

How to prepare summary reports from Excel

In just a few seconds and very simply, we can generate summary reports on Billetix.net data using Excel.

For example :

Create a table showing, by source and by price, the number of tickets offered at the control of a performance.

1 – Export the data.

Go to the back office and generate the performance report by clicking on the report icon.

Institution

Root

+ Créer In

Lieu

Lieu Test 1

+ Créer R

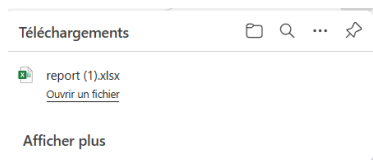
				Événement	Représentation
				▼  Évènement de Test 1	31/12/2025 20
				▼  test MultiPassage	31/07/2025 00
				▼  test MultiPassage	22/05/2025 00

Then, at the top right of the window, click on "Export to Excel".

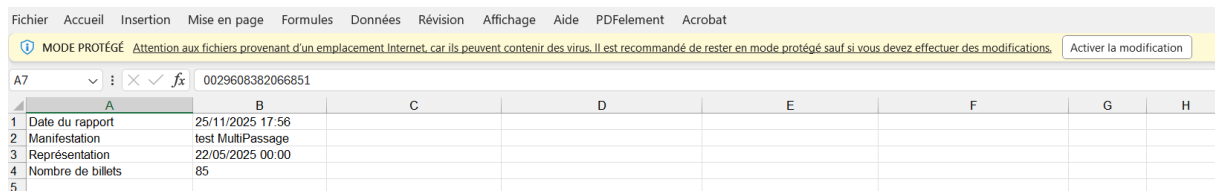
Catégorie	
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The report will then download to your downloads folder.

2 – Prepare the file.

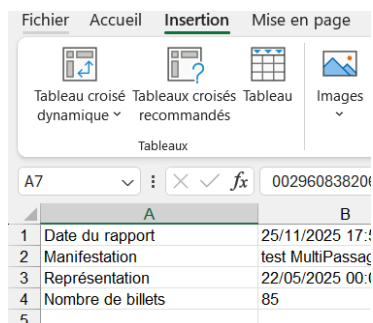


Open the file.

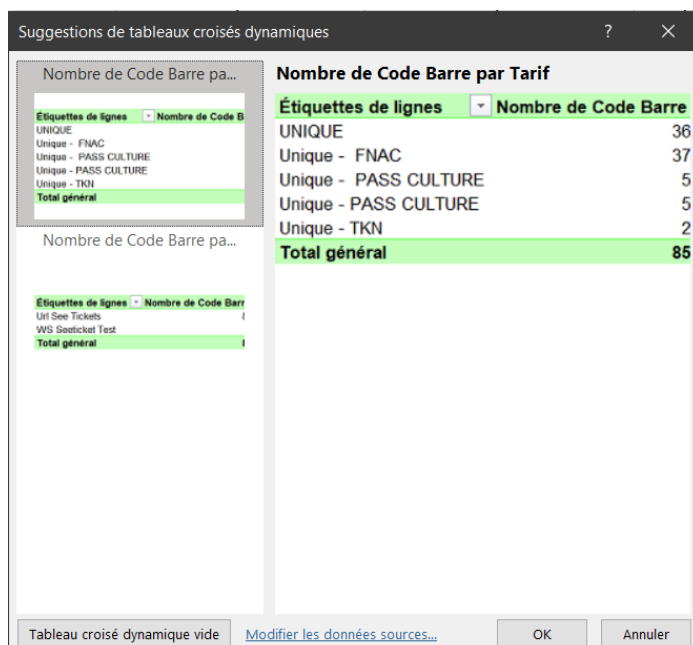


Click on: "Enable editing" to be able to work on it.

