



ProVenueReports (PVR)

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What is ProVenueReports?

ProVenueReports allows you to extract data in real time from ProVenueMax, outputting to many different formats, such as for example Excel, Labels or Graphs. There are 3 levels to ProVenueReports;

- Tickets.com Reports (Preloaded Library of Reports)
- Editing the Preloaded Tickets.com Reports to your Requirements (Pictures, Branding etc)
- Creating your own reports from scratch by Manipulating as much or as little of your data from ProVenueMax as required, and then making them look good!

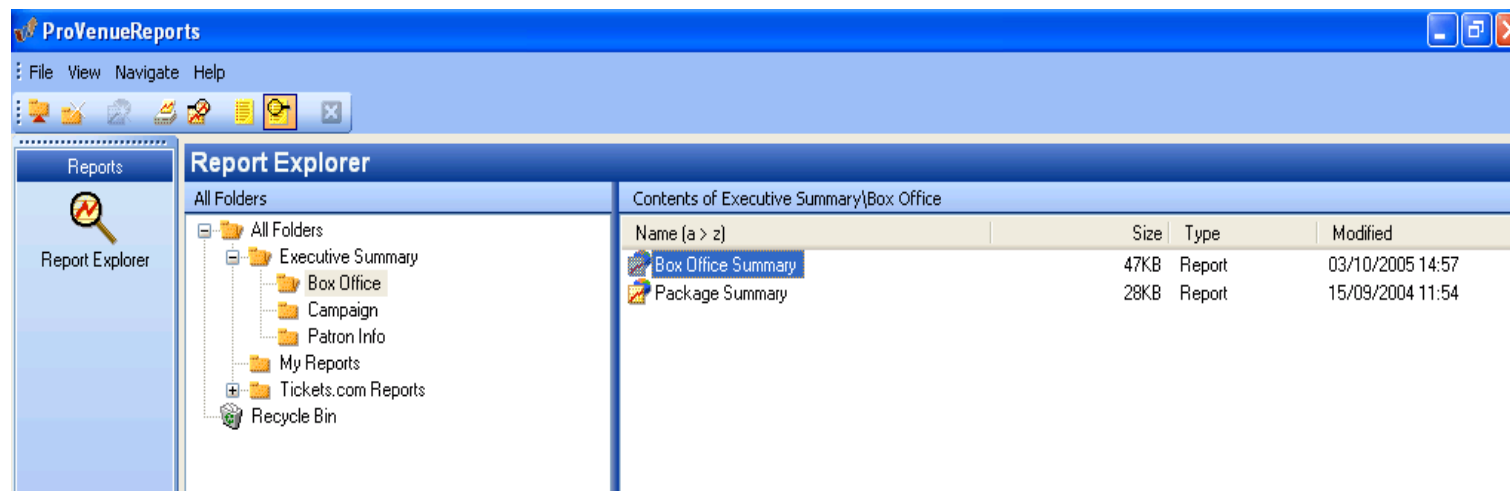


Tickets.com Preloaded Reports

- Within the 'Executive Summary' and 'Tickets.com Reports' menus in PVR, there are many different preloaded Reports which can be run, from Finance to Fund Development and Patrons to Performances!
- Lets now look at a couple of Useful reports.

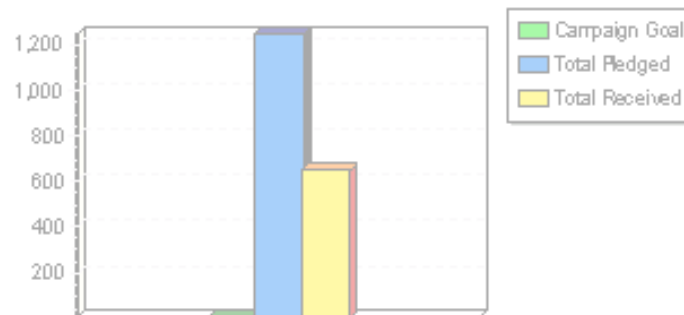


The **Box Office Summary Report**, will allow you to view Performance Sales information in a Pie chart format by Price Section, Source Code and Buyer type. The report being passed round now, shows Buyer Type and Price Section detail for Cinderella!



The **Campaign Summary Report** within Executive Summary > Campaign, analyses a selected Fund Development campaign, displays how well the campaign is doing and how many New, Current and Lapsed donors are present within the campaign.

