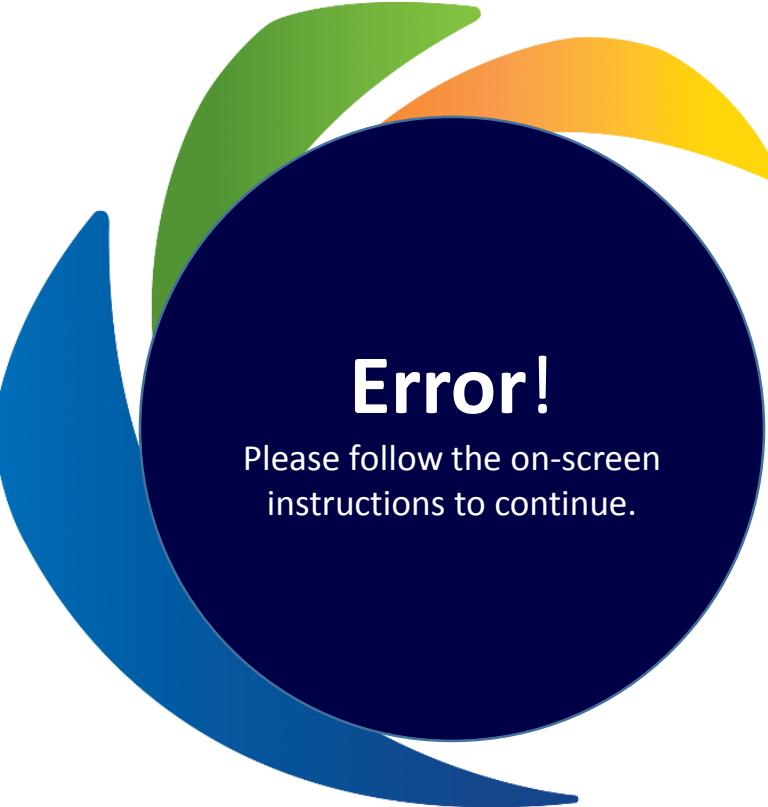




Reservation Master Report

Click to Begin



Error!

Please follow the on-screen
instructions to continue.

[Go Back](#)



Complete

Please navigate to the next module
in the course to continue.

[Restart Course](#)

The screenshot shows the ACTIVENet City of Carlsbad Front Desk interface. At the top, there are navigation icons for Home, Logout, and Help, along with a welcome message "Welcome, Intern Trainer!" and an Account dropdown. Below the header is a yellow navigation bar with icons for Front Desk, Customers, Organizations, POS, Reports, and Admin.

The main content area is titled "Front Desk" and "Pending Receipt #1". It features a "Receipt Actions" section with several sub-options:

- Registration: Enroll, Enroll from Waiting List, Transfer
- Refund/Withdraw: Refund/Withdraw Transaction
- Membership: Renew Membership, Sell Membership
- Account Actions: Refund from Account, Pay on Account
- POS: Sell
- Donation: Make Donation

At the bottom right of the main area are buttons for "Trainer Site", "Pay", "Finish", and "Cancel".

At the very bottom of the page, there is a footer with links to "Your Privacy Rights", "Security", "ACTIVE Network", and a copyright notice: "© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved." The ACTIVE network logo is also present in the bottom right corner.

Tip:

*Select the **Reports** module*

This is where we print all reports

The screenshot shows the ACTIVENet City of Carlsbad Reports Home page. The top navigation bar includes links for Front Desk, Customers, Organizations, POS, Reports, and Admin. The left sidebar lists various report categories: Favorites, Campaign Reports, Daily Close Reports, Financial Reports, FlexReg/Private Lessons Reports, General Reports, Inventory Reports, Membership Reports, Population Reports, Registration Reports, Reservation Reports, Help Center, and Active Support. The main content area is titled 'Reports Home' and contains several sections: 'Favorites' (Activity Totals, Enroll, Enroll In Class, Instructor Payment Due, Roster - with Payments), 'Reservation Reports' (Calendar - Daily, Weekly, Monthly; Permit Master, Reservation Master), 'Registration Reports' (Activity Attendance Sheet, Activity Overview, Activity Totals, Roster - Brief, Roster - with Payments, Roster - Expanded, Facility Usage), 'Instructor Reports' (Instructors, Instructor Schedule, Instructor Weekly Schedule, Instructor Attendance), 'FlexReg/Private Lessons Reports' (Attendance Sheet, Attendance Sheet - Daily, Programs, Roster), 'Membership Reports' (Membership Usage, Membership Autorenewal, Membership by Customer, Membership by Package), 'Daily Close Reports' (Account Distribution, Cash Distribution by Account, Cash Receipts, Refunds), and 'Financial Reports' (A/R Aging, A/R Statements, A/R Summary, A/R Transactions, Payment Plan, Receipt Audit). The 'Reservation Master' option under 'Reservation Reports' is highlighted with a green border.

