Group Summary

The **Group Summary** displays a summary list of all of the Group Bookings in a selected date range.

The Report includes the Arrival/Departure Dates. Group Name, Group Booking Title and the total number of bookings attached to the Group.

The Report reflects all of the Group Bookings in the date range regardless of the status of the group reservation (confirmed, complete, active,etc.).

Group Reports

- Group Summary
- Rooming List

To create a Group Summary Report

- Go to **REPORTS | GROUP REPORTS**
- Click on **Group Summary**
- **Choose Date:** Choose a single date or date range. I.e. for a single date choose Dec. 1, 2015 and Dec. 1, 2015 in both the start and end dates.
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

The In-House Report displays the following information:

- **Arrival Date:** Arrival date of booking
- **Departure Date:** Departure date of booking
- **Group Name:** Group Name
- **Group Booking Title**: Title entered for Group Booking
- **Bookings Picked up:** Displays the # of bookings attached to the group booking.

See an example: Group Summary Report.pdf