

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...

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.

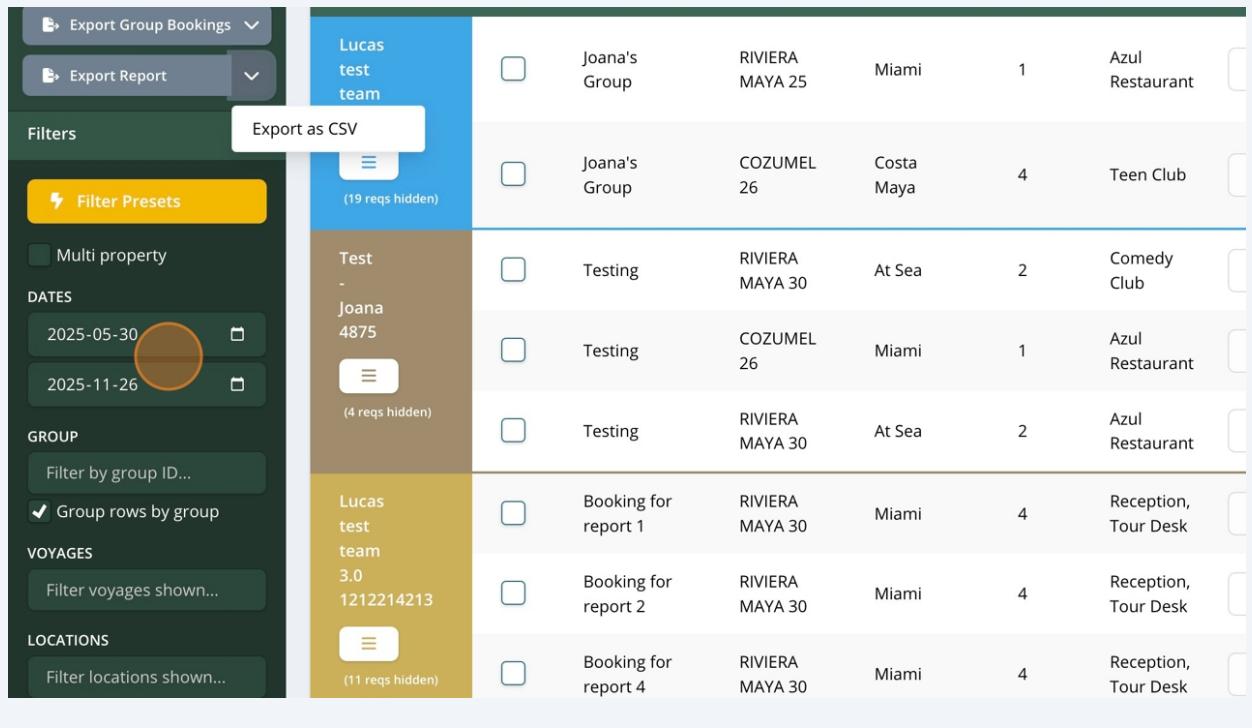
Then, the "Export Report" button is located on the left hand side.

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

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	MARKERS	DATE	TIME	STAT
Lucas test team 010101010	<input type="checkbox"/> Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant	No markers	6/29/2025	09:00am - 12:30pm	PEN
Lucas test team 010101010	<input type="checkbox"/> Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club	No markers	7/5/2025	02:00pm - 05:30pm	MOR
Test - Joana 4875	<input type="checkbox"/> Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	No markers	8/19/2025	11:00am - 01:00pm	APP
Test - Joana 4875	<input type="checkbox"/> Testing	COZUMEL 26	Miami	1	Azul Restaurant	No markers	7/2/2025	09:00am - 01:00pm	PEN
Lucas test team 3.0 1212214213	<input type="checkbox"/> 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	<input type="checkbox"/> Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	No markers	8/21/2025	10:00am - 12:00pm	PEN
Lucas test team 3.0 1212214213	<input type="checkbox"/> 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 shows a reporting interface with a sidebar and a main content area. The sidebar on the left contains the following filters:

