

Reports

Customize a Report

MYS provides a variety of ready-to-use and customizable reports.



Tip

When building a new report, begin by selecting an existing report.

Choose one that closely matches the outcome you're aiming for, then customize its components to suit your specific needs.



Reports

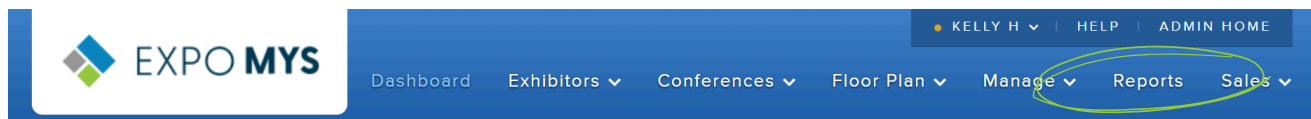
How to Customize a Report

[Watch Now](#)

Access Reports

Access Reports through the 'Reports' tab on the Show Dashboard.

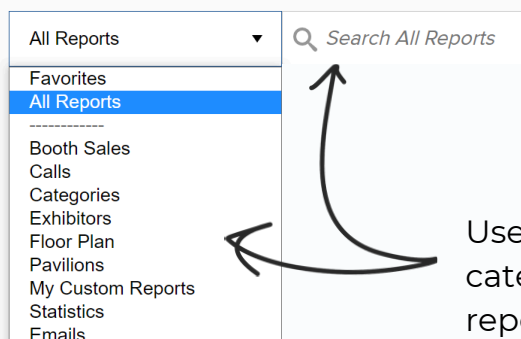
Follow the path **Show Dashboard > Reports**



Show Dashboard

Reports

[Add to Quick Links](#)



Use the dropdown menu to select a report category or the *Search* option to find a specific report.

Customize a Report

Some reports are more complex, mostly those involving financial data, and are not customizable. However, the vast majority of reports allow full user customization.

- 1** Select your desired report, then click 'Customize Report' in the top-right corner of the page.

Proposal Speakers

Conference:


XYZ Annual Conferen...

Status:

All Completed Proposals

Submit

★ REMOVE FROM FAVORITES

 CUSTOMIZE REPORT

- 2** Add a name and description for your new report.

REPORT DETAILS

Customization Name: *

Names are limited to 50 characters.

Customization Description:

REPORT COLUMNS



Save Report

- 3** Scroll down and click 'Save Report.'
After saving, you can add/remove fields and arrange them to suit your needs.

- 4** Click 'Add or Remove Columns' to see a list of available fields.

REPORT COLUMNS

Add or Remove Columns

5 **Customize by checking/unchecking boxes.**
Checked boxes will appear on your report.

SPEAKERS

<input checked="" type="checkbox"/> Biography	<input type="checkbox"/> Fullname
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Middle Name
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Phone
	<input type="checkbox"/> Photo

Cancel **Update Report**

6 **Then click 'Update Report' to save changes.**

REPORT COLUMNS

Add or Remove Columns

Title	◇ REORDER
First Name	◇ REORDER
Last Name	◇ REORDER
Email	◇ REORDER
Company	◇ REORDER
Title	◇ REORDER
Biography	◇ REORDER
Conference	◇ REORDER
Photo	◇ REORDER

Cancel View Report **Save Report**

7 **Reorder fields by clicking and dragging the column names.**

8 **Finally, choose whether to view or save your customized report.**



Tip

Click **'Add to Favorites'** to save it as a favorite report and quickly access it in the future.