

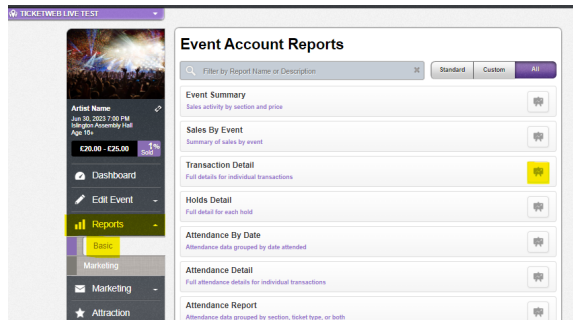
ticketweb BACKLINE

How to Pull a Customer List

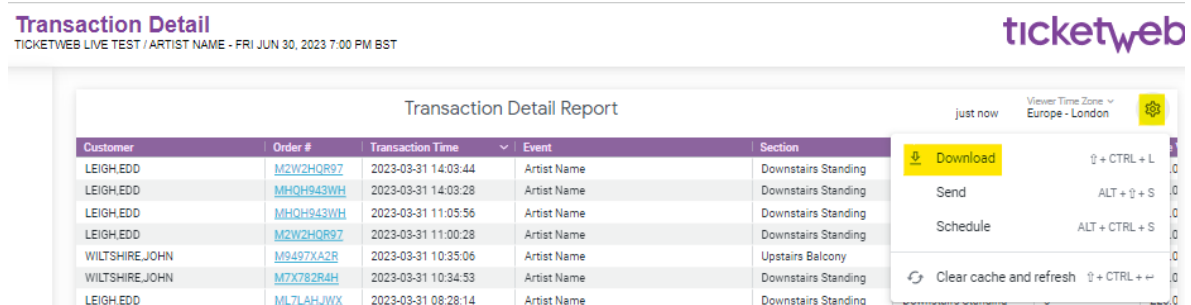
If you get an error message when trying to run reports, please check the below settings
Preferences -> Privacy -> Untick 'Prevent cross-site tracking'.

Log in and locate the event

Click **REPORTS > BASIC** down the left-hand side of the page
Then select **TRANSACTION DETAIL REPORT**



Click the cog at the top right of the report and select Download.



You will then be given an option on which format you would like the file. Select your option and click download again.

Download

Format

Excel Spreadsheet (Excel 2007 or later)

TXT (tab-separated values)

Excel Spreadsheet (Excel 2007 or later)

CSV

JSON

HTML

Markdown

PNG (Image of Visualization)

Unformatted (no rounding, special characters, etc.)

Number of rows and columns to include

Current result table

All results

Custom

[Open in Browser](#)

Cancel

Download