

Admin Event Mgmt

Events created in EZ Suite are auto-synced into Partake and populated. You will never create an event in Partake with the integration active. We are using the synced event IDs and asking staff to ensure they tag the proper event to the order in the Partake POS. In doing so, we will now be able to show those sales in the EZ event module. Below are the visual steps on how to find event reports and order details within Partake Admin.

Viewing the Events Synced into Partake – Go to Events section >> All Events

The screenshot shows the Partake interface with the 'Events' section selected. The left sidebar contains navigation options like Dashboard, Reports, Events, CRM & Marketing, etc. The main content area displays a table of events. A 'Filter' dropdown and a 'Create' button are at the top right of the table. The table lists various events such as '2027 Torch's Charity Golf Tournament', '2026 Torch's Charity Tournament', and 'Graduation Party - Gil'.

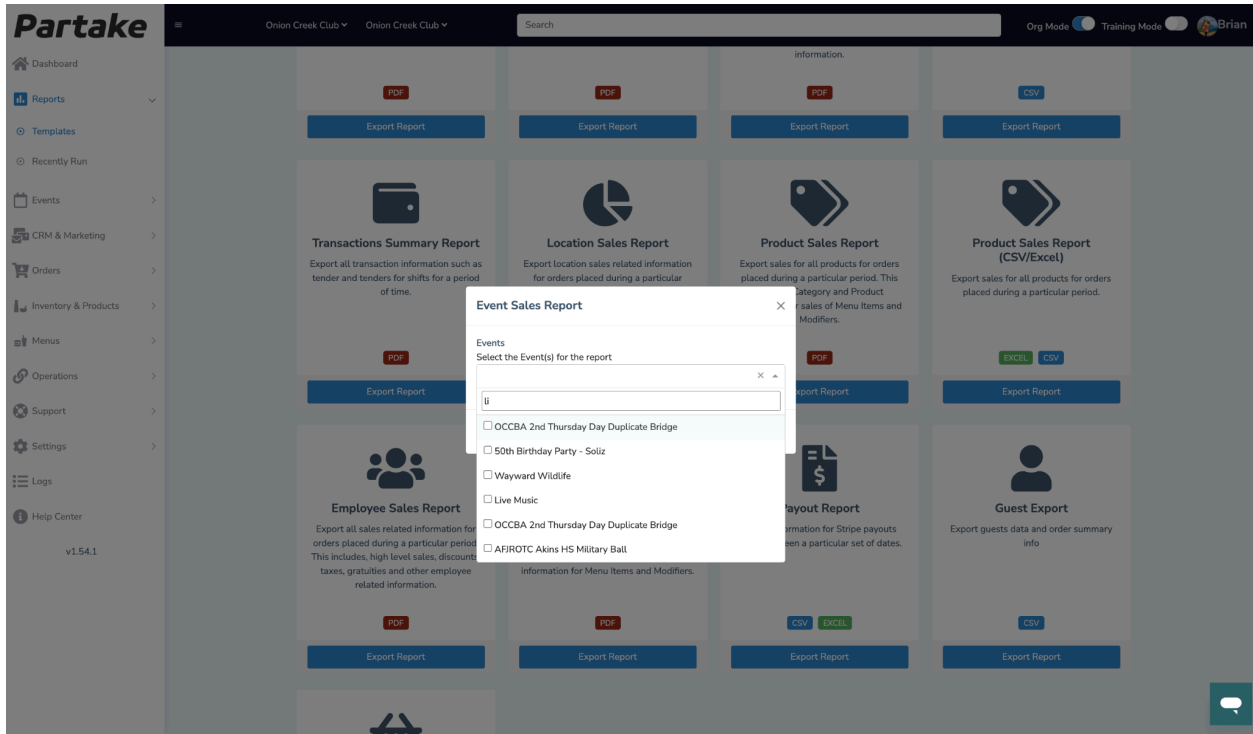
Name	Start Date	End Date
2027 Torch's Charity Golf Tournament	Mon Oct 18 2027 12:00AM	Mon Oct 18 2027 11:59PM
2026 Torch's Charity Tournament	Mon Oct 19 2026 12:00AM	Mon Oct 19 2026 11:59PM
Graduation Party - Gil	Sat Jun 13 2026 12:00AM	Sat Jun 13 2026 11:59PM
MGA Board Meeting	Tue Dec 9 2025 12:00AM	Tue Dec 9 2025 11:59PM
MGA President's Choice Tournament	Sat Dec 6 2025 12:00AM	Sat Dec 6 2025 11:59PM
OCCLA Board Meeting	Thu Dec 4 2025 12:00AM	Thu Dec 4 2025 11:59PM
MGA Cup	Sat Nov 15 2025 12:00AM	Sat Nov 15 2025 11:59PM
MGA Board Meeting	Tue Nov 11 2025 12:00AM	Tue Nov 11 2025 11:59PM
OCCLA Board Meeting	Thu Nov 6 2025 12:00AM	Thu Nov 6 2025 11:59PM
Emily Carlson - Wedding DC	Sat Oct 25 2025 12:00AM	Sat Oct 25 2025 11:59PM
2025 Torch's Tacos - Charity Tournament	Mon Oct 20 2025 12:00AM	Mon Oct 20 2025 11:59PM
MGA Board Meeting	Tue Oct 14 2025 12:00AM	Tue Oct 14 2025 11:59PM