Tip:

Select the *Reservation Master* option

This can be found in the lower left area of the main page.

The screenshot shows the ACTIVENet City of Carlsbad Reservation Master Report interface. At the top, there's a navigation bar with icons for Front Desk, Customers, Organizations, POS, Reports, and Admin. On the left, a sidebar menu lists various report categories like Favorites, Campaign Reports, Daily Close Reports, etc. The main area displays a 'Reservation Master Report' form with a 'Filters' section containing dropdowns for Selection, Value, and various filters like Reservation Date, Permit #, Activity, Schedule Type, Customer Type, Customer, Organization, and Reservation Site. A large green circle with the word 'Tip:' is overlaid on the bottom left of the screenshot.

ACTIVENet

Welcome, Intern Trainer! Account ▾

City of Carlsbad

Reports Menu

Favorites

Campaign Reports

Daily Close Reports

Financial Reports

FlexReg/Private Lessons

Reports

General Reports

Inventory Reports

Membership Reports

Population Reports

Registration Reports

Reservation Reports

Help Center

Active Support

all Reports

Reports Home > Reservation Master Report

Reservation Master Report

Recall / Schedule a saved report definition

Filters

Selection

Value

Reservation Date

From: To:

Through:

Permit #

From: To:

Activity

Schedule Type

Customer Type

Customer

Organization

Reservation Site: Carlsbad Parks & Recreation

Remove

Remove

Remove

Remove

Remove

Remove

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ACTIVE network

Tip:

Select the Start Date

Not putting a start date returns ***all*** data in our system

ACTIVENet. anprod.active.com Welcome, Intern Trainer! Account

City of Carlsbad Front Desk Customers Organizations POS Reports Admin

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

all Reports Reports Home > Reservation Master Report Reservation Master Report Recall / Schedule a saved report definition

Filters Selection Value

Reservation Date From: Through: January 2017

Permit # From: To:

Activity

Schedule Type

Customer Type

Customer

Organization

Reservation Site Carlsbad Parks & Recreation

Remove Remove Remove Remove

Help

Tip: Select January 27

The screenshot shows the ACTIVENet City of Carlsbad Reservation Master Report interface. The top navigation bar includes links for Front Desk, Customers, Organizations, POS, Reports, and Admin. The left sidebar contains a 'Reports Menu' with various report categories like Favorites, Campaign Reports, Daily Close Reports, etc. The main content area displays the 'Reservation Master Report' with a 'Recall / Schedule' button. Below it, there's a 'Filters' section with dropdown menus for Selection, Value, and various filters like Reservation Date, Permit #, Activity, Schedule Type, Customer Type, Customer, Organization, and Reservation Site. The 'Reservation Date' filter has 'From: Jan 27, 2017' and 'Through:' fields. The 'Customer' filter has 'Remove' buttons next to each input field. The bottom of the page includes links for Your Privacy Rights, Security, ACTIVE Network, and a copyright notice.

Tip:

Enter the End Date

Not putting an end date gets ***all*** future reservations

ACTIVENet. anprod.active.com Welcome, Intern Trainer! Account ▾

City of Carlsbad Front Desk Customers Organizations POS Reports Admin

Reports Menu

Favorites Campaign Reports Daily Close Reports Financial Reports FlexReg/Private Lessons Reports General Reports Inventory Reports Membership Reports Population Reports Registration Reports Reservation Reports Help Center Active Support

all Reports Reports Home > Reservation Master Report Reservation Master Report Recall / Schedule a saved report definition

Filters Selection Value

Reservation Date From: Jan 27, 2017 Through: []

Permit # From: [] To: []

Activity []

Schedule Type From: [] To: []

Customer Type [] Remove

Customer [] Remove

Organization [] Remove

Reservation Site Carlsbad Parks & Recreation

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Tip:

Select January 29

The screenshot shows the ACTIVENet City of Carlsbad Reservation Master Report interface. The top navigation bar includes links for Front Desk, Customers, Organizations, POS, Reports, and Admin. The left sidebar has a 'Reports Menu' with sections like Favorites, Campaign Reports, Daily Close Reports, Financial Reports, FlexReg/Private Lessons, Reports, General Reports, Inventory Reports, Membership Reports, Population Reports, Registration Reports, Reservation Reports, Help Center, and Active Support. A large green circle with the word 'Tip:' is overlaid on the bottom left. A watermark 'TRAINER' is repeated diagonally across the page.

