

Tickets Report

Category: Transactions Report

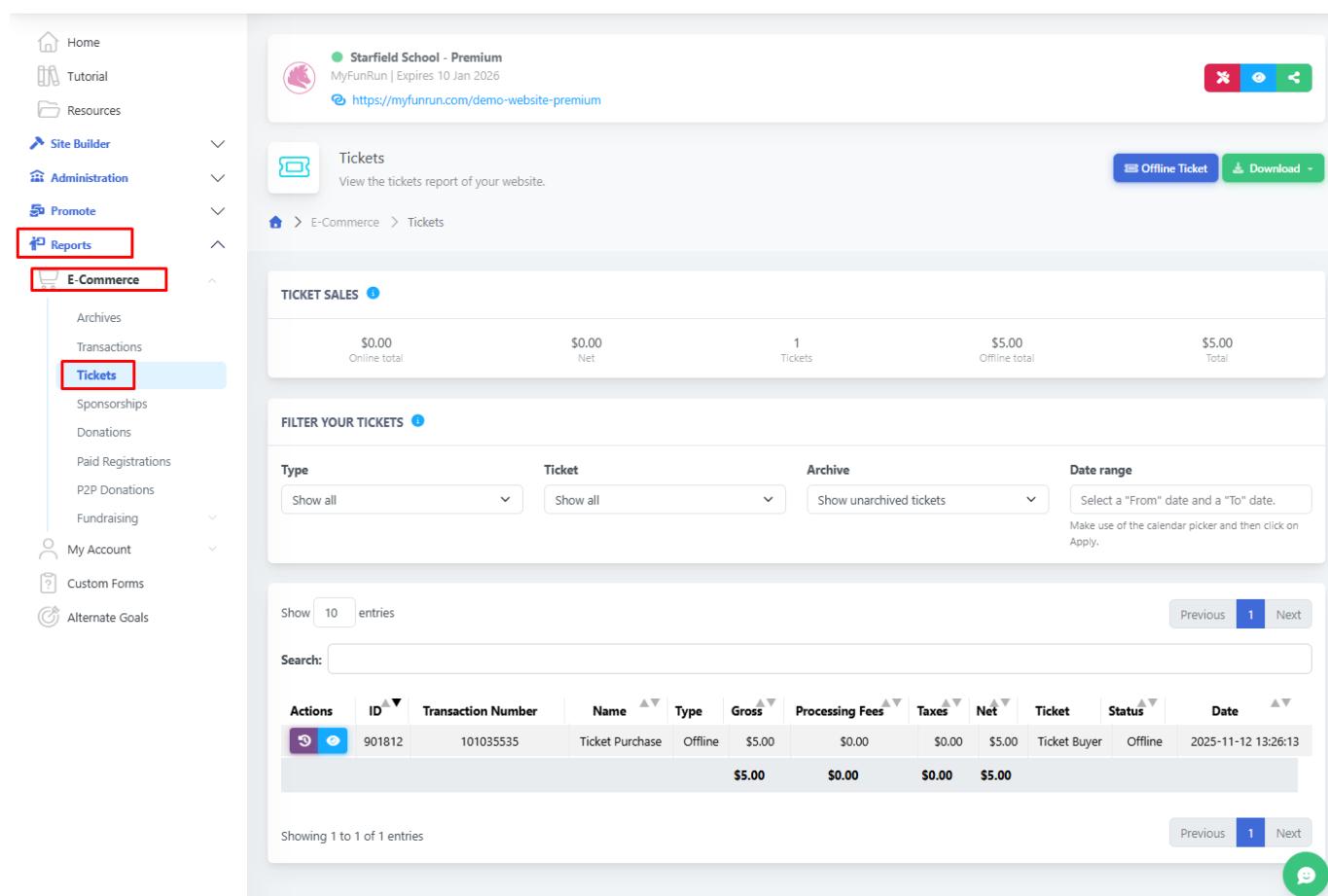
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Reading Time: 1 min

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](#).



Starfield School - Premium
MyFunRun | Expires 10 Jan 2026
<https://myfunrun.com/demo-website-premium>

Tickets
View the tickets report of your website.

TICKET SALES

Online total	Net	Tickets	Offline total	Total
\$0.00	\$0.00	1	\$5.00	\$5.00

FILTER YOUR TICKETS

Type	Ticket	Archive	Date range
Show all	Show all	Show unarchived tickets	Select a "From" date and a "To" date. Make use of the calendar picker and then click on Apply.

Show 10 entries

Search:

Actions	ID	Transaction Number	Name	Type	Gross	Processing Fees	Taxes	Net	Ticket	Status	Date
	901812	101035535	Ticket Purchase	Offline	\$5.00	\$0.00	\$0.00	\$5.00	Ticket Buyer	Offline	2025-11-12 13:26:13

\$5.00 \$0.00 \$0.00 \$5.00

Showing 1 to 1 of 1 entries

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.