

Why are some members duplicated in my report?

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When you are customising and running your reports, you may notice that certain field inputs create a duplication of participants.


This is by design, and is in place as a way of providing you with all the data you have configured on your report.

For example:

If you are creating an Advanced Member Report and include the *Product* field, the report will include all products associated with a given member.

As a result, if a member has purchased two products as part of their registration, the report output will provide two rows for that member.

Returned 3 records



Advanced Member

Member ID	First Name	Family Name	Product
21494685	Colton	Bailey	Association - Player
21545477	Reuben	Adams	Association - Player
21545477	Reuben	Adams	Association - Volunteer

3 rows

Report Run Wed Aug 17 00:14:22 2022

If you are aiming to generate a more specific report without duplication of members, or want to present the report in a more structured way, below are some tips that you can use in your report build.

Use *Filters* to define a more specific report output

When you are configuring your report, you can filter each of your fields to only show a specific value.

To apply a filter on your report configuration page:

1. Find the field that is creating the duplication

2. Click the *Filter* option next to that field

The screenshot shows a report configuration interface. On the left, there is a vertical list of field categories: Find A Field, Personal Details, Parent/Guardian, Contact Details, Interests, Identifications, Financial, Medical, Other Fields, Member Type - Player, and Member Type - Coach. The 'Selected Fields' section on the right contains four items: Member ID, First Name, Family Name, and Product. Each item has a 'Filter' dropdown menu and a 'Remove' button. The 'Product' filter dropdown is highlighted with a red box. Below the selected fields is a 'Run Report' button. The 'Options' section at the bottom includes radio buttons for 'Unique Records Only' (selected), 'Summary Data', and 'All Records'. It also has dropdown menus for 'Sort by' (National Number), 'Secondary sort by' (None), and 'Group By' (No Grouping).

3. Apply a filter. For example, if you want a report that only includes a specific product, or group of products, you can select the relevant products from the drop-down menu with an *Equals* join.

This screenshot is similar to the previous one, but the 'Filter' dropdown for the 'Product' field is now open and highlighted with a red box. The dropdown menu shows 'Equals' as the selected option, and a tag 'Association - Player' is visible below it. The 'Run Report' button and the 'Options' section remain the same as in the previous screenshot.

Use the *Group By* output option to re-structure the way your report displays.

1. Scroll down to the *Options* section, and click the *Group By* option

The screenshot shows a report configuration interface. On the left, there are several filter categories: Medical, Other Fields, Member Type (Player, Coach, Manager, Official, Misc), Seasons, Affiliations, and Transaction. The Transaction section is expanded, showing Transaction ID, Product Reporting Season, and Product Group. On the right, there are three main sections: Options, Report Output, and Saved Reports. The Options section has a 'Run Report' button and three radio buttons for 'Show': 'Unique Records Only' (selected), 'Summary Data', and 'All Records'. Below this are dropdowns for 'Sort by' (National Number), 'Secondary sort by' (None), and 'Group By' (No Grouping, highlighted with a red box). The Report Output section has a 'Run Report' button and two radio buttons for 'Display': 'Display' (selected) and 'Email'. Below this are dropdowns for 'Report Format' (Tab Delimited) and an 'Email Address' field. The Saved Reports section has a 'Save' button.

2. Select the field that you want to use to group the report display.

This screenshot is identical to the one above, but the 'Group By' dropdown in the Options section is now set to 'Product', which is highlighted with a red box. All other settings remain the same.

3. Run your report. You will notice the structure and presentation of your report change, by separating out each instance of the grouped field and listing members accordingly.

Returned 3 records



Advanced Member

Product	Member ID	First Name	Family Name
Association - Player			
	21494685	Colton	Bailey
	21545477	Reuben	Adams
2 rows			
Association - Volunteer			
	21545477	Reuben	Adams
1 row			
3 rows			
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