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.

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