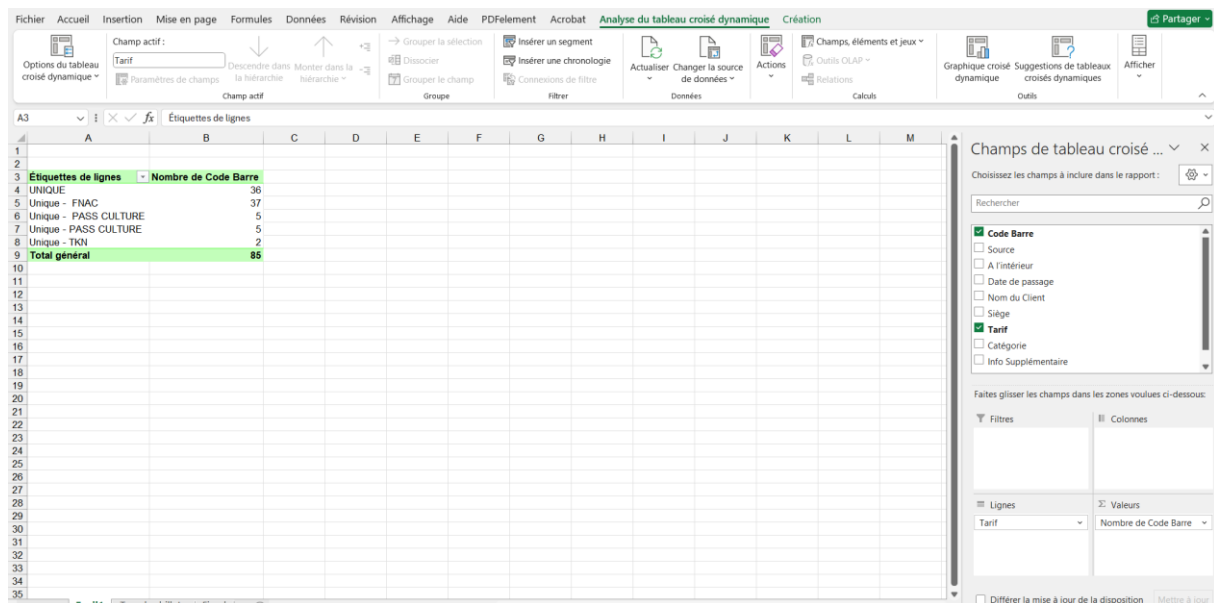
3 - Create a pivot table.



In the Insert menu, click on: "Recommended PivotTables"

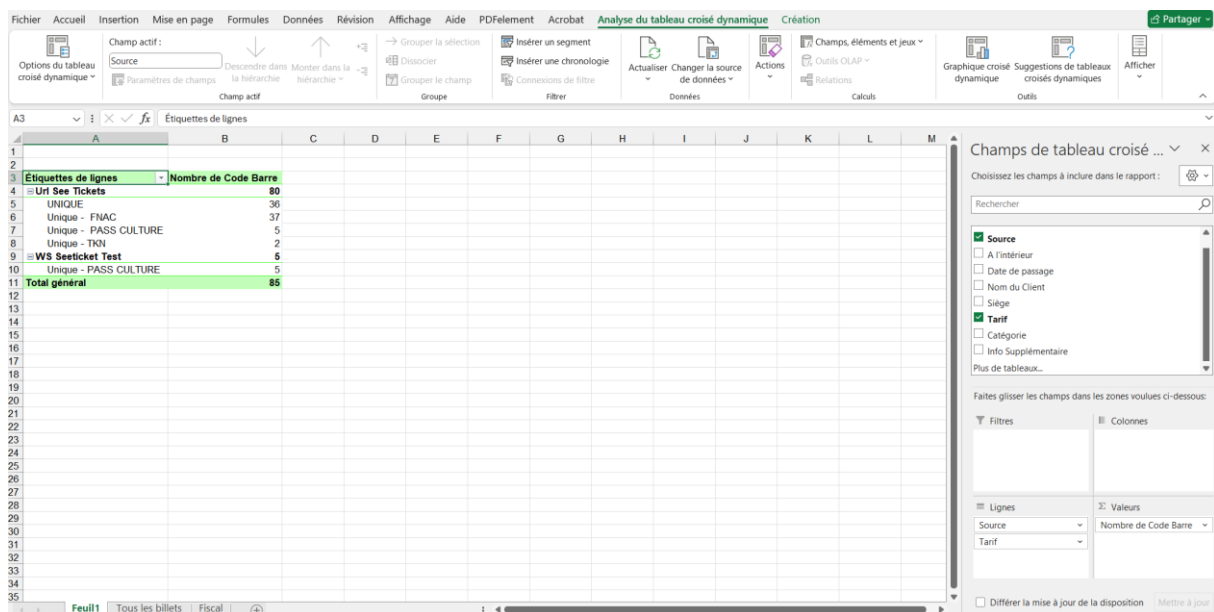


On the suggested table, click OK.



Excel automatically generates a pivot table.

4 – Organize the fields.



In the right panel: "PivotTable Fields ...", you can add fields to be displayed; in our example, we will add the "Source" field to the "Rows" area in the first position by dragging it with the mouse.

Our summary state is then produced!

5 – Formatting and printing.

We can use the pivot table style options to improve readability (alternating bands, colors, totals).

We can add **filters** (by source, by price, etc.).

Finally, we can print or export our summary report.