Course Enrolments Report
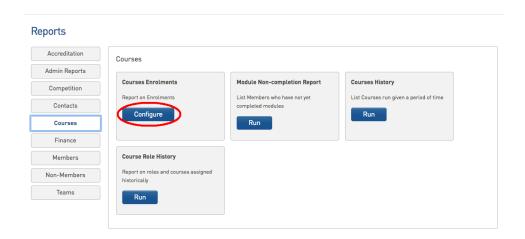
Last Modified on 06/12/2023 11:15 am AEDT

QMS – Course Enrolments Report

To generate a Course Enrolments report, select the Reports Tab from the Dashboard of your Centre level Database:

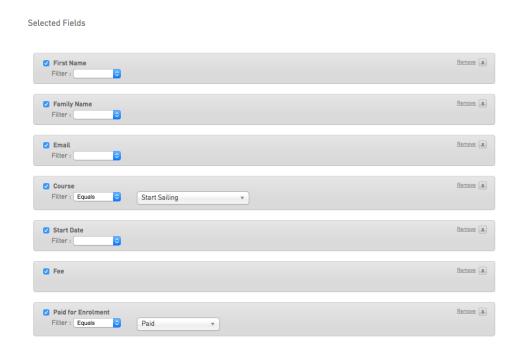From within the reports menu, select the Courses tab and select Courses Enrollments

To configure your report, please include the following fields found under the "Course" drop-down.

Selected Fields

☑ **Course**   Remove [x]
  Filter : [⇕]

☑ **Start Date**   Remove [x]
  Filter : [⇕]

☑ **Fee**   Remove [x]

☑ **Paid for Enrolment**   Remove [x]
  Filter : [⇕]

You can also apply filters to your selected fields to narrow down the search results.

For example, lets look to search for participants who have enrolled in a particular course, on a particular day and have paid their fees:

Selected Fields

☑ **First Name**   Remove [x]
  Filter : [⇕]

☑ **Family Name**   Remove [x]
  Filter : [⇕]

☑ **Email**   Remove [x]
  Filter : [⇕]

☑ **Course**   Remove [x]
  Filter : [Equals ⇕]   [Start Sailing   ▼]

☑ **Start Date**   Remove [x]
  Filter : [⇕]

☑ **Fee**   Remove [x]

☑ **Paid for Enrolment**   Remove [x]
  Filter : [Equals ⇕]   [Paid   ▼]

The above will return the following results in a new tab in your browser:

Returned 1 records

Courses Enrolments

First Name	Family Name	Email	Course	Start Date	Fee	Paid for Enrolment
Jon	Smith		Start Sailing	2016-11-20	150.00	Paid
1 rows						
Report Run Thu Nov 10 15:45:51 2016						