

RUNNING THE WEBFORM 2.0 RECEIPT REPORT

Running the Webform 2.0 Receipt Report

Following the rollout of Webforms 2.0, we have updated our webform report to the **Webform 2.0 Receipt Report**. Please use this report to view your webform receipts. This includes all new and old forms.

1. Go to Reporting → Custom Report List (QRTs)
2. Search for the report called: *Webforms 2.0 Receipt Report*

The screenshot shows the 'System Reports: Custom Reports (QRT's)' interface. At the top, there is a header with a lightbulb icon and text: 'QRT Reports are customized reports that are enabled for your dataset. If you need a special report built, please contact the Aristotle Customer Support team for assistance.' Below this is a section titled 'QRT List: Available Reports'. It contains two date input fields: '6/5/2015' and '10/6/2017'. A list of reports is shown, with 'Webforms 2.0 Receipt Report' highlighted. A red minus icon is next to the report name. Below the report name, a description reads: 'The report lists online transactions through a 2.0 form. Note: only forms with transactions will be listed below.' At the bottom of the list, the date '5/23/2025' is visible.

3. Select the name of the webform you want to run the report for and then click **Run Report**. It may take a few seconds to complete, once done, you can open and download the CSV file.

**Note: If you do not see your form name that means there are no receipts on the form.*

The screenshot shows the 'Webforms 2.0 Receipt Report' configuration page. At the top, there is a header with a lightbulb icon and text: 'QRT Reports are customized reports that are enabled for your dataset. If you need a special report built, please contact the Aristotle Customer Support team for assistance.' Below this is a section titled 'QRT List: Available Reports'. A link 'Back to Report List' is visible. The main heading is 'Webforms 2.0 Receipt Report'. Below this, there is a description: 'Description: The report lists online transactions through a 2.0 form. Note: only forms with transactions will be listed below.' and instructions: 'Instructions: Please select the form name and recognition year and then click Run Report.' A 'Webform:' dropdown menu is open, showing a list of forms: '2025 NJ Admin Webform', '2025 SC CTAR Admin Webform', '2025 SC Pee Dee Admin Form', '2025 AK Greater Fairbanks Admin Form', and '2025 AK Greater Fairbanks RPAC Olympic Games'. Below the dropdown, there is a 'Recognition Year:' field with '2025' entered. A 'Run Report' link is at the bottom right.