

# Eventact

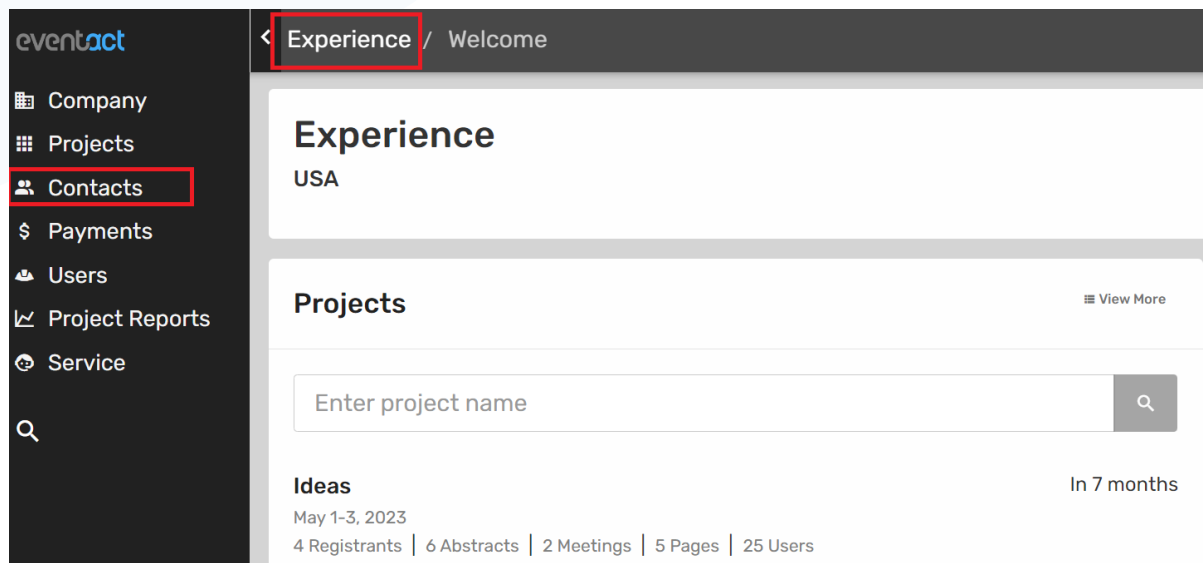
## External Reports Link

If you want to allow someone to view specific data, there is no need to give them permission to the platform's back office. You can simply create a user for them to view specific reports.

### Step 1 -

Add the user to your contacts. (if he/she is already a contact, skip to step 3).

Click on the company name and choose **Contacts**, then choose **Manage Contacts**.



The screenshot shows the Eventact dashboard interface. On the left is a dark navigation sidebar with the 'eventact' logo at the top. Below the logo are several menu items: 'Company', 'Projects', 'Contacts', 'Payments', 'Users', 'Project Reports', and 'Service'. The 'Contacts' item is highlighted with a red box. At the bottom of the sidebar is a search icon. The main content area has a dark header with a back arrow, the text 'Experience / Welcome', and a red box around the 'Experience' text. Below the header, the main content is divided into sections: 'Experience USA', 'Projects' (with a 'View More' link), a search bar for project names, and 'Ideas' (with a date 'May 1-3, 2023' and a duration 'In 7 months'). At the bottom of the 'Ideas' section, there is a summary: '4 Registrants | 6 Abstracts | 2 Meetings | 5 Pages | 25 Users'.

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The screenshot shows the Eventact application interface. On the left is a dark navigation sidebar with the 'eventact' logo and menu items: Company, Projects, Contacts (highlighted), Payments, Users, Project Reports, and Service. Below these is a search icon. The main content area is titled 'Experience / Database overview'. It features a blue header with a group of people icon and the text '60 Contacts'. Below this is a list of actions: 'Manage contacts' (highlighted with a red box), 'Messages', and 'Reports'. A 'Login' section follows, with a blue header and a list of options: 'Login options', 'Login page text', and 'One Time Access Code message text'.

## Step 2 -

Add a new contact, and fill in its details.

The screenshot shows the 'Experience / Contacts' page. At the top right, there is a '+ Add New' button highlighted with a red box. Below the header is a search bar with the placeholder 'enter text' and a 'Default View' dropdown menu. A table of contacts is displayed below, with columns for First Name, Last Name, Organization, Job Title, and Contact ID. The table contains five rows of data.

