

How to create an Export Report?

This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to create an Ex...](https://scribehow.com/embed-preview/How%20to%20create%20an%20Export%20Report)

The group functionality works to assist in managing and viewing group operations on multiple properties. This Export Report feature allows you to create an Export Report, using a variety of filters to help customize your the report to your needs, and it is available in both PDF and CSV format.

1 Navigate to your GO Software URL and open the Group Functionality.

2 Navigate to your GO Software URL and open the Group Functionality.

Then, the "Export Report" button is located on the left hand side.

Before exporting a report use the filters below it to customize your report and what group information you'd like exported.

The screenshot shows the 'Group Bookings' section of the GO Software interface. On the left, a sidebar contains a menu with 'Export Report' highlighted. The main area displays a table of group bookings. The table has columns: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, MARKERS, DATE, TIME, and STAT. The table is filtered by 'Joana's Group' and shows several rows of booking data. The first row is for 'Joana's Group' on 'RIVIERA MAYA 25' in 'Miami' on '1' at 'Azul Restaurant' on '6/29/2025' from '09:00am - 12:30pm'. The second row is for 'Joana's Group' on 'COZUMEL 26' in 'Costa Maya' on '4' at 'Teen Club' on '7/5/2025' from '02:00pm - 05:30pm'. The third row is for 'Testing' on 'RIVIERA MAYA 30' in 'At Sea' on '2' at 'Comedy Club' on '8/19/2025' from '11:00am - 01:00pm'. The fourth row is for 'Testing' on 'COZUMEL 26' in 'Miami' on '1' at 'Azul Restaurant' on '7/2/2025' from '09:00am - 01:00pm'. The fifth row is for 'Testing' on 'RIVIERA MAYA 30' in 'At Sea' on '2' at 'Azul Restaurant' on '8/19/2025' from '11:00am - 01:00pm'. The sixth row is for 'Booking for report 1' on 'RIVIERA MAYA 30' in 'Miami' on '4' at 'Reception, Tour Desk' on '8/21/2025' from '10:00am - 12:00pm'. The seventh row is for 'Booking for report 2' on 'RIVIERA MAYA 30' in 'Miami' on '4' at 'Reception, Tour Desk' on '8/21/2025' from '10:20am - 12:20pm'.

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	MARKERS	DATE	TIME	STAT
Lucas test team 010101010	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant	No markers	6/29/2025	09:00am - 12:30pm	PEN
Joana's Group	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club	No markers	7/5/2025	02:00pm - 05:30pm	MOI
Test - Joana 4875	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	No markers	8/19/2025	11:00am - 01:00pm	APP
Testing	Testing	COZUMEL 26	Miami	1	Azul Restaurant	No markers	7/2/2025	09:00am - 01:00pm	PEN
Testing	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	No markers	8/19/2025	11:00am - 01:00pm	APP
Lucas test team 3.0 1212214213	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	No markers	8/21/2025	10:00am - 12:00pm	PEN
Booking for report 2	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	No markers	8/21/2025	10:20am - 12:20pm	PEN

3 You can filter by date range using the "DATES" filter.

You can also filter by Group ID, Voyages or Locations.

The screenshot displays a travel management interface. On the left, a sidebar contains filter sections: 'Export Group Bookings', 'Export Report', 'Filters', 'Filter Presets', 'Multi property', 'DATES' (with date range 2025-05-30 to 2025-11-26), 'GROUP' (with 'Group rows by group' checked), 'VOYAGES', and 'LOCATIONS'. A 'Test - Joana 4875' group is selected, showing '(4 reqs hidden)'. The main table lists bookings with columns for selection, group name, location, city, count, and venue. A red circle highlights the date range in the DATES filter.

	Group	Location	City	Count	Venue
<input type="checkbox"/>	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant
<input type="checkbox"/>	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club
<input type="checkbox"/>	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club
<input type="checkbox"/>	Testing	COZUMEL 26	Miami	1	Azul Restaurant
<input type="checkbox"/>	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant
<input type="checkbox"/>	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk
<input type="checkbox"/>	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk
<input type="checkbox"/>	Booking for report 4	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk

4 In addition to the above you can also filter by VENUES or by STATUS.

You can choose to export groups based on one status only or you can choose to export groups with multiple status.