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Welcome, Intern Trainer! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Reports Menu

All Reports Reports Home > Reservation Master Report

Reservation Master Report

Recall / Schedule a saved report definition

Filters

Selection Value

Reservation Date From: Jan 27, 2017 To: []

Through: Jan 29, 2017 To: []

Permit # From: [] To: []

Activity [] Remove

Schedule Type [] Remove

Customer Type [] Remove

Customer [] Remove

Organization [] Remove

Reservation Site Carlsbad Parks & Recreation

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Next Page

Tip:

You need to scroll down to see the rest of the filters.

Since we can't do that here, click the **Next Page** button.

ACTIVENet.

Welcome, Intern Trainer! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Reports Menu

- Favorites
- Campaign Reports
- Daily Close Reports
- Financial Reports
- FlexReg/Private Lessons Reports
- General Reports
- Inventory Reports
- Membership Reports
- Population Reports
- Registration Reports
- Reservation Reports
- Help Center
- Active Support

all Reports Reports Home > Reservation Master Report

Reservation Site: Carlsbad Parks & Recreation [Remove](#)

Event Type: [Remove](#)

Geographic Area: [Remove](#)

Facility: [Remove](#)

Facility Type: [Remove](#)

Equipment/Reservation Group: [Remove](#)

Equipment Item: [Remove](#)

Equipment Package: [Remove](#)

Equipment Type: [Remove](#)

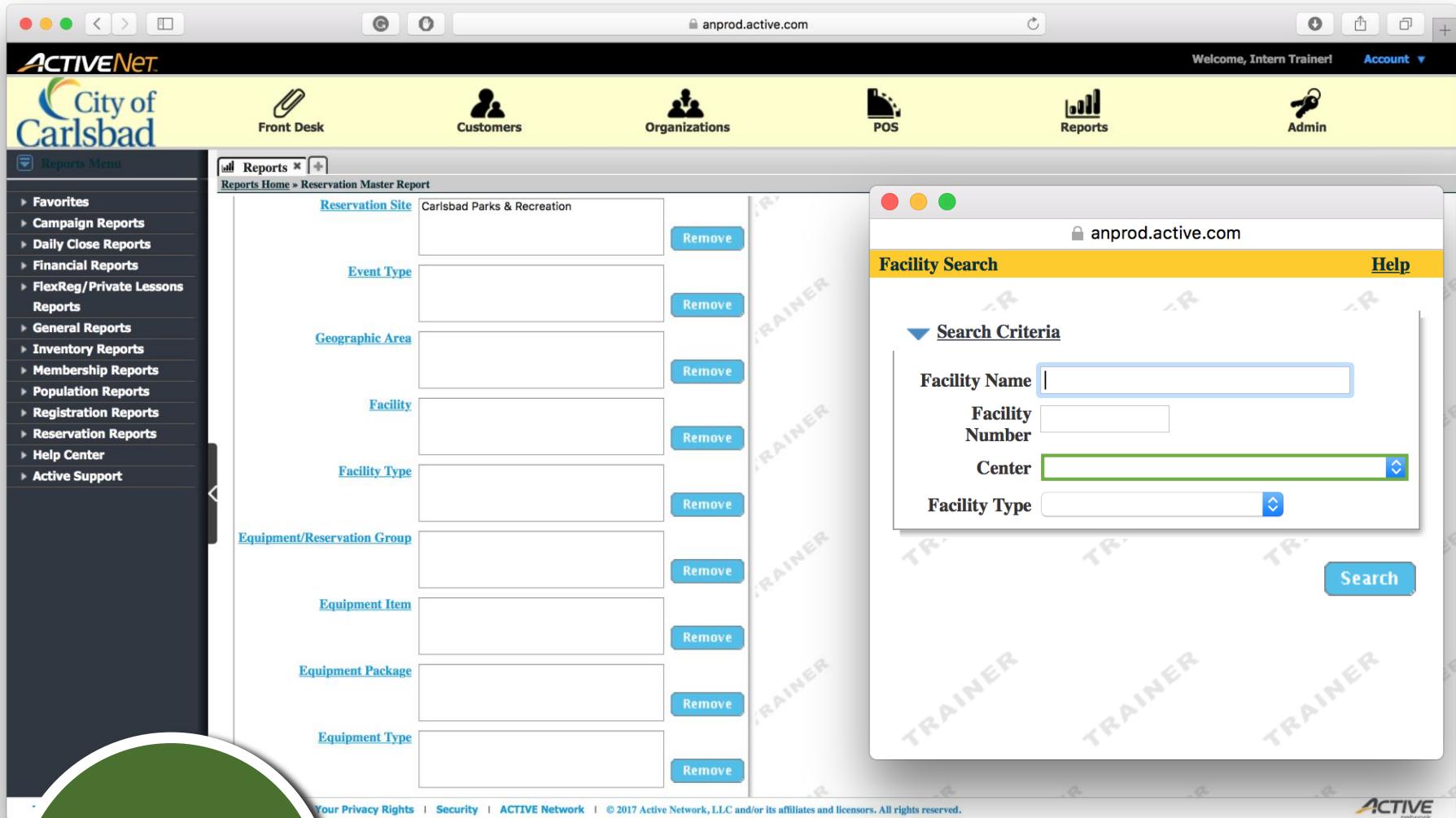
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Tip:

*Select **Facilities** from the list.*

You can choose one or many locations to print the report for.



Tip:

Click the Drop-Down menu to view centers

Tip:

Select **Calavera Hills**

** You may select more than one center by “adding all selected” and returning to this screen – instead of clicking “Done”

The screenshot shows the ACTIVENet software interface. On the left, a sidebar titled "Reports Menu" lists various report categories. The main area displays the "Reservation Master Report" setup, where users can filter by "Reservation Site" (set to "Carlsbad Parks & Recreation"), "Event Type", "Geographic Area", "Facility", "Facility Type", "Equipment/Reservation Group", "Equipment Item", "Equipment Package", and "Equipment Type". Each filter field has a "Remove" button to its right. A large green circle highlights the word "Tip:".

A modal window titled "Facility Search" is open, showing a search interface with fields for "Facility Name", "Facility Number", and "Center". A dropdown menu under "Facility Type" lists several locations, with "Calavera Hills Community Center & Park" highlighted in green. The bottom of the screen includes links for "Your Privacy Rights", "Security", "ACTIVE Network", and copyright information.

** You may select more than one center by “adding all selected” and returning to this screen – instead of clicking “Done”

The screenshot shows the ACTIVENet City of Carlsbad software interface. On the left, a sidebar lists various report categories. The main area displays the 'Reservation Master Report' search criteria. The search fields include:

- Reservation Site: Carlsbad Parks & Recreation (with a Remove button)
- Event Type (empty field with a Remove button)
- Geographic Area (empty field with a Remove button)
- Facility (empty field with a Remove button)
- Facility Type (empty field with a Remove button)
- Equipment/Reservation Group (empty field with a Remove button)
- Equipment Item (empty field with a Remove button)
- Equipment Package (empty field with a Remove button)
- Equipment Type (empty field with a Remove button)

