

Eventact

What are Tokens?

Tokens represent data that are derived from fields that are used in different forms.

For example:

If we used at the form an **“Account”** field with the internal name **“First Name”**, the relevant token will be **{Account.FirstName}**.

Or if we used a **“Registration”** field with the internal name **“Tickets”**, the relevant token will be **{Registration.Tickets}**.

Tokens can be used in the following places:

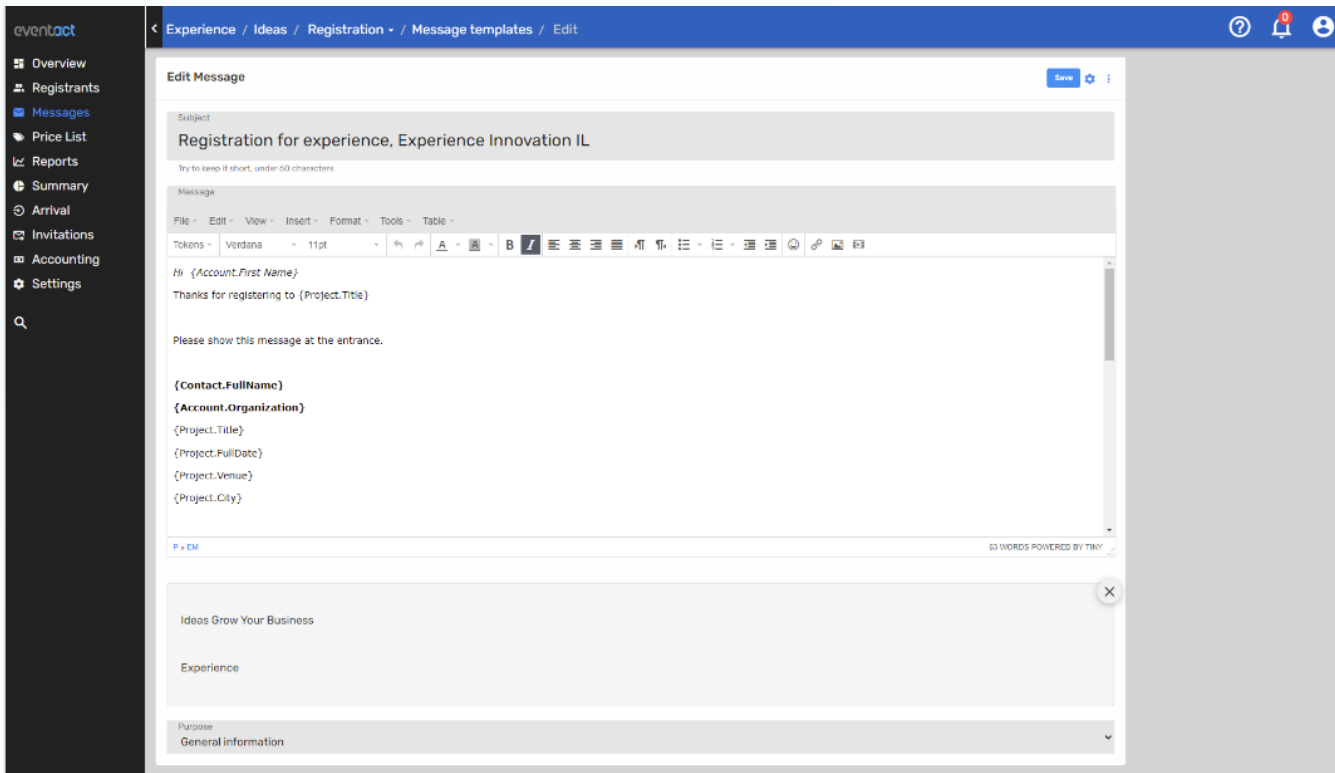
- Messages
- Header and Footer of forms pages
- Financial documents
- Report
- Special Rules

Once we use tokens, the data that will be displayed is the registrants' specific data.

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Where to find the Tokens?

At the messages tool bar -



The screenshot displays the 'Eventact' user interface for editing a message. On the left is a dark sidebar with navigation options: Overview, Registrants, Messages, Price List, Reports, Summary, Arrival, Invitations, Accounting, and Settings. The main content area is titled 'Edit Message' and includes a breadcrumb trail: Experience / Ideas / Registration - / Message templates / Edit. The message subject is 'Registration for experience, Experience Innovation IL'. The message body contains the following text: 'Hi {Account.First Name}', 'Thanks for registering to {Project.Title}', and 'Please show this message at the entrance.' Below this, several tokens are listed: {Contact.FullName}, {Account.Organization}, {Project.Title}, {Project.FullDate}, {Project.Venue}, and {Project.City}. A rich text editor toolbar is visible above the message body, with a 'Tokens' dropdown menu currently open, showing 'Verdana' and '11pt'. At the bottom of the editor, it indicates '63 WORDS POWERED BY TINY'. A 'Save' button is located in the top right corner of the message editor. Below the message body, there are sections for 'Ideas Grow Your Business', 'Experience', and 'Purpose' with a 'General information' dropdown menu.

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Where to find the Tokens?

At the reports -

The screenshot shows the 'Report View' interface in Eventact. The breadcrumb navigation at the top reads 'Experience / Ideas / Registration - / reports / Edit report'. The report name is 'View 2'. A toggle for 'Private report (visible to current user only)' is currently turned off. Below this is a table of columns with their respective actions.

Column	Actions
First Name	≡ X
Last Name	≡ X
Organization	≡ X
JobTitle (Job Title)	≡ X
Ticket (Tickets)	≡ X
Registration status (Registration Status)	≡ X
Registration date (Registration Date)	≡ X
Registration Number	≡ X

Below the table is a search dropdown menu with the following items:

- (Arrival) IssueTicketDate
- (Badge) Download
- (Contact) Contact ID
- (Contact) Contact Status
- (Contact) Contact Type
- (Contact) Country
- (Contact) Country
- (Contact) CountryFlag
- (Contact) Created by
- (Contact) Created Date

At the bottom of the interface, there are sections for 'Advanced filter' and 'Sort'.