How to View/Print a Room Schedule	
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If you want to view or print off a room schedule, use the View/Print Room Schedule Report from the [Room Reservation Maintenance](#) page. You can run a schedule for a specific room or group of rooms and customize the fields you want to include.	
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