General report information

Last Modified on 14/01/2021 4:10 pm GMT

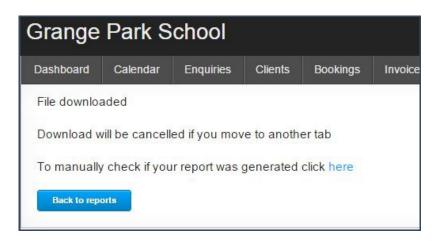
BookingsPlus has a full reporting suite providing information on your bookings, client information and financials. The reports can be accessed via the [**Reports**] tab.

Dashboard	Calendar	Enquiries 🚹	Clients	Bookings	Invoices	Payments	Reminders 🚻	Reports		Users	Manage	Venues 🗸
Reports												
What type of report would you like?												
Activity Sheet								*				
How would	you like to re	ceive the report	?									
Download Report				ОВу	Email							
What date ra	nges will be u	sed in this report?	6									
By date range				O By month and year								
Choose start date:					Choose end date:							
29/02/2016				06/0	3/2016							
Which venue	s would you lii	ke to include in thi	s report?									
Only this	venue (Grang	je Park School)		OM	ultiple 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 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.