

Date	Choose from a range of daily, weekly, or monthly reports. Or choose a custom day or date range .
Select Rooms	Choose what rooms to include in the report in order to see equipment requests broken down by the room reservation they are associated with.
Include Bookable Equipment	You can choose to rent out equipment independent of a room. This option allows you to run a report just on those occurrences or to include them in a broader report.
Include Custom Questions	If you've set up reservations to include and custom questions, you can include those answers on the report if you wish.
Status	Show all reservations or break them down by reserved, payment pending, pending, canceled, or denied.
Display Type	HTML is a web page, Word is a word processing program, Excel is a spreadsheet, and CSV format is easily read by a wide variety of text editors.
Action	Display or print the report
Order By	Order your report by room name, date, start time, equipment, or requesting organization.
Display Columns	Choose what data fields you want included in your report.
Save/Load Reports	You can save a report to rerun in the future. Simply name it and click Save As .

Submit the report, and it will be produced in the document format of your choosing.

Online URL: <https://kb.demcosoftware.com/article.php?id=172>