URL: <https://admin.partake.us/events/all>

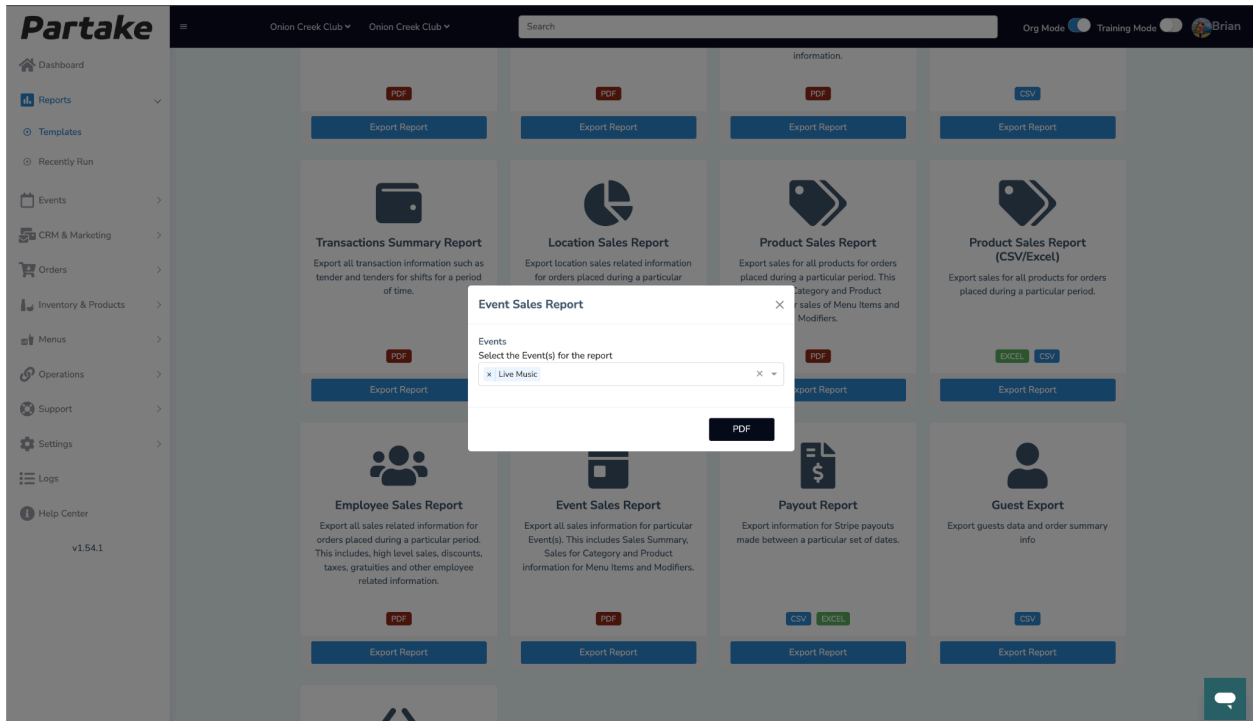
Reporting for events found in Partake Reports >> Templates >> Event Sales Report

The screenshot shows the Partake Reports section with a grid of report templates. A red arrow points to the 'Event Sales Report' template. The templates include 'Export Report' buttons and icons for PDF, CSV, and EXCEL export options. The 'Event Sales Report' description states: 'Export all sales information for particular Event(s). This includes Sales Summary, Sales for Category and Product information for Menu Items and Modifiers.'

