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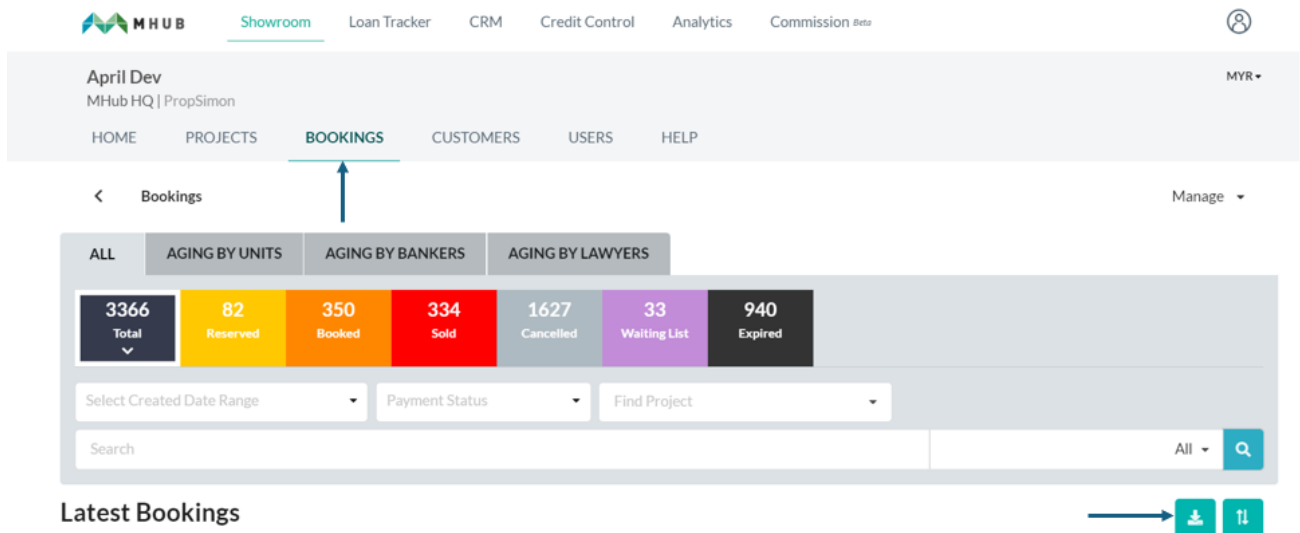
How do I Download the Booking Report?

1 year ago · Updated

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Bookings > All

1. Click **Bookings** at the Showroom homepage
2. Click  and select download data and format



The screenshot shows the MHub Showroom interface. At the top, there's a navigation bar with 'Showroom' selected. Below it, a header section displays 'April Dev' and 'MHub HQ | PropSimon'. The main navigation menu includes 'HOME', 'PROJECTS', 'BOOKINGS' (highlighted with a blue arrow), 'CUSTOMERS', 'USERS', and 'HELP'. A secondary navigation bar shows 'ALL', 'AGING BY UNITS', 'AGING BY BANKERS', and 'AGING BY LAWYERS'. Below this, a summary table displays booking statistics:

3366	82	350	334	1627	33	940
Total	Reserved	Booked	Sold	Cancelled	Waiting List	Expired

Below the table are filters for 'Select Created Date Range', 'Payment Status', and 'Find Project'. A search bar is at the bottom. The 'Latest Bookings' section is visible at the bottom of the screenshot, with a blue arrow pointing to the 'Download' icon.

3. You can explore the filter functions at ALL, AGING BY UNIT or AGING BY BANKERS
4. You can select the options available depending on the information you need.

- **Full Excel:** All the booking data sorted by date

Help

- **Excel with Customer Details:**
Booking data with additional customer details sorted by date
- **Excel (primary) with Customer Details:**
Booking data with additional customer details sorted by unit and date
- **CSV with Customer Details:** Booking data with additional customer details sorted by date
- **CSV (primary) with Customer Details:**
Booking data with additional customer details sorted by unit
- **Excel:** Booking data without additional customer details sorted by date
- **CSV:** Booking data without additional customer details sorted by date

The options above depend on the access level of your user access role account.
View [User account types](#) for more info.

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