<input type="checkbox"/>	First Name	Last Name	Organization	Job Title	Contact ID
<input type="checkbox"/>	Jeff	Aharonson	TABS	President	5694523
<input type="checkbox"/>	Sara	Crain	TUS Hospital	HR	5695156
<input type="checkbox"/>	Michael	Semenov	Infochemistry Scientific Center, Ilmo University		5695215
<input type="checkbox"/>	Anthony	Boyar	JCOL		5695219

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## Step 3 -

Once the user is listed in your company's contacts, you can give them external access to a specific report (or more than 1).

Choose the relevant report from the reports list and click on the View icon -

The screenshot shows the Eventact interface with a sidebar on the left containing navigation items: Overview, Registrants, Messages, Price List, Reports (highlighted with a red box), Summary, Arrival, Invitations, Accounting, and Settings. The main content area is titled 'Experience / Ideas / Registration / reports / Reports list'. It features a 'Report category' dropdown menu set to 'General'. Below this are two sections: 'User Defined Reports' and 'Predefined Reports'. The 'User Defined Reports' section contains two rows: 'Default View' (dated September 20, 2022 02:25 PM) and 'View 2'. The 'Predefined Reports' section contains four rows: 'Abstract submitters not registered', 'Accounts not in Pax', 'All data report', and 'All Reg and accompanying by form'. The 'View' icon for the 'Abstract submitters not registered' report is highlighted with a red box.

Report name		
Default View	September 20, 2022 02:25 PM	🔄 ⏪ ⏩ ✎
View 2		🔄 ⏪ ⏩ ✎

Report name	
Abstract submitters not registered	🔄
Accounts not in Pax	🔄
All data report	🔄
All Reg and accompanying by form	🔄

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Now choose **Add access** and select the relevant contact from the contacts list.

The screenshot displays the Eventact web interface. On the left is a dark sidebar with the 'eventact' logo and a navigation menu including: Overview, Registrants, Messages, Price List, Reports, Summary, Arrival, Invitations, Accounting, and Settings. A search icon is at the bottom of the sidebar. The main content area has a blue breadcrumb trail: Experience / Ideas / Registration - / reports / Fixed report overview. Below this is a section titled 'Abstract submitters not registered' with a subtitle: 'Account details that submitted an abstract to this event that have not registered to a registration form'. Three buttons are present: 'View online', 'Download excel', and 'Download PDF'. A second section is titled 'Remote access' with the text: 'External access to this report was not granted yet.' At the bottom of this section, the 'Add access' button is highlighted with a red rectangular box.

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eventact < Experience / Ideas / Registration - / reports / Fixed report overview

## Abstract submitters not registered

Account details that submitted an abstract to this event that have not registered to a registration form

[View online](#) [Download excel](#) [Download PDF](#)

### Remote access

Select the contact from the contact list.

j

Full Name	Organization	Event role	Country
Jean Binswanger	JEOL	Speaker	Ireland
Jeff Aharonson	TABS	Speaker	Iceland
John Smith	Gary Laboratories	Exhibitor	Canada

[Cancel](#)

Once you chose a contact, save it.

eventact < Experience / Ideas / Registration - / reports / Fixed report overview

## Abstract submitters not registered

Account details that submitted an abstract to this event that have not registered to a registration form

[View online](#) [Download excel](#) [Download PDF](#)

### Remote access

Jean Binswanger #5696532

[Save](#) [Cancel](#) [Cancel](#)

# Eventact

You can find the external reports link, at the bottom of the reports page. This link can be shared with the relevant contacts.

The screenshot shows the Eventact interface. On the left is a dark sidebar with navigation items: Overview, Registrants, Messages, Price List, Reports (highlighted in blue), Summary, Arrival, and Invitations. The main content area has a blue header with a breadcrumb trail: Experience / Ideas / Registration - / reports / Reports list. Below the header is a table with two rows: 'Allotments Report' and 'Allotments Report Vertical', each with a share icon. Underneath the table is a section titled 'Links' with a double-headed arrow icon. A red box highlights a link entry: 'External reports page' with a share icon and the text 'Share'.

Links	
<a href="#">External reports page</a>	Share