

# Eventact

## Registrants view

To enter the registrant's view, click on "Registrants" in the registration module toolbar.

This is the main page for attendees' management in the event. On this page we can see the information of each of our registrants, as well as perform actions such as charges, sending mail messages, and sending SMS messages to our registrants.

The screenshot shows the Eventact Registrants view interface. It includes a search bar (1) with a magnifying glass icon, a filter dropdown (2) set to "No Filter", a view dropdown (3) set to "Default View", and a form dropdown (4) set to "All forms". Below these are buttons for "Select All" (5), "Deselect All", and "Bulk Actions" (6). The main area is a table with 11 columns: a checkbox, a search icon, "First Name" (7), "Last Name", "Organization", "JobTitle", "Ticket", "Registration status", "Registration date", "Registration Number", "RegCode", and "Contact ID". The table contains 4 rows of registrant data.

<input type="checkbox"/>		First Name	Last Name	Organization	JobTitle	Ticket	Registration status	Registration date	Registration Number	RegCode	Contact ID
<input type="checkbox"/>	Q :	Noam	Sadot				Submitted	August 16, 2022 01:35 AM	4261345	42613457	5710084
<input type="checkbox"/>	Q :	Aharon	Haddad			Ticket 1	Submitted Free	August 16, 2022 03:08 AM	4261518	42615180	5710221
<input type="checkbox"/>	Q :	Sdas	Sadas			Ticket 1	Submitted Free	August 16, 2022 05:50 AM	4261770	42617700	5710414
<input type="checkbox"/>	Q :	Cbn	Cn			Ticket 1	Submitted Free	August 29, 2022 04:46 ...	4277021	42770215	5724338

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- 1. The search box** - on the left the field to search by is selected, and on the right the content to search for.
- 2. Predefined filters** - In addition to the custom filters you can do to the reports, the system has a list of predefined filters to choose from. For example, paid registrants, registrants with payment problems, approved registrants, and more.
- 3. Active report's name** - The name of the active report. Reports can be added and edited on the "Reports" page. (View guide).
- 4. The presented form** - you can present registrants from all forms or a specific one.
- 5. Select multiple registrants** - select all the registrants presented by clicking "Select all" or specific registrants by marking the checkbox to the left.
- 6. Bulk actions** - when multiple registrants are selected, click on this button to perform actions on all of them.
- 7. The registrant's table** - each row in the table is a registrant.
- 8. Edit button** - click this button to edit the information the registrant filled in the form.
- 9. View button** - shows a detailed summary of this registrant's information.
- 10. Delete button** - deletes the registrant. registrants who already paid can not be deleted.

Additionally, certain actions can be performed on a single registrant by right-clicking him