

# Saving Reports to Excel

To open or save reports to Excel or as a .csv file, choose the option from the radio buttons before you click Generate Report. All Reports have three options for generating a report: HTML, EXCEL and CSV.

BookingCenter offers hundreds of variable ways to create data lists. Use [Search Bookings](#) to create list, all of which can be copied/pasted into spreadsheet programs.

<b>Understanding Reports</b>

<b>MyPMS User Manual - Reports</b>