Overview and Reports Criteria Overview screencasts.

1. Click the **Reports** Reports button in the Theatre Manager Ribbon Bar. The Reports window opens.
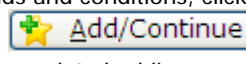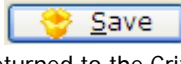

2. Select a **Report category**. A description of the **category** is displayed in the top portion of the window. In this example:
   Attendance for House and Calendar.

3. Select a **Report Name**. A description of the **report** appears in the top portion of the window. In this example:

4. When you have selected the appropriate report, click the **Print** ⟨Print⟩ button. The Criteria window opens.

5. To add criteria, click the **New** ⟨New⟩ button. The Add/Edit Parameter window opens.

The Criteria suggested for the Attendance for House and Calendar>House Report-By Order (With Address and Notes) are:

Parameter Field	Condition	Value
Event #	is one of	(Event Title)
Performance Date	=	(Date)
Performance Time	=	(Time)

- It is recommended that this report be run using only one performance as the criteria.
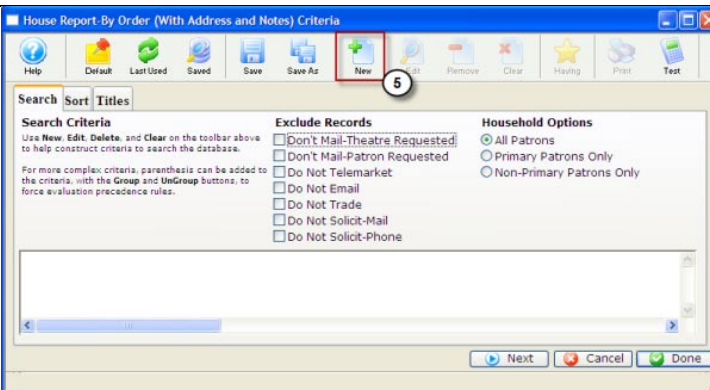

6. In the left side of the **Add/Edit Parameter** window, select field you want to add the parameter from.
7. As you scroll through the fields, the conditions are displayed, choose the condition.
8. To add more fields and conditions, click the **Add/Continue** ⟨Add/Continue⟩ button.
9. When you have completed adding new conditions, click the **Save** ⟨Save⟩ button.
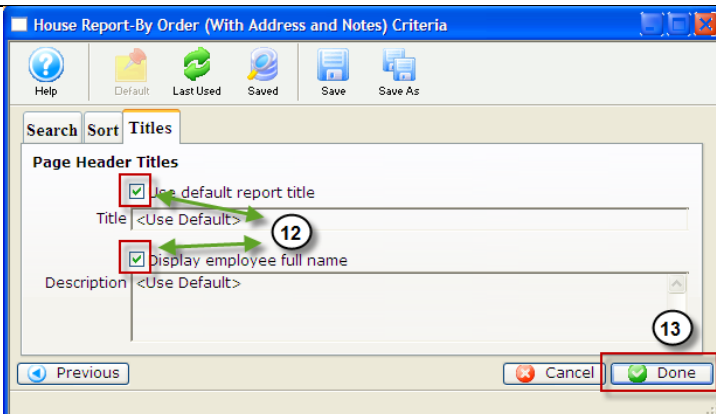   You are returned to the Criteria window.
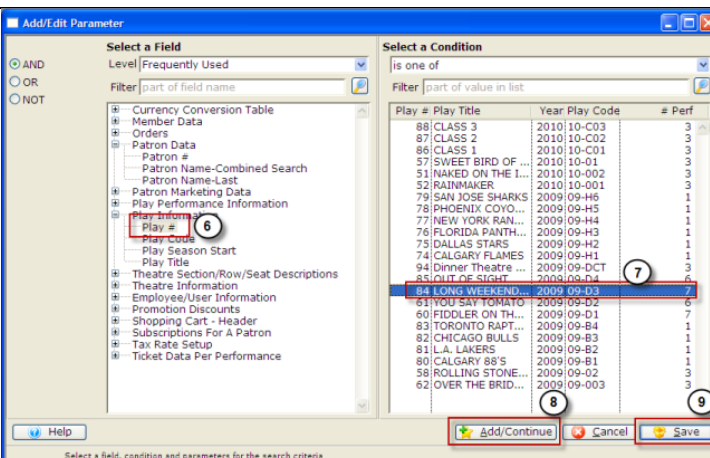
10. The parameter conditions you selected are displayed. If they are correct, click the **Next** [Next] button.
The Sort Tab is displayed.
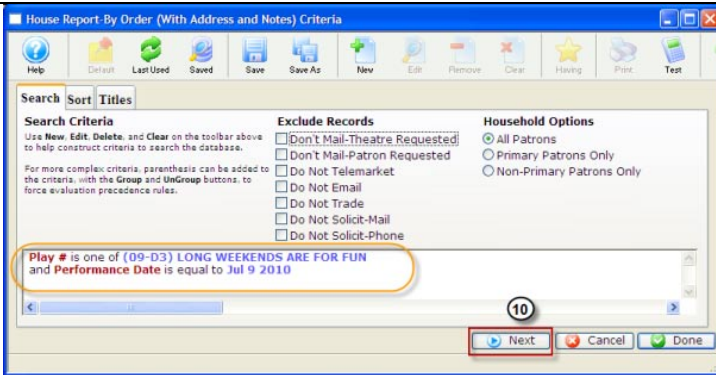
11. You can use sort fields to select the field by which the data in the report is sorted. The left list shows the available fields, the right list shows the default selections. You can use the [➡] [⬅] arrows to move the fields from one list to the other to define the sort order for your report. When done, click the **Next** [Next] button.
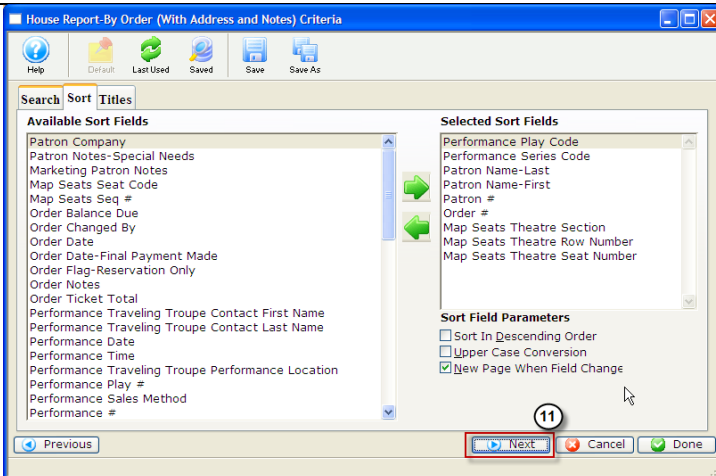
12. If you want to enter a custom Title or Description, disable the check box and enter your Title or Description in the appropriate box.

13. When complete, click the **Done** [Done] button.
Once a reported is created, it appears in a new window. A number of operations can be done from this window including printing the report.