Reports
Customize a Report

MYS provides a variety of ready-to-use and customizable reports. Follow these steps to customize a report:

Reports

How to Customize a Report

Watch Now

Access Reports

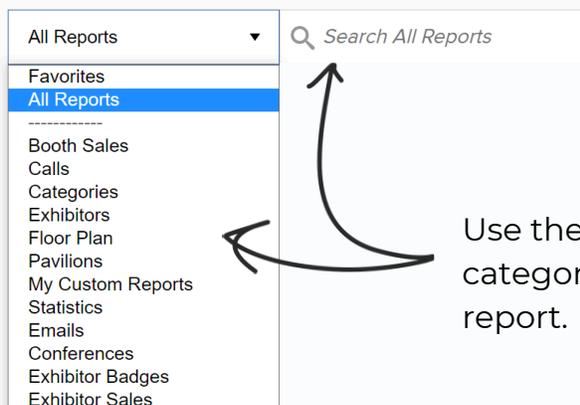Access Reports through the 'Reports' tab on the Show Dashboard.

Follow the path **Show Dashboard > Reports**

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

★ REMOVE FROM FAVORITES   ✎ CUSTOMIZE REPORT

Conference:
XYZ Annual Conferen... ▾

Status:
All Completed Proposals ▾

Submit

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

REPORT DETAILS

Customization Name: *

Names are limited to 50 characters.

Customization Description:

REPORT COLUMNS

SCROLL
⌄

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

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

SPEAKERS

- ☑ Biography
- ☑ Company
- ☑ Email
- ☑ First Name

- ☐ Fullname
- ☑ Last Name
- ☐ Middle Name
- ☐ Phone
- ☐ 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.

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