



Events & Rooms 7.0 Ability To Save Reports Option

Overview:

The ability to save reports was generated to give the staff user the capability to save their conditions set on their report for future reporting with the same criteria.

The ability to save reports works the same in both Events and Rooms. The following reports adapted this functionality:

Events:

- Detailed Event Report
- Events and PR Report

Rooms:

- Request Equipment
- Requested Room Setup
- View Print Room Schedule

How To Create:

- Login** at the All Branches (or main branch in single branch system) using any level of password or user name and password.

- From the Event System and Room Reservation Maintenance page **Select** any of the highlighted reports.

- Set** your desired conditions
Note: The condition selection will be different for each one of the reports

Example:

The highlighted fields are the requirements I have selected for my report you can make your own selections as needed

- Once you have completed your selections Go To – Save/Load Report – **Type** the name of your report

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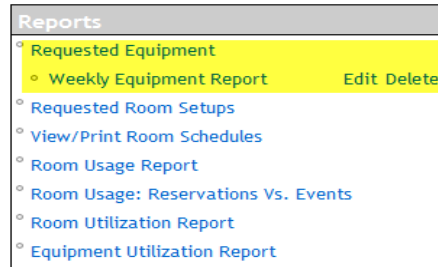
5. Select Save As



How To Process New Report:

1. **Go To** – Room Reservation or Event System Maintenance Page – Reports – **Click on** the new report

Note: All newly created reports will be indented below the parent report it was created from.



Report will automatically process once you click on it.

How To Edit New Report:

1. **Go To** – Room Reservation or Event System Maintenance Page – Reports – **Click on** “Edit” next to the report name



2. Make your desired modifications

3. Select “Save”

How To Delete New Report

1. **Go To** – Room Reservation or Event System Maintenance Page – Reports – **Click on** “Delete” next to the report name



2. Select “Ok” to confirm deletion

