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If you want to run a report to see which room setups are being requested and when, use the Requested Room Setups Report . You can run it from the Room Reservation Maintenance page .	
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
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

Online URL: <https://kb.demcosoftware.com/article.php?id=173>