OnceHub Support

Event type reports

OnceHub reports cover all booking activity. Reports can be generated based on different dimensions: by Customer, by Booking page, by Event type, by Master page, and by User.

In this article, you'll learn about Event type reports. Access your Event type reports by going to Setup -> OnceHub setup -> Hover over the left sidebar -> Reports -> Event type reports.

In this article:

- Event type summary report
- Event type detail report
- Exporting an Event type report

Event type summary report

Event type summary reports help you understand booking activity by Event type. For each Event type, you can see how many bookings have been **Scheduled**, **Rescheduled**, **Completed**, **Canceled**, or set to **No-Show**. This gives you insight into which Event types sell and which don't.

By default, Event types in the Summary report are sorted by **All activities**, meaning the Event type with the highest number of activities will be at the top of the list. To change how the report is sorted, click any of the column headers.

> ⓘ **Note:**
>
> If you move an activity to the Trash, it will be included in reports until deleted. The activity will display as being **(In Trash)**. After they are permanently deleted, any fields related to this deleted activity will not show up in reports. Learn more
>
> Deleting activities is a new feature being rolled out gradually. If you do not see this option in your Activity stream and it's necessary for your account management, please contact us and we'd be happy to turn it on for you.
>
> If an Event type was deleted, the Event type report will still show all the activities that were generated from this Event type, provided they were generated during the reporting date range. The deleted Event type will show in gray text with **[deleted]** next to it.

Event type detail report

To view a detailed report of the booking activity for a specific Event type, click on the Event type in the **Event type** column. Here, you can see a complete booking log for the specific Event type.

By default, the bookings are sorted by **Meeting date and time**. To change how the report is sorted, click any of the column headers.

> ⓘ **Note:**
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> To customize the display columns in the detail report, click the **Display columns** button. Learn more about Detail report columns

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Exporting an Event type report

You can export an Event type report as an Excel, CSV, or PDF file. To export a report, click on the **Excel**, **CSV** or **PDF** button in the top right corner of the report page (Figure 1).

Event type summary report			Excel	CSV	PDF	⋮	?

Retrieve by
Meeting time ▾
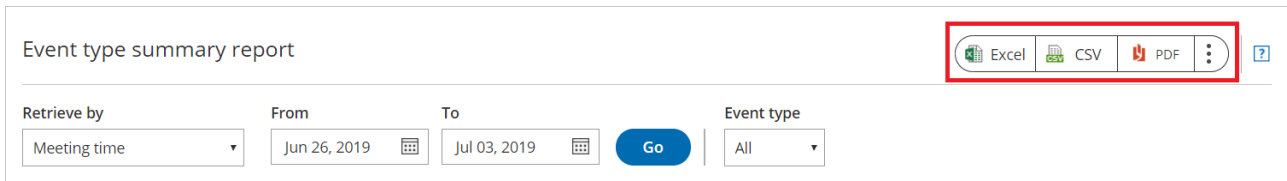
From
Jun 26, 2019 📅

To
Jul 03, 2019 📅   **Go**

Event type
All ▾

Figure 1: Export report buttons