
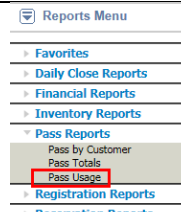

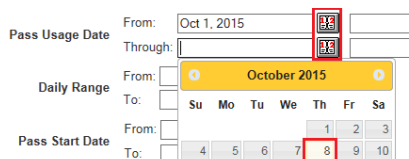
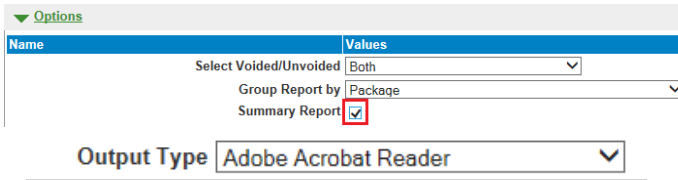





REPORTS - ASSOCIATION PASS USAGE - HELP GUIDE

Pass Usage Report

The Pass Usage report displays usage information for specific membership packages. This report lists each individual usage of a package, including the member's name, pass number, and date and time of usage.

<p>Access Pass Usage Report</p> <p>1. Click the Reports icon on the toolbar</p>	 <p>Reports</p>
<p>2. From the Reports menu on the left-hand side, click the Pass Reports drop-down</p> <p>3. Click Pass Usage</p>	
<p>Select Pass Usage Date</p> <p>4. Click the calendar icon  to select the pass usage date range.</p>	
<p>Options</p> <p>5. Select Voided/Unvoided: Select Both from drop-down list</p> <p>6. Summary report: Check to hide member list on report</p> <p>7. Output Type: Select Adobe Acrobat Reader for optimal printing</p>	
<p>Produce Report</p> <p>8. Click Run Report</p>	

How to read the report

Non Summary Report displays	Summary Report displays
<ul style="list-style-type: none"> ○ Package / Alt Key Name = name of membership package ○ Entry Point = area where pass was scanned ○ Member Name ○ Alt Key # = this field is not used ○ Pass # ○ Check in Time ○ % of total = % distribution of pass type ○ Qty = number of scans ○ Total Entries ○ Total Unvoided ○ Total Voided ○ Total Unique Members 	<ul style="list-style-type: none"> ○ Package Name ○ % of Total ○ Entries ○ Total Entries ○ Total Unvoided ○ Total Voided ○ Total Unique Members

For more information or to get assistance, please contact us at:

- 3-1-1 (within Vancouver)
- 604-873-7000 (outside of Vancouver)

