

General report information

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BookingsPlus has a full reporting suite providing information on your bookings, client information and financials. The reports can be accessed via the **[Reports]** tab.

The screenshot shows the 'Reports' section of the BookingsPlus interface. At the top, there is a navigation bar with tabs for Dashboard, Calendar, Enquiries (with a red notification icon), Clients, Bookings, Invoices, Payments, Reminders (with a red notification icon), Reports (highlighted in blue), Users, Manage, and Venues. Below the navigation bar, the 'Reports' section is titled 'Reports'. It contains several form fields and a 'Generate Report' button. The first section asks 'What type of report would you like?' with a dropdown menu currently set to 'Activity Sheet'. The second section asks 'How would you like to receive the report?' with two radio button options: 'Download Report' (selected) and 'By Email'. The third section asks 'What date ranges will be used in this report?' with two radio button options: 'By date range' (selected) and 'By month and year'. Below these are two date input fields: 'Choose start date:' with the value '29/02/2016' and 'Choose end date:' with the value '06/03/2016'. The final section asks 'Which venues would you like to include in this report?' with two radio button options: 'Only this venue (Grange Park School)' (selected) and 'Multiple venues'.

The drop down box allows you to select the report you wish to run. We would advise familiarising yourself with the many different types of reports that are available. They can either be run for a defined time period, or by selecting a Month.

Once you've selected the report & the time period, click **Generate Report**

Reports can either be downloaded (as shown below), or sent by email. This can be particularly useful for schools with multiple sites.

The screenshot shows a notification message from Grange Park School. At the top, the school name 'Grange Park School' is displayed in a large, bold font. Below this is a navigation bar with tabs for Dashboard, Calendar, Enquiries, Clients, Bookings, and Invoice. The main content area of the notification contains the following text: 'File downloaded', 'Download will be cancelled if you move to another tab', and 'To manually check if your report was generated click [here](#)'. At the bottom of the notification, there is a blue button labeled 'Back to reports'.

The reports download into Excel and will appear in the toolbar at the bottom of your screen once complete. From here, you can click to open the file & save it in a location of your choice.

Activity/Attendance reports are fully formatted for printing. All other reports have column headers and can be filtered & printed as required.