



How do I report on Program participant details?

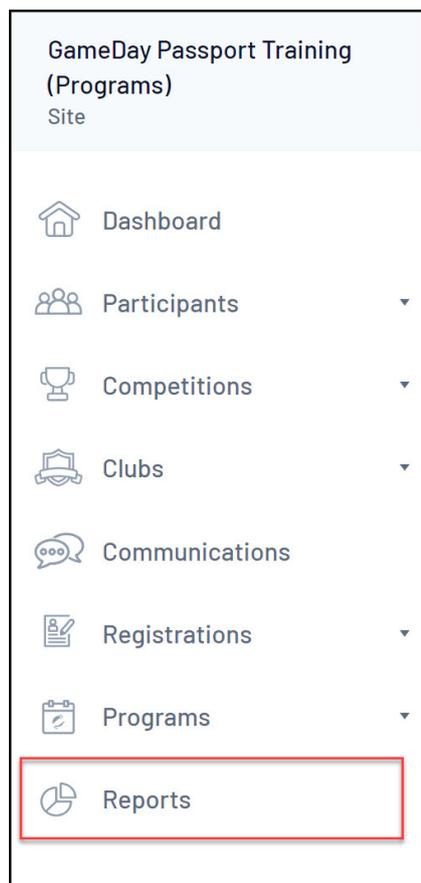
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Passport administrators running Program registrations are able to report on program details that have been processed through the system using an [Advanced Member Report](#).

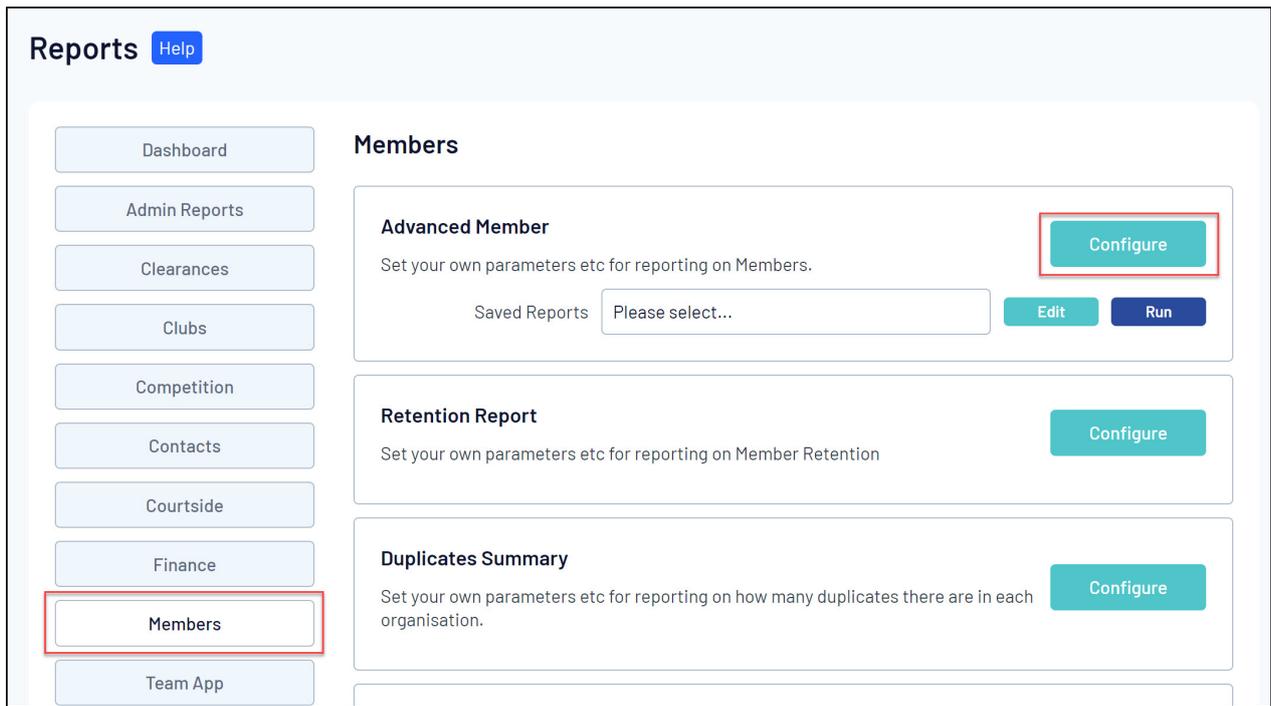
Note: For more information on using the Report Builder, [click here](#).

