

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 displays the 'Group Bookings' section of the GO Software interface. On the left sidebar, the 'Export Report' button is highlighted with an orange circle. The main area shows a table of group bookings with columns: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, MARKERS, DATE, TIME, and STAT. The table lists several bookings, including 'Joana's Group' and 'Testing' bookings, with details on their respective voyages, locations, and venues.

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	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	COZUMEL 26	Miami	1	Azul Restaurant	No markers	7/2/2025	09:00am - 01:00pm	PEN
	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	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 web application interface for managing bookings. On the left, a dark sidebar contains filter sections: 'DATES' with date range pickers (2025-05-30 to 2025-11-26), 'GROUP' with a 'Filter by group ID...' button and a checked 'Group rows by group' option, 'VOYAGES' with a 'Filter voyages shown...' button, and 'LOCATIONS' with a 'Filter locations shown...' button. Above the filters are buttons for 'Export Group Bookings' and 'Export Report'. A 'Filter Presets' button is also present. A 'Multi property' checkbox is located below the filter sections. On the right, a sidebar shows three collapsible sections: 'Lucas test team' (19 reqs hidden), 'Test - Joana 4875' (4 reqs hidden), and 'Lucas test team 3.0 1212214213' (11 reqs hidden). Each section has a menu icon. The main table lists bookings with columns for selection, group name, location, city, count, and venue. Each row has a checkbox in the first column and a checkbox in the last column.

	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, there's a sidebar with filters for LOCATIONS, VENUES, STATUS, and FIELDS. The STATUS filter is highlighted with a red circle. The main table displays a list of bookings with columns for checkboxes, group names, locations, venues, counts, and destinations. The table is divided into sections for 'Lucas test team' and 'Joana's Group'.

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

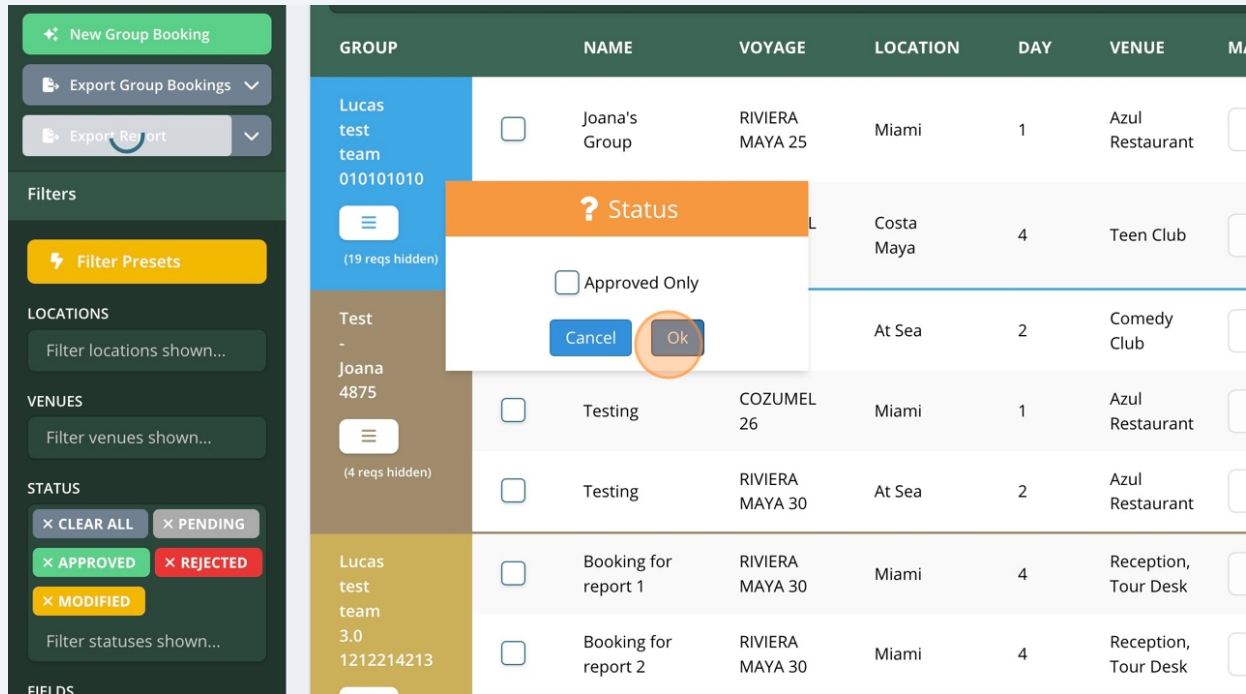
- **PDF:** Click the **Export Report** button.
- **CSV:** Click the arrow next to the button, then select **Export as CSV**.

The screenshot shows a web application interface for managing group bookings. On the left is a sidebar with a logo at the top, a dropdown menu for 'The Avenir', and buttons for 'New Group Booking', 'Export Group Bookings', and 'Export Report'. Below these are filter sections for 'LOCATIONS', 'VENUES', and 'STATUS'. The main area has tabs for 'Groups' and 'Group Bookings'. A search bar is at the top of the main area. Below it is 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'. An orange circle highlights the 'Export as CSV' button in the sidebar.

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	M
Lucas test team	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant	
Lucas test team	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.



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.