Total Pledged:	£1,250.00	Total Number of Donors:	9
Total Outstanding:	\$600.00	New:	9
Number Of Gifts:	9	Lapsed:	0
Goal:	£0.00	Num of Ticket Buyers:	9
Percent of Goal Pledged:	0.00 %	Donors w/ Membership:	9
Percent of Goal Received:	0.00 %	Percent Ticket Buyers:	100.00 %
		Percent Members:	100.00 %



Similarly, when it comes to your Fund Development renewal time, ProVenueReports can actually generate a Renewal Form which you can send out to Patrons! Those who are due for Renewal will automatically have their details populated in the form:



Please complete this form and return to:
Membership Office
Tickets.com
344 West Genesee Street
Syracuse NY 13202

MEMBERSHIP RENEWAL

MRS I Sullivan
10 Beechpark Way
Watford, <?> WD17 3TY

Member Id:	10003553
Membership Type:	Joint Pals
Expiration Date:	December 7, 2010
Membership Amount:	£150.00
Additional Donation:	£25.00
Payment Total:	<input type="text"/>



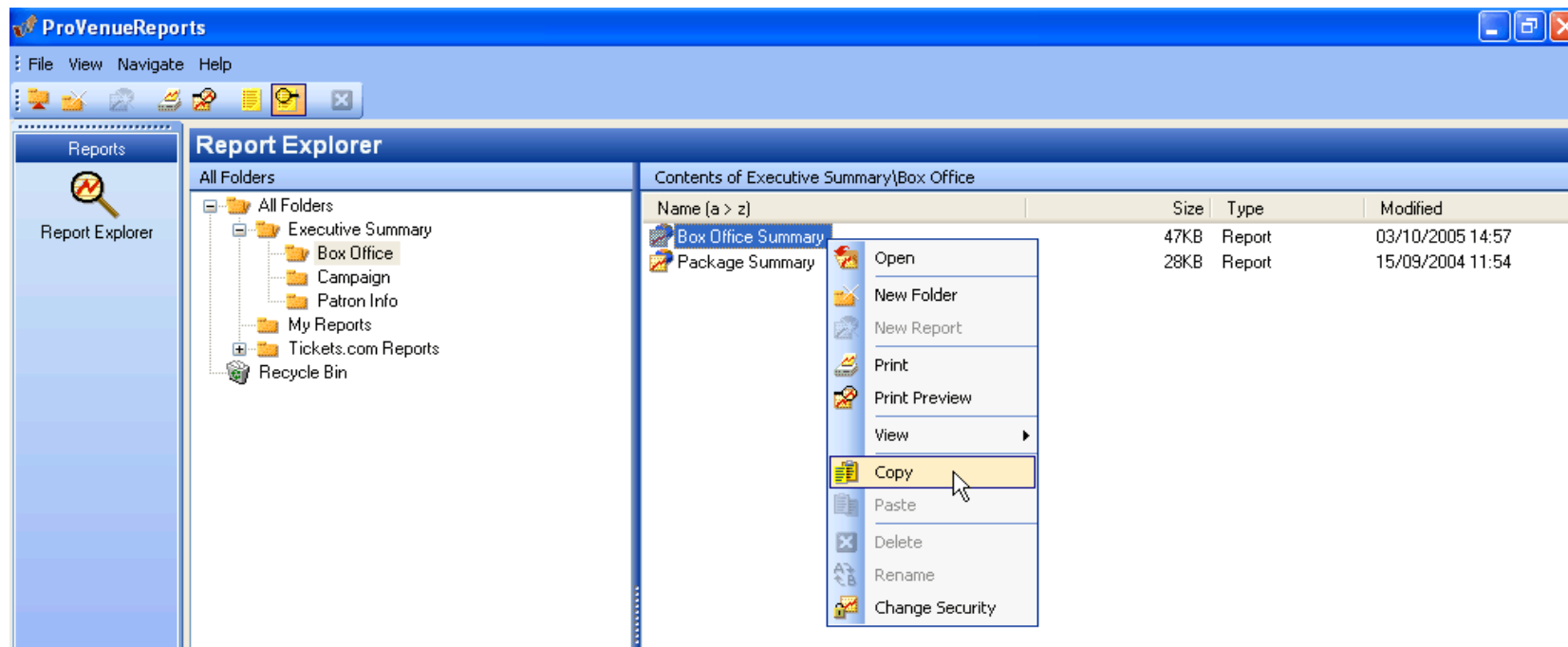
A10003553A

You will notice that the Report which is being passed round is slightly different to the one you just saw. This takes us onto the second level of ProVenueReports;

Editing Preloaded Tickets.com Reports



You can copy and Paste Preloaded reports into the 'My Reports' folder, so that when you open them again, the format can be adjusted;



ProVenueReports File View Navigate Help

Report Explorer

Reports

Report Explorer

All Folders

- All Folders
 - Executive Summary
 - Box Office
 - Campaign
 - Patron Info
 - My Reports
 - Tickets.com Reports
 - Recycle Bin

