Tickets Report

Category: Transactions Report
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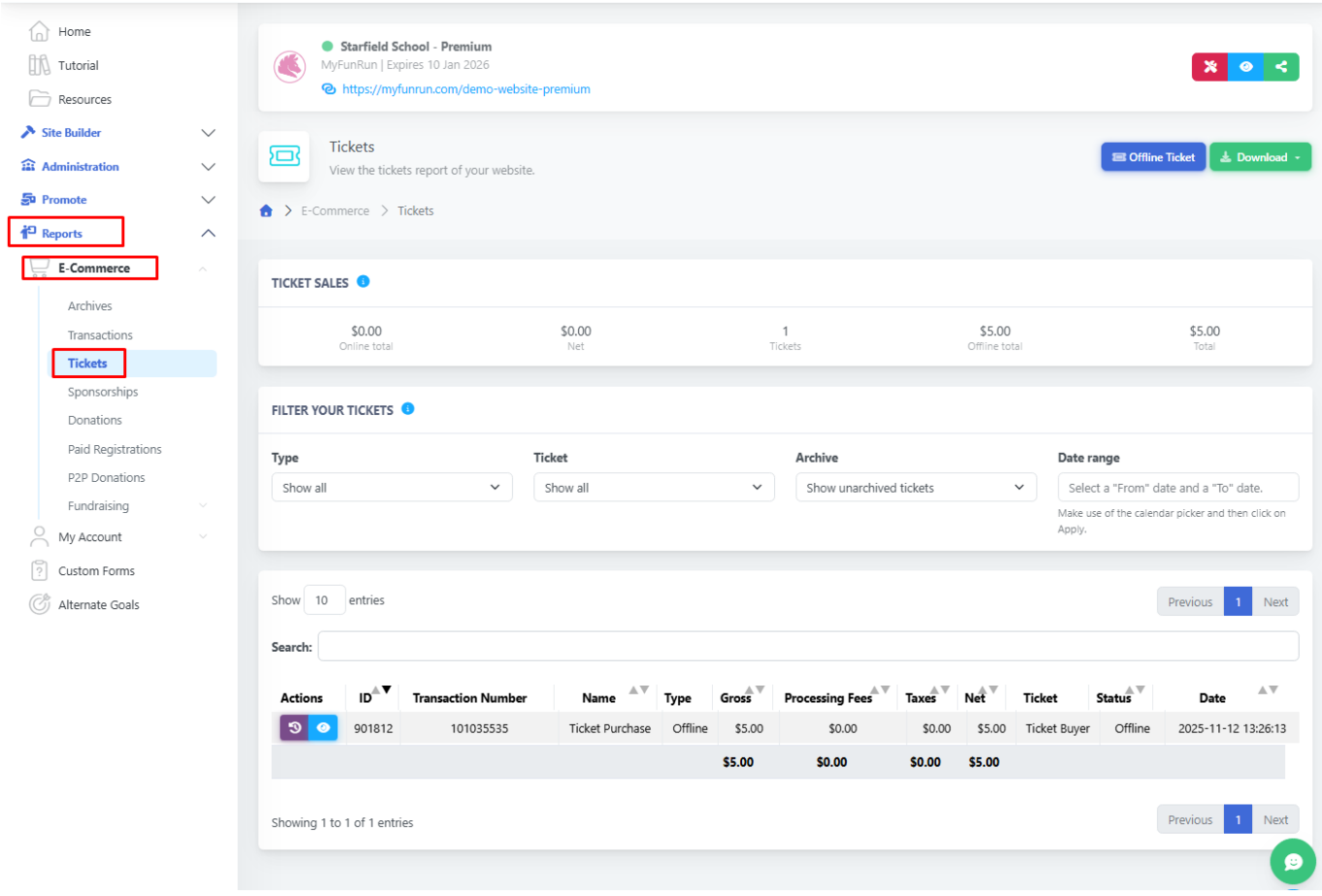
Reading Time: 1 min

The **Tickets Report** contains a list of all the tickets purchased (online and offline).

By default, this report includes all transactions (online and offline). You can filter the report to view only online transactions or only offline transactions by using the "Type" dropdown. This report can also be filtered by date range.

Visit **Reports → E-Commerce → Tickets**.



You can also click on any transaction to see more details. If someone made several purchases at once, you'll see all of them together. From here, you can also **archive** a transaction or **download a PDF** with its details.

To view the transaction history, click the purple **history** icon. To view transaction details, click the

blue **eye** icon.

You can assign an offline ticket to a buyer who purchased it via cash or check. Learn more here.
You can **download** the transactions in **CSV**, **XLSX**, or **XLS** format, or Archive all of the transactions.

You can review transactions by date range, already archived, or separate them via online or offline options.