Revised: November 20, 2015



REPORTS – ROOM BOOKING DETAILS - HELP GUIDE

This guide provides the recommended filters to produce certain/intended report outputs. Using different filter combinations may result in different outputs from ActiveNet.

Rental Agreement Master Report

The Rental Agreement Master report displays a master list of reservation permits. It includes the dates of the bookings, total charges and balance due for each permit.

Access Rental Agreement Master Report	
 Click the Reports icon Click Reservation Reports drop down on the left-hand side. Select Rental Agreement Master 	Reports Reservation Reports
Filter by Reservation Dates	
 Click on the calendar icons and select dates to set Reservation date range. 	From: Nov 2, 2015 Nov 2, 2015 Through: Schedule Type Su Mo Tu We Th Customer Type Su Mo Tu We Th From: Customer Su Mo Tu We Th From: Customer Customer Through: Through:<
Filter by Event Type	
 Click Event Type link. This will open up a new page. Check box next to chosen event types. Scroll to bottom of the page and click Done. The page will close. 	Center - External - Rental Agreement ZZZDO NOT - External - Rental Agreement USECommunity Centre - External - Rental Agreement ZZZIce - Adult Hockey Lee External - Agreement ZZZIce - Adult Hockey Lee External - Agreement ZZZIce - Adult Hockey Lee External - Agreement ZZZIce - General - No Lee External - Agreement ZZZIce - General - No Lee External - Agreement ZZZIce - General - No Lee External - Agreement ZZZIce - General - No Lee External - Agreement ZZZIce - General - No Lee External - Agreement ZZZIce - General - No Lee External - Agreement ZZZIce - General - Agreement Agreement ZZZIce - General - Rental - Agreement Agreement ZZZIce - General - Rental - Agreement Agreement ZZZIce - General - Rental - Agreement Agreement Add All Selected Remove All Selected Dome
Options	▼ <u>Options</u>
 Show Event Dates: Check to add booking dates to the report Include Event Notes: check to add booking notes to the report Select Adobe Acrobat Reader as Output Type for optimal printing. 	Name Voltes Voided Status Both Rental Agreements or Requests All Rental Agreement Status Arry Status Only Show Unpaid Rental Agreements? Include Event Notes? Show Event Notes? Include Event Notes? Include System Users? Include Total Charges and Balance Due? Show all Activity Custom Questions? Include Show Specific Custom Questions? Remove
Sort Options	Sect Orthogo
11. Select Center + Facility from the Sort Options drop-down list.	Center + Facility
Produce Report	
12. Click Run Report	Run Report Cancel

For more information or to get assistance, please contact us at:

- ➢ 3-1-1 (within Vancouver)
- 604-873-7000 (outside of Vancouver)







REPORTS – RENTAL AGREEMENT MASTER - HELP GUIDE

How to read the report

Basic Information (from left to right)

- **#:** Rental Agreement Number (4 digits indicates approved rental agreement)
- Date and log-in ID: ID is staff member who completed the booking
- Agent/Organization/Phone: Customer name, organization (if linked) and phone number
- Address: Customer Address
- **Expiration Date/Status/Site:** Expiration date of permit (only if tentative), status of permit and Site
- **Total Charges:** Total fee amount for rental agreement
- **Balance Due:** Balance to be paid on customer's account. Date displayed is payment due date.

Event List Information:

- **Event:** Event name
- Facility/Equipment/Instructor: Resource booked
- Center: Site
- **Date(s):** Date and time of reservation(s)
- Event Notes: Displayed if staff notes have been made

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