Coursedog Event Data Filters & Reports

Event data can be filtered and exported in several areas of the Coursedog Events platform.

The **Event Dashboard** provides a dynamic view of all event data within Coursedog for a specified **Start Date/End Date**. **Academic Events** can also be displayed if selected.

To narrow search results within the dashboard, one or multiple filters can be applied, and the following filters are available for use in the **Event Dashboard**:
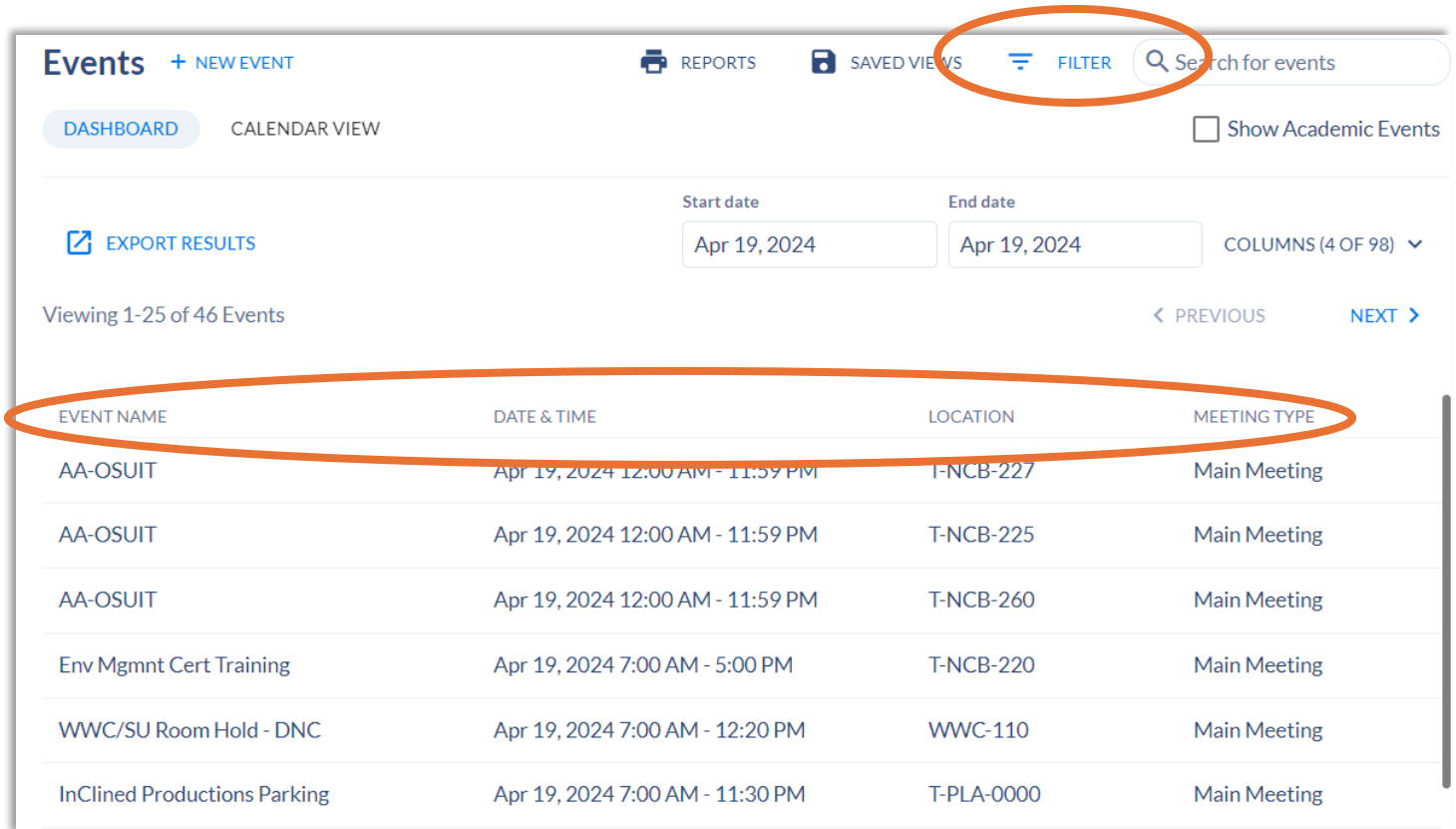
Event Name	**Description**	**Organization**
Contacts	**Event Type**	**Location**
Start Time	**End Time**	**Resources**
Department	**Status**	

To successfully add a filter, ensure the desired data is viewable within the dashboard and select **Filter** to apply one or more filters.