To report on Program details:

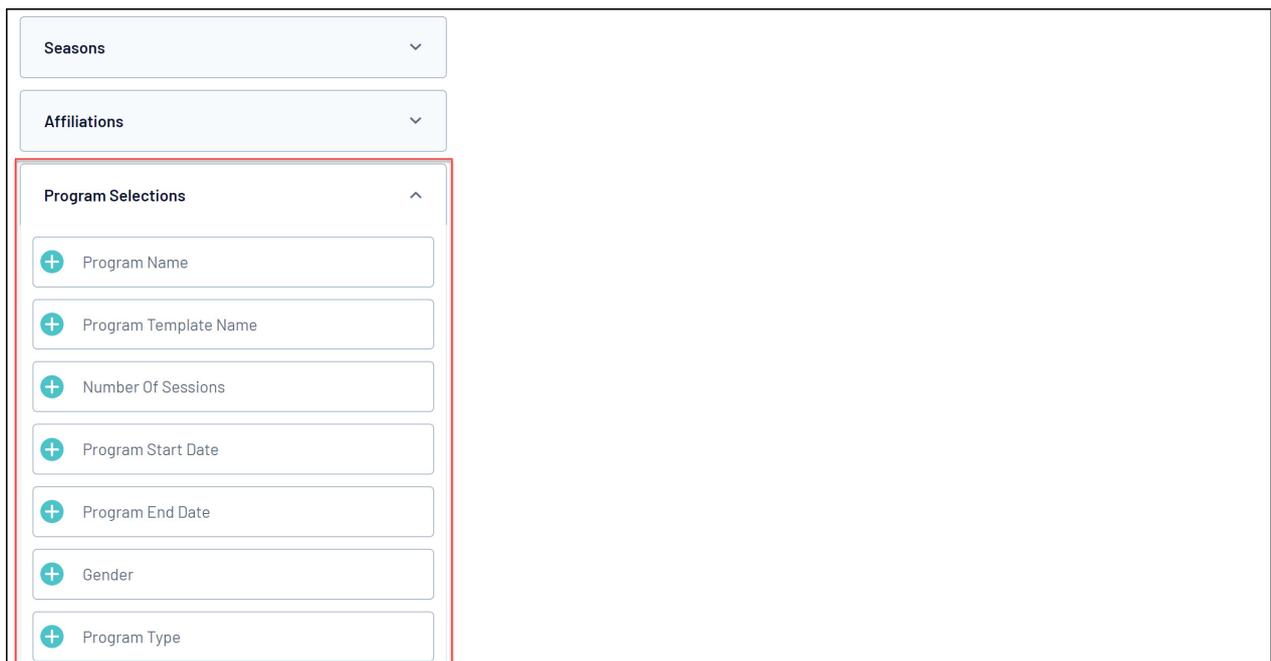
1. From your organisation dashboard, click REPORTS in the left-hand menu.



2. Select the **Members** category > Find the Advanced Member Report and click **CONFIGURE**



3. To add Program details to your report, use the **Find A Field** option or expand the Program Selections category and use the + button to add fields to the **Selected Fields** section.



4. Continue adding any other data fields to the report.

The screenshot shows a report configuration interface. On the left, there is a 'Find A Field' dropdown menu with a list of fields under 'Personal Details', including National Number, Quick Link to record, Previous Member ID, Member No., Active Record, Salutation, Middle Name, Maiden Name, Preferred Name, and Date of Birth. On the right, a 'Selected Fields' section is highlighted with a red border, containing a list of selected fields: Member ID, First Name, Family Name, Program Name, Program Start Date, and Program Type. Each field has a 'Filter' input box and a 'Remove' button. A 'Run Report' button is located at the bottom of the 'Selected Fields' section. A help icon (question mark in a circle) is visible in the bottom right corner.

Tip: If you want to filter the report to only show members that have enrolled in at least one program, set the Filter option on the Program Name to **IS NOT BLANK**

This screenshot is similar to the one above, but it highlights the 'Program Name' filter. The 'Filter' input box for 'Program Name' is now set to 'Is Not Blank' and is enclosed in a red rectangular box. The 'Run Report' button and the help icon are also visible at the bottom of the interface.

5. Once you have your fields selected, scroll down to **Report Output** section. Select one of the following two options:

- **Display:** Open the report in a new tab on your browser
- **Email:** Email the report as a Text file (Tab Delimited) or an Excel file (CSV). Choose the applicable format option and enter your Email Address into the field provided to send the

report file to your inbox.

The screenshot shows a web interface for configuring a report. On the left, there is a vertical list of filter categories, each with a plus icon and a text label: Gender Identity, Different Identity, Deceased, Eye Colour, Hair Colour, Ethnicity, Height, and Weight. Below these is a dropdown menu labeled 'Parent/Guardian'. The main area on the right is titled 'Report Output' and contains the following elements: a heading 'Report Output', a sub-heading 'Choose how you want to receive the data from this report.', two radio buttons for 'Display' (selected) and 'Email', a 'Report Format' dropdown menu set to 'Tab Delimited', and an 'Email Address' input field. A teal 'Run Report' button is positioned below the 'Report Output' section. At the bottom, there is a 'Saved Reports' section with a 'Select an Option' dropdown and four buttons: 'Run', 'Edit', 'Save', and 'Delete'.

6. Click **RUN REPORT**

This screenshot is identical to the one above, showing the same report configuration interface. However, the teal 'Run Report' button is now highlighted with a red rectangular border, indicating the step to be taken.

Your report will then provide you with program details associated with each member.