Contents of My Reports

Name (a > z)	Size	Type	Modified
Campaign Summary	49KB	Report	07/01/2010 12:43
GaryFundRpt	2KB	Report	16/12/2009 11:16
Membership Renewal	36KB	Report	16/12/2009 12:55
Reservation Header Listing	13KB	Report	16/12/2009 11:38
Subscription Renewal Invoice	74KB	Report	16/12/2009 11:29
Transaction Listing for Panyto	212KB	Report	07/01/2010 12:10

Context Menu:

- Open
- New Folder
- New Report
- Print
- Print Preview
- View
- Copy
- Paste
- Delete
- Rename
- Change Security

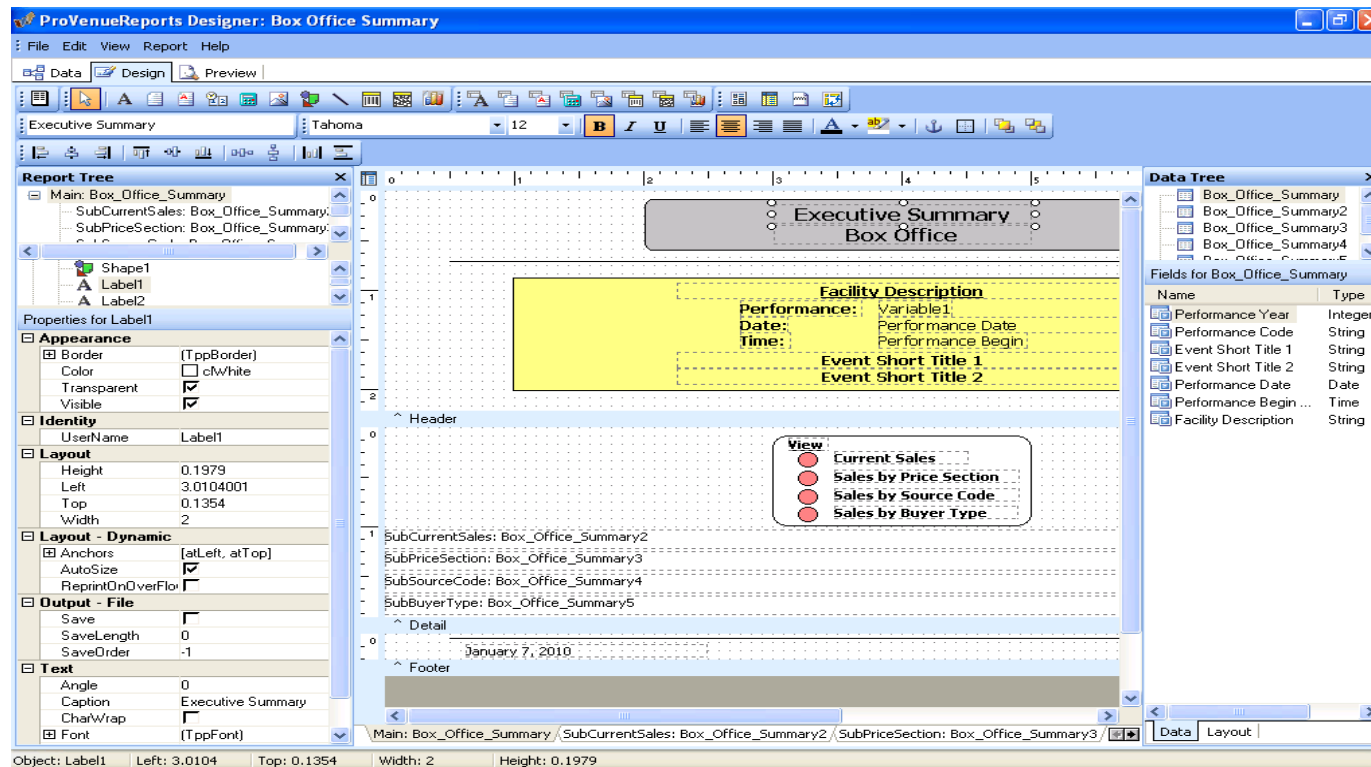
Contents of My Reports

Name (a > z)

Box Office Summary



Now, when we open the report we will see the ProVenueReports Design Facility view, where you can add text, images and further information from ProVenueMax if necessary:



Level 3

- As mentioned earlier, the third level of ProVenueReports, is actually creating them for yourself.
- For this, I will create a simple report from scratch in ProVenueReports, that should list every transaction made to the Cinderella performance.



Thank you for coming

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