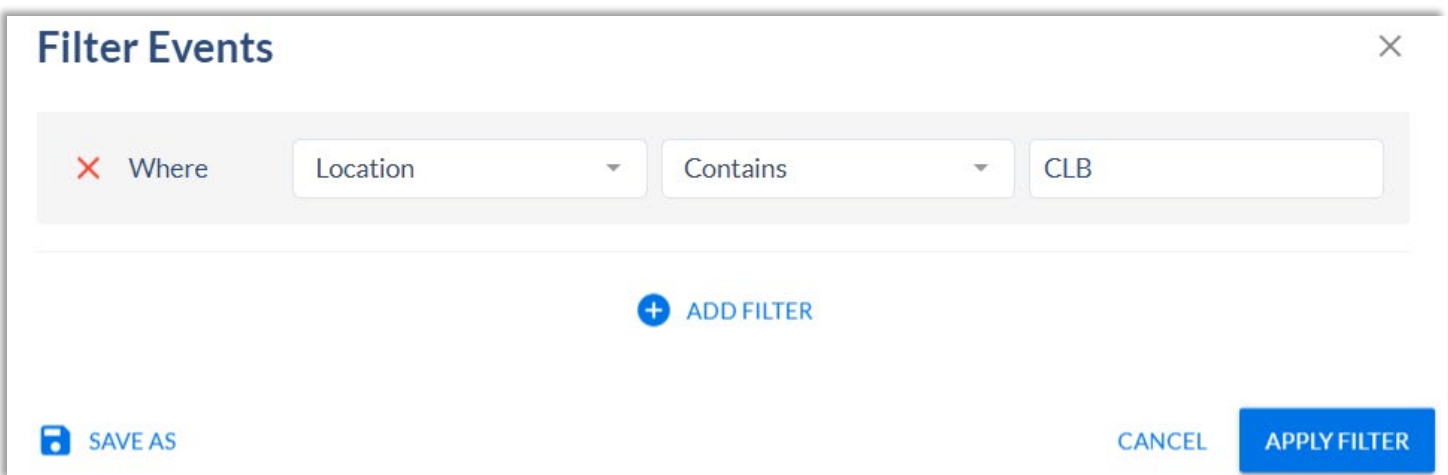Example: Since **Event Name**, **Date & Time**, **Location** and **Meeting Type** are currently viewable, a **Location** filter can be added to identify only those events taking place within the specified location during a specific date range.

Filters can be added to generate exact results (e.g., Room Filter - Location **Is** CLB-101) or input broader search criteria (e.g., Building Filter - Location **Contains** CLB).

Once the filter is applied, all events based on the filter are reflected for the specified data range. **Academic Events** can be included or excluded, and the date range can be modified while the filter is active.

Results can be exported from the dashboard via a downloadable spreadsheet.

To bring additional data into the dashboard, click on **Columns** and select one or more fields to add to the dashboard.

If a filter currently exists for the newly brought in data, it can then be added within the dashboard.

The **Start Date/End Date** can be modified with the active filter to broaden or narrow the search criteria.

Please note – if the selected data is not an option that can be filtered, it can still be brought into the dashboard. Once the data is exported, it can be filtered via a spreadsheet.

To view building and room level data within Coursedog, visit **Rooms** in the toolbar. Filters can be applied, and results can be viewed via **List View** or **Calendar View**.

A variety of filters are available in the **Rooms** dashboard. A few of examples include:

Building	**Campus**	**Capacity**
Department	**Display Name**	**Features**
Hide In Events	**Hide In Scheduling**	**Room Name**
Room Number	**Room Type**	

Data from the **Rooms** dashboard cannot be exported and additional fields cannot be brought into the dashboard. However, the filter can be saved for use anytime the dashboard is accessed, and **Saved Views** can be exported via **Reports**.

The search field also works as a filter to narrow search results.

Selecting a specific room will allow the room schedule to be viewed for a given date range. **Academic Events** can be brought into the dashboard and additional filters can be applied.

Visit **Reports** in the toolbar for additional reporting options. Previously **Saved Views** can be downloaded, and a variety of PDF or CSV reports are available.

Ensure you have selected the **Show Filters** option to add a **Start date/End date** and/or include **Academic Events** before downloading each report.