

Date Range	Select a date range up to 12 months long
Select Start/End Time	Choose between Standard Room Hours, Extended Room Hours or Selected Room Hours
Summarize By	Day, week or month
Select Equipment	Choose the equipment to run the report for
Reservation Type	Choose between All, Events, or Room Reservations
Include Custom Questions	Add whatever custom question information
Display Type	HTML is a web page. Word is a popular word processing program. Excel is a spreadsheet
Action	Display the page or send it directly to print.

Online URL: <https://kb.demcosoftware.com/article.php?id=181>