

Automated Reports

MyPMS Automated Reports gives you the ability to schedule daily delivery of the "Manager", "Occupancy" and "Revenue" Reports to a primary email and cc email if needed. You can choose to schedule delivery for one or all of these Reports.

Reports that can be scheduled for automated, daily delivery via email.

- **Managers Report:** Based on previous day's date (Night Audit Transactions posted) and displays "live Items and Receipts". See [Managers Reports](#)
- **Revenue Report:** Reports revenue sorted by Room Type for the past 30 days from the previous day's date. See [Revenue Report](#)
- **Occupancy Report:** Reports occupancy for all room types, accounting for the OOO Rooms flag for the past 30 days from the previous day's date. See [Occupancy Report](#)
- **Housekeeping Report:** The Housekeeping Report that is found under the Front Desk : [Housekeeping](#) menu will be sent at the time requested. Note, automating this report is ideal for properties who perform Night Audit (or have Auto Night Audit set) **before** the time set for this automated report. Because it's based on the System Date, if the System Date at the time this automated report is set to run is behind a day (ie, 'yesterday') the S/O and OUT and other features in this report will not be accurate for 'today's' cleaning schedule. Thus, if you perform Night Audit (or have Auto Night Audit set) in the morning, automating this report is *not recommended*.

PMS Tab

Set up and schedule the delivery of any one or all of these reports.

Each Report must be set up individually. Repeat steps for each Report.

- Go to **SETUP | PMS | AUTOMATED REPORTS**
- Click **Add**

The screenshot shows the BookingCenter MyPMS Setup Area. The top navigation bar includes tabs for Front Desk, Bookings, Rates, Relationships, Owners, Parameters, Settings, PMS (highlighted with an orange box), and Features/Images. Below this, a sub-navigation bar shows Users, Control, Setup, IP Filtering, ISIS, and a checked 'Automated Reports' tab (also highlighted with an orange box). The main content area displays a search filter: 'Find records where Scheduled Time has [dropdown] Sort by Scheduled Time up Display 200 Records Fetch'. Below the search bar is a table with headers: Description, Scheduled Time, Email, and CC Email. The table currently shows '0 records found'. An orange arrow points to an 'Add' button at the bottom right of the table.

- **Select the Report Type:** Each Report must be scheduled individually. Select one Report to schedule, then repeat the process for each report.
- **Schedule Time:** Choose a time between 01:00(1AM) and 05:00(5AM) PST (Pacific Time) and Time shown in Military Time Format.
- **Primary Email:** Enter the primary email for the Automated Report to be sent.
- **CC Email:** Enter an email address to cc the report to if needed (Optional)


MyPMS Setup Area

Front Desk
Bookings
Rates
Relationships
Owners
Parameters
Settings
PMS
Features/Images

Users
Control
Setup
IP Filtering
ISIS
Automated Reports

Report Type Manager Report

Schedule Time 04:00

Primary Email sales@BookingCenter.com

CC Email info@BookingCenter.com

Select Report Type

- Manager's Report
- Occupancy Report
- Revenue Report

Save

- Each Report will display in the Report List. Click on the "Description" to Edit or Delete the Scheduled Delivery


MyPMS Setup Area

Front Desk
Bookings
Rates
Relationships
Owners
Parameters
Settings
PMS
Features/Images

Users
Control
Setup
IP Filtering
ISIS
✓ Automated Reports

Find records where Scheduled Time has Sort by Scheduled Time up Display 200 Records Fetch

Description	Scheduled Time	Email	CC Email
Manager Report	04:00	manager@bookingcenter.com	accounting@bookingcenter.com
Occupancy Report	01:00	manager@bookingcenter.com	
Revenue Report	04:00	manager@bookingcenter.com	
3 records found			

Add