



How do I generate a housekeeping report?

1. Go to *Bookings > Charts & Reports > Housekeeping report*.
2. You can select to run the report for specific housekeepers or properties by clicking on the names. By not selecting anything this means your report will run for all housekeepers/properties.
3. Tick what bookings you would like to display and specify a date range.

Show ☒ Arrivals
☒ Departures
☐ Stayovers
☐ Owner bookings
☐ Closed properties
☐ Cross-updated bookings

From 

To: 

4. Click Modify options to select what information should display in the report and save.

From: 

To: 

[[+ 1 Week](#) | [+ 2 Weeks](#) | [+ 3 Weeks](#) | [+ 4 Weeks](#) | [+ 1 Month](#) | [+ 2 Months](#) | [+ 3 Months](#) | [+ 4 Months](#) | [+ 1 Quarter](#) | [+ 2 Quarters](#) | [+ 3 Quarters](#) | [+ 4 Quarters](#)]

☒ Create PDF in 



5. To generate as a PDF select if you would like the report to display in portrait or landscape. If you have chosen to display more information, the landscape version is a more suitable option.
6. Click Generate.