Run Report Feature
By Joseph L. Donaldson, Extension Specialist

Business Case: How can I create reports for a course/event, like a list of who has paid the course/event fee and a list of participants by county?

Solution: The Run Report feature in the SUPER Training/Registration module summarizes information about a particular course/event. The report is based on your selections, such as reports of:

- Participants by special needs
- Participants by gender
- Participants by payment status
- Participants by unit

Introduction: Run Report is a highly useful feature of the Training/Registration module. It can save a great deal of time and energy when preparing for courses/events. In addition to the default reports mentioned above, Run Report allows you to search participants by first name, last name, or a portion of a name. When searching for a portion of a name, use an asterisk. “Don*” returns a list of all last names beginning with the letters Don. Reports appear in a pop-up window labeled Report Results (Figure 1).
The *Report Results* participant data follows:
- First name
- Last name
- Unit
- Gender
- Race/ethnicity
- Address
- City, state, zip
- Phone 1
- Phone 2
- Fax
- Email
- Date of birth
- Grade
- Payment status
- Special needs

The columns of the *Report Results* can be sorted with one click. Figure 2 shows a report of all males registered for Tennessee 4-H Roundup and All Star Conference with the unit column was clicked. Notice that participants are in unit order.

![Figure 2. Report Results: Click Column Name to Order Participants]

The *Run Report* feature also allows for reports based on any questions associated with course/event registration. One of the required registration questions for Tennessee 4-H Roundup and All Star Conference was regarding competition with choices provided such as Clothing and Textiles, Companion Animal, Goat, Line and Design, etc. To run a report of all participants in the beef project, select “area of competition” and “beef” as shown in Figure 3.
Then, click the orange search button to return the list of beef participants (Figure 4).

All of the Report Results pop-up windows include the orange button to Export to MS Excel. This allows you to create lists, nametags, etc. The applications for the Run Report feature are endless. Once you have experienced the Run Report feature, you will agree that it is an important key to effective course/event management!