Select the event you'd like to see the sales report on. (Use typeform for a quick search of event name or scroll through the list)



Create PDF to view report:



Finding order details for events. Go to the Orders (in-person) Section.
 Add a filter by "behavior - event" to quickly find those individual orders and their details.

The screenshot shows the Partake POS Orders interface. On the left is a navigation sidebar with options like Dashboard, Reports, Events, CRM & Marketing, Orders, Mobile / Online, In-Person, POS, Inventory & Products, Menus, Operations, Support, Settings, Logs, and Help Center. The main area displays a table of POS Orders. A filter dropdown menu is open, showing options: Select, Pickup, Delivery, Fast Close, Tab, Table, and Event. The table lists several orders, including one for '2451335 FAST-CLOSE' which is 'Synced'.

Order #	Status	Locations	Guest	Created	Total
2451335 FAST-CLOSE Synced	Delivered	Bev Cart	Owen Burns objurns15@gmail.com	Apr 4, 2025 1:20:19 PM	\$17.68 Paid
2451296 FAST-CLOSE	Delivered	Bev Cart	Unknown	Apr 4, 2025 1:17:20 PM	\$10.88 Paid
2451266 FAST-CLOSE Synced	Delivered	Bev Cart	Leneric Muldrow lenericmuldrow@yahoo.com	Apr 4, 2025 1:01:55 PM	\$14.00 Paid
2451262 FAST-CLOSE Synced	Delivered	Bev Cart	Unknown	Apr 4, 2025 12:58:35 PM	\$41.67 Paid
2451141 FAST-CLOSE Synced	Delivered	Bev Cart	Jeff Lehman jefflehman1@gmail.com	Apr 4, 2025 12:37:54 PM	\$10.21 Paid
2451095 FAST-CLOSE Synced	Delivered	Bev Cart	Dave Sheehan dcsheehan11@gmail.com	Apr 4, 2025 12:29:29 PM	\$13.27 Paid

Filter added

The screenshot shows the Partake POS Orders interface with the filter 'Behavior is EVENT' applied. The table now only displays one order: '2450857 EVENT', which is 'Synced'.

Order #	Status	Locations	Guest	Created	Total
2450857 EVENT Synced	Delivered	Bev Cart	Unknown	Apr 4, 2025 11:46:50 AM	\$3.79 Paid

Event Order details:

Partake
Onion Creek Club ▾ Onion Creek Club ▾ Search
Org Mode Training Mode Brian

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v1.54.1

Order Details

Item	Quantity	Each	Discount	Tax	Total
Tournament Soft Drinks	1	\$3.00	\$0.00	\$0.25	\$3.00
Sub Total					\$3.00
Discounts					\$0.00
Tax					\$0.25
Gratuity					\$0.00
Service Fee					\$0.54
Round-Up					\$0.00
Total					\$3.79
Paid by Customer					\$3.79

[Email Receipt](#)

Transactions

Txn # (Auth Code)	Gratuity	Total
#2236862 Cash	\$0.00	\$3.79

[Refund](#)

EZLinks Tickets

An EZLinks ticket references a 'Z' within the EZLinks system. For any order that has more than one shift adding items to it, a ticket will be created for each shift with tenders pro-rated based on the item sales.

Ticket / Shift	Sync Status	Items	Taxes	Grats	Tender
PT-2450857-1 / 111659 Apr 4, 2025, 11:47:37 AM	completed	\$3.00 (1)	\$0.25	\$0.54	\$3.79

Guest Info

Name
Unknown

Order Destination

Event ASAP
Live Music
626
67eeefa227e557cd9f6c885e

Ticket Time

27 secs

Order Events

Order Created	Fri Apr 4 11:46 AM
1 Tournament Soft Drinks ADDED by Bev Cart - Partake Partake	Fri Apr 4 11:47 AM
Transaction for \$3.79	Fri Apr 4 11:47 AM
Order Closed by Bev Cart	Fri Apr 4 11:47 AM