The screenshot shows the 'Export Group Bookings' interface. On the left is a sidebar with filters: 'Export Group Bookings' and 'Export Report' at the top, followed by 'Filters' with a 'Filter Presets' button. Below are sections for 'LOCATIONS' (Filter locations shown...), 'VENUES' (Filter venues shown...), 'STATUS' (with buttons for CLEAR ALL, PENDING, APPROVED, REJECTED, and MODIFIED), and 'FIELDS' (with checkboxes for Sub and Name). The main area displays a table of bookings, grouped by team. The first group is 'Lucas test team 010101010' (19 reqs hidden) with two rows: 'Joana's Group' at RIVIERA MAYA 25 (Miami, 1 request, Azul Restaurant) and 'Joana's Group' at COZUMEL 26 (Costa Maya, 4 requests, Teen Club). The second group is 'Test - Joana 4875' (4 reqs hidden) with three rows: 'Testing' at RIVIERA MAYA 30 (At Sea, 2 requests, Comedy Club), 'Testing' at COZUMEL 26 (Miami, 1 request, Azul Restaurant), and 'Testing' at RIVIERA MAYA 30 (At Sea, 2 requests, Azul Restaurant). The third group is 'Lucas test team 3.0 1212214213' (11 reqs hidden) with three rows: 'Booking for report 1' at RIVIERA MAYA 30 (Miami, 4 requests, Reception, Tour Desk), 'Booking for report 2' at RIVIERA MAYA 30 (Miami, 4 requests, Reception, Tour Desk), and 'Booking for report 4' at RIVIERA MAYA 30 (Miami, 4 requests, Reception, Tour Desk). Each row has a checkbox on the left and a dropdown menu on the right.

Team	Group	Location	Venue	Requests	Destination	Notes
Lucas test team 010101010 (19 reqs hidden)	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant	
	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club	
Test - Joana 4875 (4 reqs hidden)	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	
	Testing	COZUMEL 26	Miami	1	Azul Restaurant	
	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	
Lucas test team 3.0 1212214213 (11 reqs hidden)	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	
	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	
	Booking for report 4	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	



Tip! Filtering by Status is particularly helpful if you'd like to only see your Pending events and/or Approved events. It is a helpful tool for the business operation.

5 When ready to export the report, GO offers two formats: PDF and CSV.

- **PDF:** Click the **Export Report** button.
- **CSV:** Click the arrow next to the button, then select **Export as CSV**.

The screenshot displays the 'Group Bookings' section of a web application. On the left, a sidebar contains a 'Filters' section with 'Filter Presets', 'LOCATIONS', 'VENUES', and 'STATUS' (with 'CLEAR ALL' and 'PENDING' buttons). The main area features a table with columns: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, and an action column. The table lists bookings for 'Lucas test team' and 'Joana 4875'. A dropdown menu is open next to the 'Export Report' button in the sidebar, showing 'Export as CSV' as an option. The table data is as follows:

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	M
Lucas test team	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant	
	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club	
Test - Joana 4875	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	
	Testing	COZUMEL 26	Miami	1	Azul Restaurant	
	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	

6 Click "Ok" to confirm the action of exporting the report.

If you'd like to export Approved group bookings only, you don't need to use any filters and can simply check the "Approved Only" box on this final step, followed by clicking on Ok.

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	M
Lucas test team 010101010	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant	
Test - Joana 4875	Testing	COZUMEL 26	Miami	1	Azul Restaurant	
	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	
Lucas test team 3.0 1212214213	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	
	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	

7 The Export Report will export as a PDF/CSV file and will contain the following fields of information:

Booking Number, Group Name, Group Leader, Group Leader Cabin, Number of Guests, Event Name, Date, Location, Time, Status, Food & Beverage Items, Entertainment/Photo Equipment, Housekeeping & Notes.