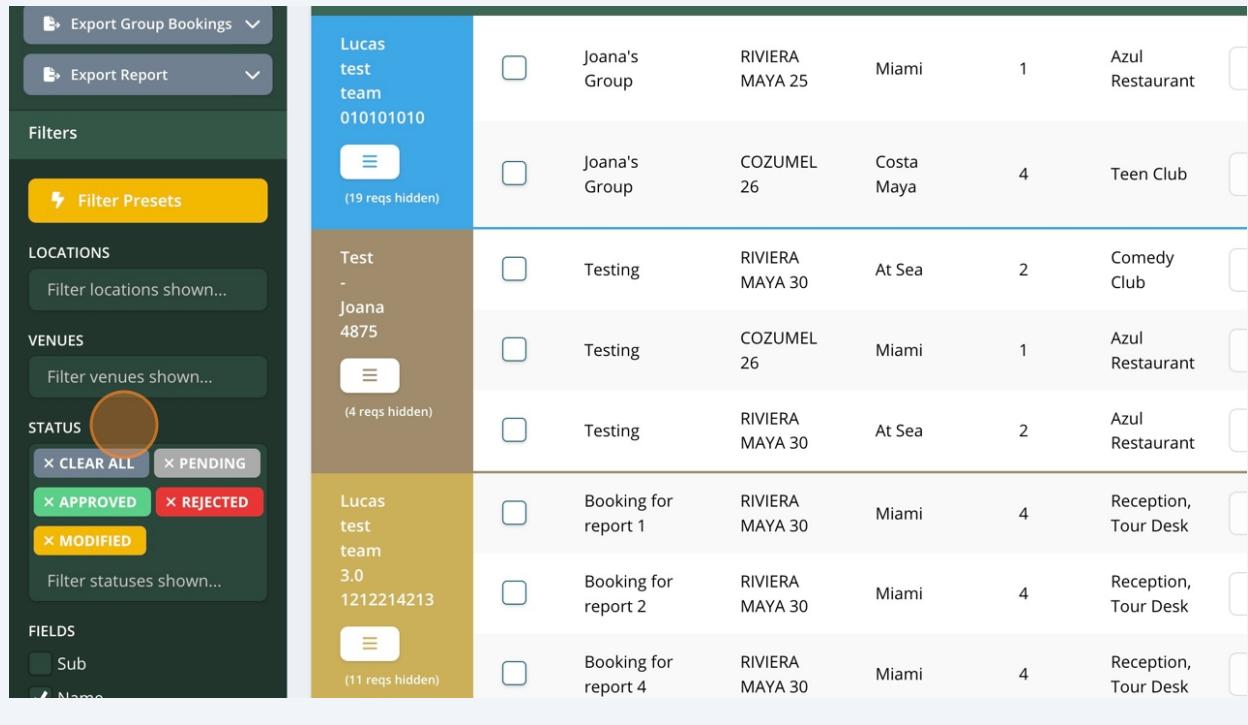
- Export Group Bookings** (dropdown)
- Export Report** (dropdown)
- Filters**
 - Filter Presets** (button)
 - Multi property** (checkbox)
 - DATES**
 - 2025-05-30 (date input)
 - 2025-11-26 (date input)
 - GROUP**
 - Filter by group ID...
 - Group rows by group** (checkbox, checked)
 - VOYAGES**
 - Filter voyages shown...
 - LOCATIONS**
 - Filter locations shown...

Lucas test team	Export as CSV	(19 reqs hidden)	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant
Test - Joana 4875			<input type="checkbox"/> Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club
Lucas test team 3.0 1212214213			<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 a software interface for managing group bookings. On the left, a sidebar contains various filtering options: 'Export Group Bookings' and 'Export Report' dropdowns, a 'Filters' section with a 'Filter Presets' button, a 'LOCATIONS' section with a 'Filter locations shown...' button, a 'VENUES' section with a 'Filter venues shown...' button, a 'STATUS' section with buttons for 'CLEAR ALL', 'PENDING', 'APPROVED', 'REJECTED', and 'MODIFIED' (which is highlighted with a yellow circle), and a 'FIELDS' section with 'Sub' and 'Name' buttons. The main area displays a list of bookings grouped by 'VENUE'. Each group has a summary card with the venue name, ID, and a note '(19 reqs hidden)'. The bookings are listed below with columns for checkbox, group name, destination, city, count, and venue name. For example, the 'RIVIERA MAYA 25' group has 1 booking for 'Joana's Group' in Miami, while the 'COZUMEL 26' group has 4 bookings for 'Joana's Group' in Costa Maya.

