



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.

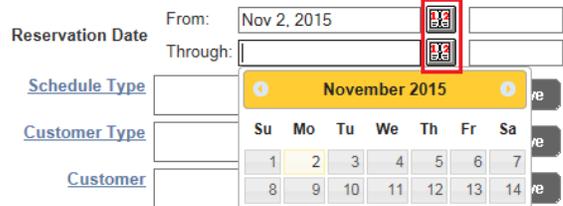
Access Rental Agreement Master Report

1. Click the **Reports** icon
2. Click **Reservation Reports** drop down on the left-hand side.
3. Select **Rental Agreement Master**



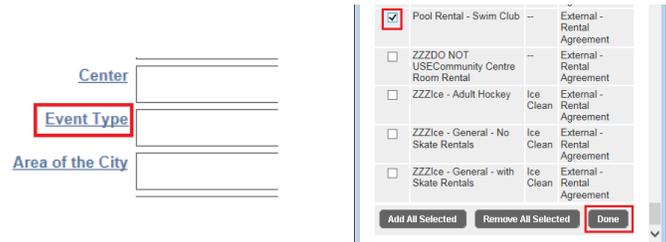
Filter by Reservation Dates

4. Click on the calendar icons and select dates to set Reservation date range.



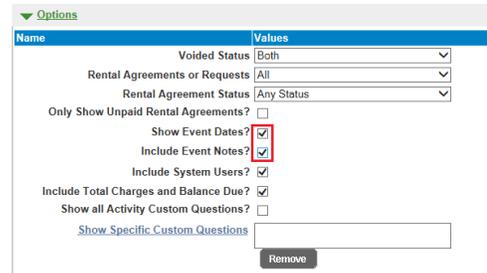
Filter by Event Type

5. Click **Event Type** link. This will open up a new page.
6. Check box next to chosen event types.
7. Scroll to bottom of the page and click **Done**. The page will close.



Options

8. **Show Event Dates:** Check to add booking dates to the report
9. **Include Event Notes:** check to add booking notes to the report
10. Select **Adobe Acrobat Reader** as **Output Type** for optimal printing.



Sort Options

11. Select **Center + Facility** from the **Sort Options** drop-down list.



Produce Report

12. Click **Run Report**



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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