

ticketweb BACKLINE

HOW TO SET UP A SCHEDULED SALES REPORT

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

Click into the event and select reports down the left-hand side then select **TICKET COUNTS**

The screenshot shows the 'Event Account Reports' interface for the 'Brogeal' event. The left-hand navigation menu includes 'Dashboard', 'Edit Event', 'Reports', 'Marketing', 'Attraction', 'Ticketing', and 'Show Time'. The 'Reports' section is expanded, showing 'Basic', 'Marketing', and 'Ticketing' sub-sections. The 'Ticketing' sub-section is selected, and the 'Ticket Counts' report is highlighted in yellow. The main content area displays a list of reports with their descriptions and a cog icon for each. The reports listed are: Event Summary, Sales By Event, Transaction Detail, Holds Detail, Attendance By Date, Attendance Detail, Attendance Report, Sales By Date, and Ticket Counts.

Click the cog on the report screen (top right)

Ticket Counts
WR INNS LTD - P.J MOLLOY'S / BROGEAL - FRI APR 14, 2023 7:00 PM BST

ticketweb®

Just now View Time Zone Europe - London

Ticket Counts Report

Event Time	Event	Venue	Section	Sold Tix	Pending	Comps	Preprint	Open	Hold	Net Allotted	Total Allotted
2023-04-14 19:00	Brogeal	P.J. Molloy's	General Admission	6	0	0	0	294	0	300	300

Select 'SCHEDULE'

Fill in the form that appears

Name the report

Enter the email address

Choose the format

Select the trigger (repeating interval)

Choose the delivery schedule

Save all

Schedule Ticket Counts Report

Schedules New

Ticket Counts Report
Email (1) > HTML Table > Daily

Give your schedule a name.

Where should this data go?
 Email

Who should it be emailed to?
 Add

Include a custom message...

Format data as
 Data Table Visualization CSV XLSX JSON - Simple Text HTML

Trigger
 Repeating interval Datagroup update

Deliver this schedule
 Daily Weekly Monthly Hourly By minute

Send At :

Filters TIXCOUNT Event ID is 12979486 TIXCOUNT Organization ID is 221303

Advanced options

Send Test

Unsaved Changes Cancel Save All