VENUE	Group	Destination	City	Count	Venue
RIVIERA MAYA 25	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant
COZUMEL 26	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club
RIVIERA MAYA 30	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club
COZUMEL 26	Testing	COZUMEL 26	Miami	1	Azul Restaurant
RIVIERA MAYA 30	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant
RIVIERA MAYA 30	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk
RIVIERA MAYA 30	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk
RIVIERA MAYA 30	Booking for report 4	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk

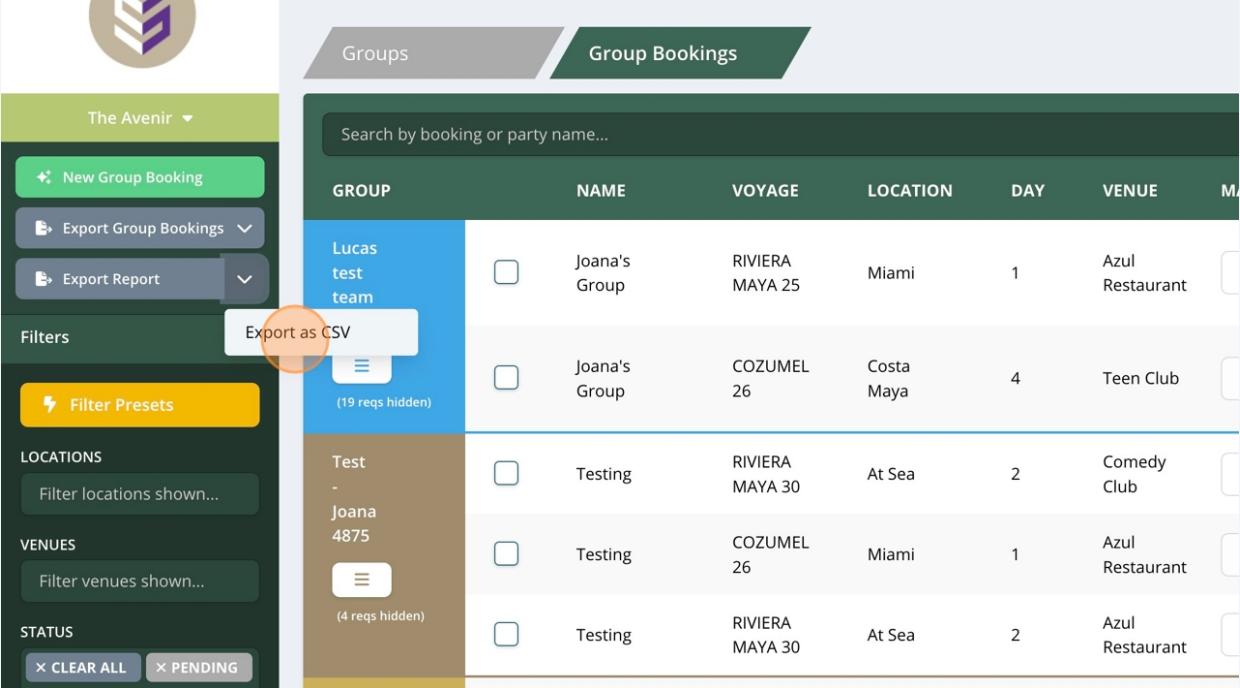


Tip! Filtering by Status is particularly helpful if you'd like to only see your Pending events and/or Approved events. It is a helpful tool for the business operation.

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**.

