

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.