

Reports | Overview

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Overview

GameDay Passport's **Reports** module allows administrators to develop, customise and save custom reports pertaining to any source of information within the database.

The Reports page provides numerous different reports, each of which is designed to return data results based on a specific source, with the option to include vast amounts of supporting information in a table format. For example, the Advanced Member Report will only look at member records and will provide all the fields that are associated with a member record, such as name, date of birth, products purchased, their affiliated club or association, custom fields answered and many more.

Reports List

To access your Reports List, click **REPORTS** in the left-hand menu:

The screenshot displays the GameDay Passport interface for the Silverwood Sports Association. The left-hand navigation menu is visible, with the 'Reports' option highlighted in a red box. The main content area shows the association's details, including its logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). It also lists the President (Darryl Monk) and the Administrator (Sophie Jones). Below the details, there are four empty charts labeled 'Members', 'Players by Gender', 'Players by Gender', and 'Players'. The bottom of the interface shows a row of icons for 'Members', 'Teams', 'Clubs', and 'Comps'.

Types of Reports

Reports are generated in one of two ways:

- **Quick Reports:** Pre-configured reports related to a specific data source that contain a fixed table of information. You can identify Quick Reports by the Run button that is used to generate the report.

The screenshot shows the GAMEDAY Reports interface. On the left is a sidebar with a list of categories: Dashboard, Admin Reports, Clearances, Clubs, Competition, Contacts, Courtside, Finance, Members, Team App, Teams, Tribunal, and Venue. The main content area is titled 'Reports' and contains an introductory text: 'Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left. There are two types of reports present in the system. Quick Reports - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data. Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.'

Under the 'Quick Reports' section, there are three report cards:

- Quick Report: Funds Received From Braintree**: A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choose to use one or both input options to generate the report. A red box highlights the 'Run' button.
- Quick Report: Transactions**: A red box highlights the 'Run' button.
- Quick Report: Members in current Season**: A red box highlights the 'Run' button.

Under the 'Popular Reports' section, there is one report card:

- Transactions**: Set your own parameters etc for reporting on Transactions. A red box highlights the 'Configure' button.

- **Custom Reports:** Allows you to build your own report using Passport's report builder tool, which includes the ability to choose, order, sort, filter and group specific fields from your database. Custom Reports can also be saved so that you can quickly generate the report at a later date. You can identify a Custom Report by the Configure button that is used to open the report builder.

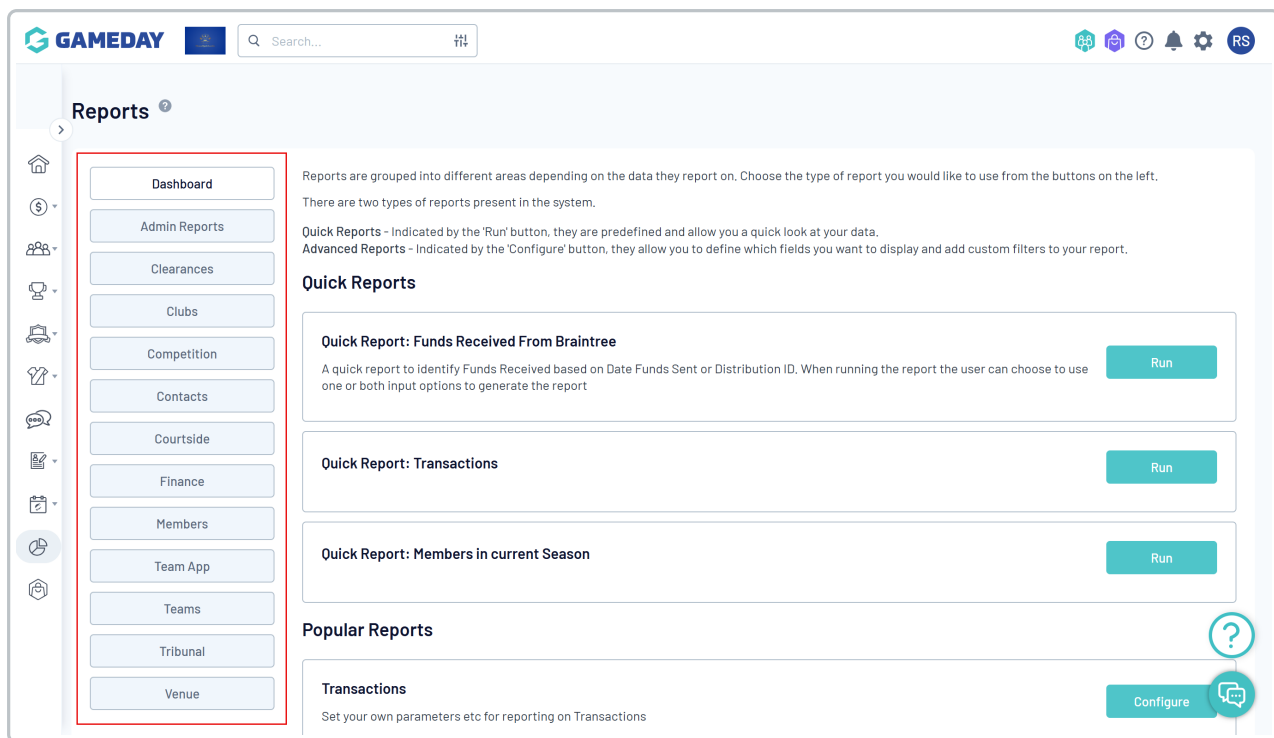
This screenshot shows the same GAMEDAY Reports interface, but with the 'Popular Reports' section expanded. The sidebar remains the same. The 'Quick Reports' section is partially visible at the top, showing 'Quick Report: Transactions' and 'Quick Report: Members in current Season' with their respective 'Run' buttons.

The 'Popular Reports' section contains three report cards:

- Transactions**: Set your own parameters etc for reporting on Transactions. A red box highlights the 'Configure' button.
- Funds Received**: Set your own parameters etc for reporting on Transactions from which you have received funds. A red box highlights the 'Configure' button.
- Advanced Member**: Set your own parameters etc for reporting on Members. A red box highlights the 'Configure' button.

At the bottom left, there is a 'Feedback' button. At the bottom right, there are icons for help (question mark) and chat (speech bubble).

You can also choose from a list of categories along the left-hand side to guide you in your search for the report you're looking for:



For more information on processes relevant to **Reports**, please refer to the **Related Articles** section of this article.