MANAGEMENT REPORTING

1. **Generate Advanced Custom Reports**
   - You can generate reports based on the reservation confirmation number, the date the reservation was booked or the date the guest arrived.
   - You can generate reports for a date range; a month, a few months in a season etc.

For this option you have various categories to choose from:

   - **Booked Reservations** – Check all booked reservations.
   - **Consumed Reservations** – Completed his/her hotel stay
   - **Check In and Check Out** - Arrivals or departures for a specific date.
   - **Abandoned Reservations**- When a potential guest begins to make a reservation but does not complete the process. If the reservation is abandoned early in the process, before an email address is entered, this is referred to as a **Stage 2.**

     If the reservation is abandoned after an email address is entered, this is a **Stage 3**. Running reports for these two options will show the potential revenue lost when reservations are not completed.

2. **Room Availability Calendar**

   This shows which rooms are available. When setting up staff access to **ReGIS**, you will probably want to give your Front Desk Manager access to this page. This is covered in the **User Manager** section.

3. **Download Custom Email List**

   This will give you the possibility to download the email address from all the reservations were made using ReGIS and you those as a marketing or customer service tool.