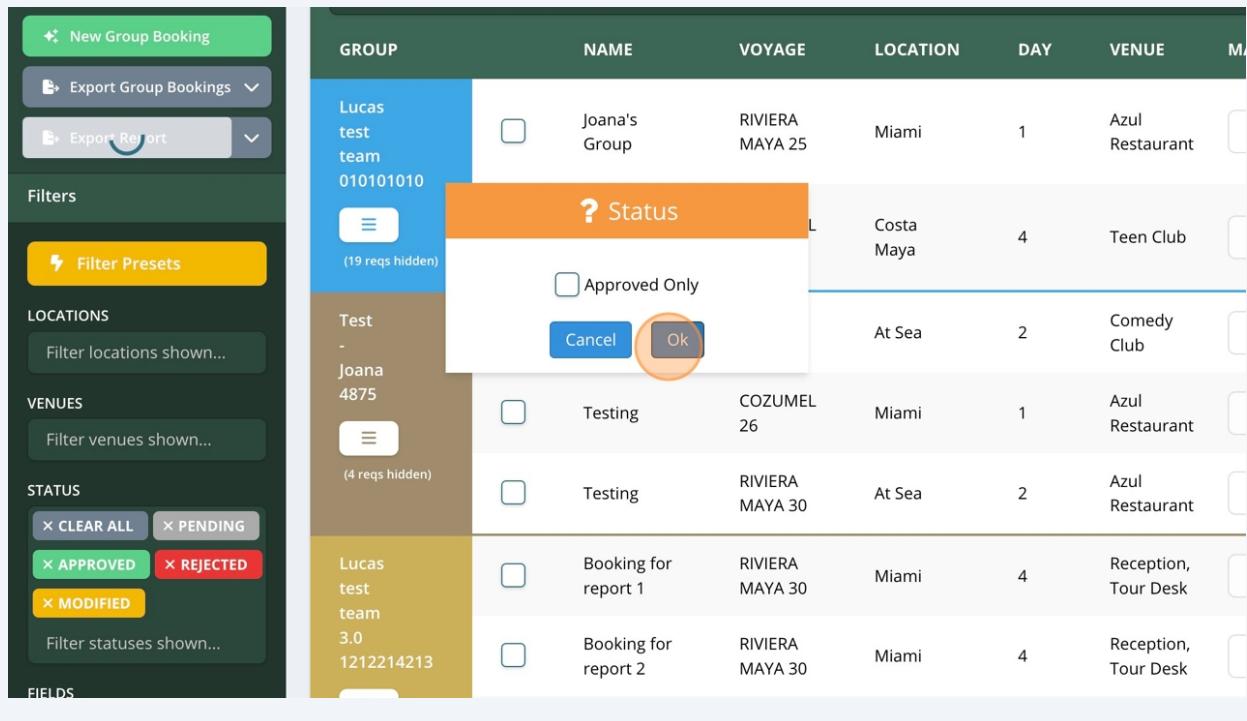


The screenshot shows the 'Group Bookings' section of the GO application. On the left, there's a sidebar with buttons for 'New Group Booking', 'Export Group Bookings', 'Export Report' (which has an arrow pointing to 'Export as CSV'), 'Filter Presets', 'LOCATIONS', 'VENUES', and 'STATUS'. The main area is titled 'Group Bookings' and contains a table with columns: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, and M. The table data includes:

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



The screenshot shows a software interface for managing group bookings. On the left, there's a sidebar with buttons for 'New Group Booking', 'Export Group Bookings', and 'Export Report'. The 'Export Report' button is highlighted with a dropdown menu. The main area shows a table of bookings with columns for Group, Name, Voyage, Location, Day, and Venue. A modal window titled 'Status' is overlaid on the table. The modal contains a checkbox labeled 'Approved Only' and two buttons: 'Cancel' and 'Ok'. The 'Ok' button is circled in orange. The table data includes:

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE
Lucas test team 010101010	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant
Test - Joana 4875	Testing	COZUMEL 26	Miami	1	Azul Restaurant
Test - Joana 4875	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
Lucas test team 3.0 1212214213	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.