

Rooming List

The **Rooming List** displays the details of the individual Guests in a Group Booking. The Report includes, each guest name, confirmation number, Room Type and Room, # of Guests and Arrival/Departure Dates.

The Report reflects the current status of the group reservation (confirmed, complete, active,etc.). Therefore, there is not an option to enter a date range.

Go to **REPORTS** Tab and choose the Rooming List under the Groups list .

- Choose a Group Booking from the drop-down list.
- Generate Report in HTML, EXCEL or CSV

See an example: [Rooming List Report.pdf](#)

Group Reports

- [Group Summary](#)
- [Rooming List](#)