



## Owner Portal Manuals

# Using the Reservation Reports page

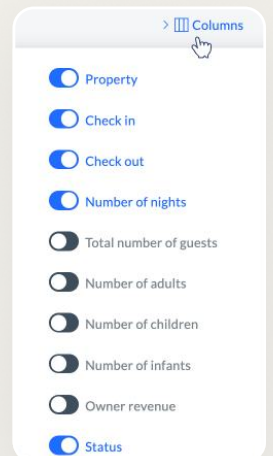
Utilize the “Reservation Reports” page to view your property’s reservation details and download customized CSV reports.

PROPERTY	CHECK IN	CHECK OUT	NUMBER OF NIGHTS	STATUS
Kraken's Suite	07/27/2023 10:00 AM	08/01/2023 02:00 PM	6	confirmed
Kraken's Suite	08/02/2023 10:00 AM	08/08/2023 02:00 PM	7	confirmed
Kraken's Suite	08/13/2023 06:00 AM	08/14/2023 10:00 AM	2	confirmed

Follow the steps below to filter, view, and/or download your reservation report.

### Step by step:

- 1 Sign in to the **Owners Portal**.
- 2 Click **RESERVATION REPORT**, located at the top of the page.
- 3 Click the **Columns** button, located on the top-right of the dashboard.  
Here, you can select which guest details and reservation data will be displayed in your report.
- 4 Toggle on/off the data you’d like to be displayed/hidden.
- 5 If needed, you can filter results for your report.
  1. To add a filter, click the **+** icon
  2. To edit a filter, hover over the relevant filter and click the **pencil icon**
  3. To remove a filter, hover over the relevant filter and click the **X**
  4. To save a filter, click **Save**
- 6 When you’re ready, you can download your report as a CSV file.



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