

Using the Reservation Reports page

Utilize the Reservation Reports page to view your property's reservation details and download customized CSV reports.

Follow the steps below to filter, view, and/or download your reservation report.

- 1 Sign in to the **Owners Portal**.
- 2 Click **Reservation Report**, located at the top of the page.
- 3 Click the **Columns button**, located on the topright of the dashboard. Here, you can select which guest details and reservation data will be displayed in your report
- 4 Toggle on/off the data you'd like to be displayed/hidden.
- 5 If needed, you can filter results for your report.
 1. To add a filter, click the **+** icon
 2. To edit a filter, hover over the relevant filter and click the **pencil icon**
 3. To remove a filter, hover over the relevant filter and click the **X**
 4. To save a filter, click **Save**
- 6 When you're ready, you can download your report as a CSV file.
 1. Click the **CSV download** button, located at the top-right of the page
 2. The file will automatically download to your device's "Downloads" folder.

The screenshot displays the 'Currently Hosting' section of the Owners Portal. It shows a table of reservations with columns for Check in, Check out, Confirmation code, and Status. The table includes three rows of data with status labels like 'Checked out', 'Awaiting Payment', and 'Cancelled'. Below the table, there is a 'Columns' dropdown menu with toggle switches for 'Property', 'Check-in', and 'Check-out'. A filter is applied to 'Reservation status is in confirmed'. The bottom part of the screenshot shows a mobile interface with a navigation bar and a download icon.

Check in	Check out	Confirmation code	Status
Aug 28, 2025 8:45 pm	Sep 22, 2025 4:10 am	BQ-c7T3a2swh	Checked out
Sep 9, 2025 4:49 pm	Aug 31, 2025 5:44 am	ET-j4W6s1dfg	Awaiting Payment
Sep 9, 2025 10:29 pm	Sep 20, 2025 10:08 pm	HW-b0A7z2lec	Cancelled