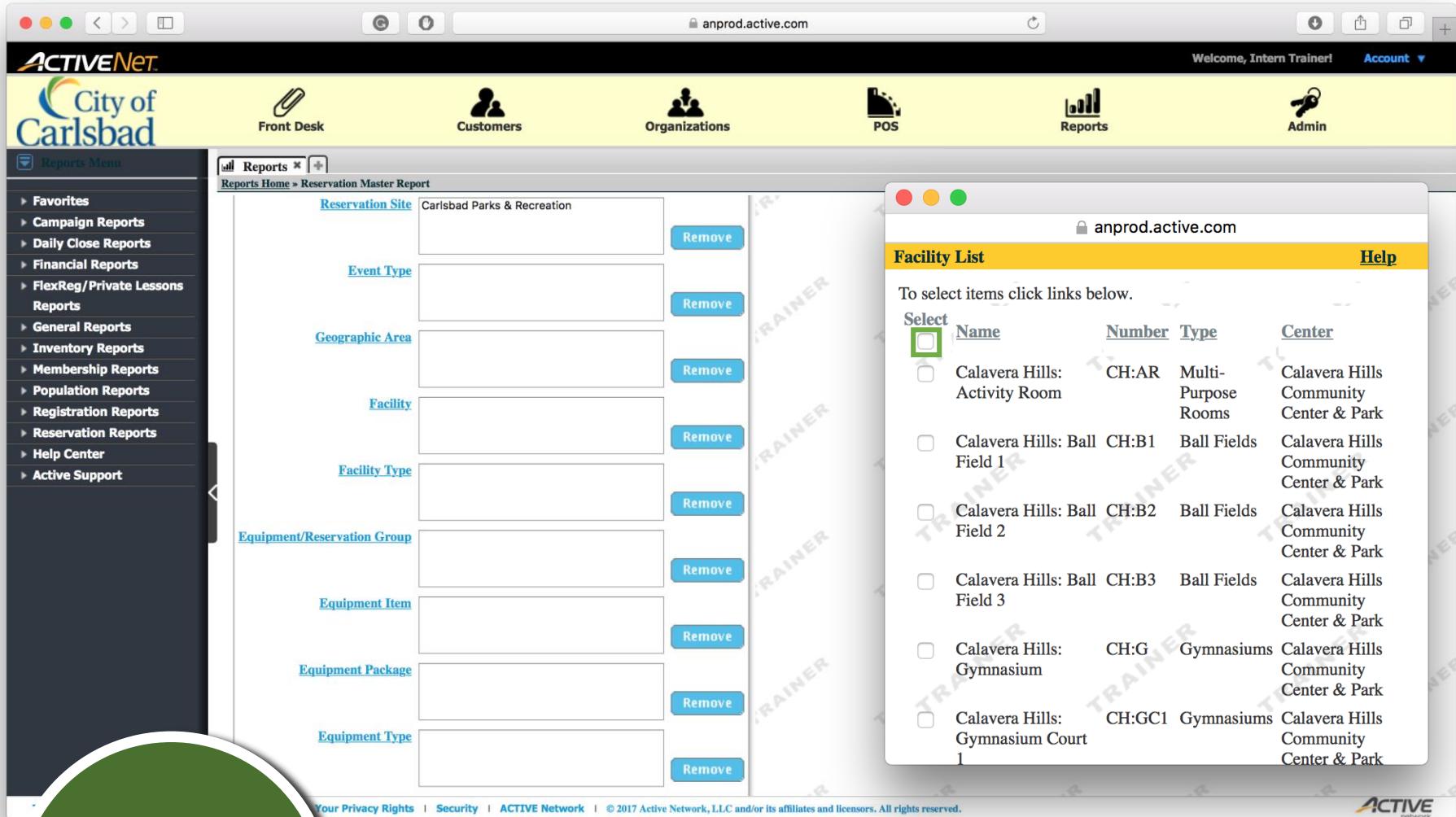
A modal window titled 'Facility Search' is open, showing the search criteria:

- Search Criteria
- Facility Name (empty input field)
- Facility Number (empty input field)
- Center: Calavera Hills Community Center & Park (selected dropdown option)
- Facility Type (dropdown menu)
- Search button (highlighted in blue)

At the bottom of the main screen, there are links for 'Your Privacy Rights', 'Security', 'ACTIVE Network', and a copyright notice: '© 2017 Active Network, LLC and/or its affiliates and licensors. All rights reserved.'

Tip:

Click Search to locate all options
Every facility at Calavera will appear



Tip:

Select the top checkbox to select all

The screenshot shows the ACTIVENet City of Carlsbad software interface. On the left, a sidebar titled "Reports Menu" lists various report categories. The main area displays the "Reservation Master Report" configuration screen. This screen includes fields for "Reservation Site" (Carlsbad Parks & Recreation), "Event Type", "Geographic Area", "Facility", "Facility Type", "Equipment/Reservation Group", "Equipment Item", "Equipment Package", and "Equipment Type". Each field has a "Remove" button to its right. A modal window titled "Facility List" is open, listing facilities with checkboxes for selection. The facilities listed are:

Name	Type	Center
Calavera Hills: Activity Room	Multi-Purpose Rooms	Calavera Hills Community Center & Park
Calavera Hills: Ball Field 1	Ball Fields	Calavera Hills Community Center & Park
Calavera Hills: Ball Field 2	Ball Fields	Calavera Hills Community Center & Park
Calavera Hills: Ball Field 3	Ball Fields	Calavera Hills Community Center & Park
Calavera Hills: Gymnasium	Gymnasiums	Calavera Hills Community Center & Park
Calavera Hills: Gymnasium Court 1	Gymnasiums	Calavera Hills Community Center & Park

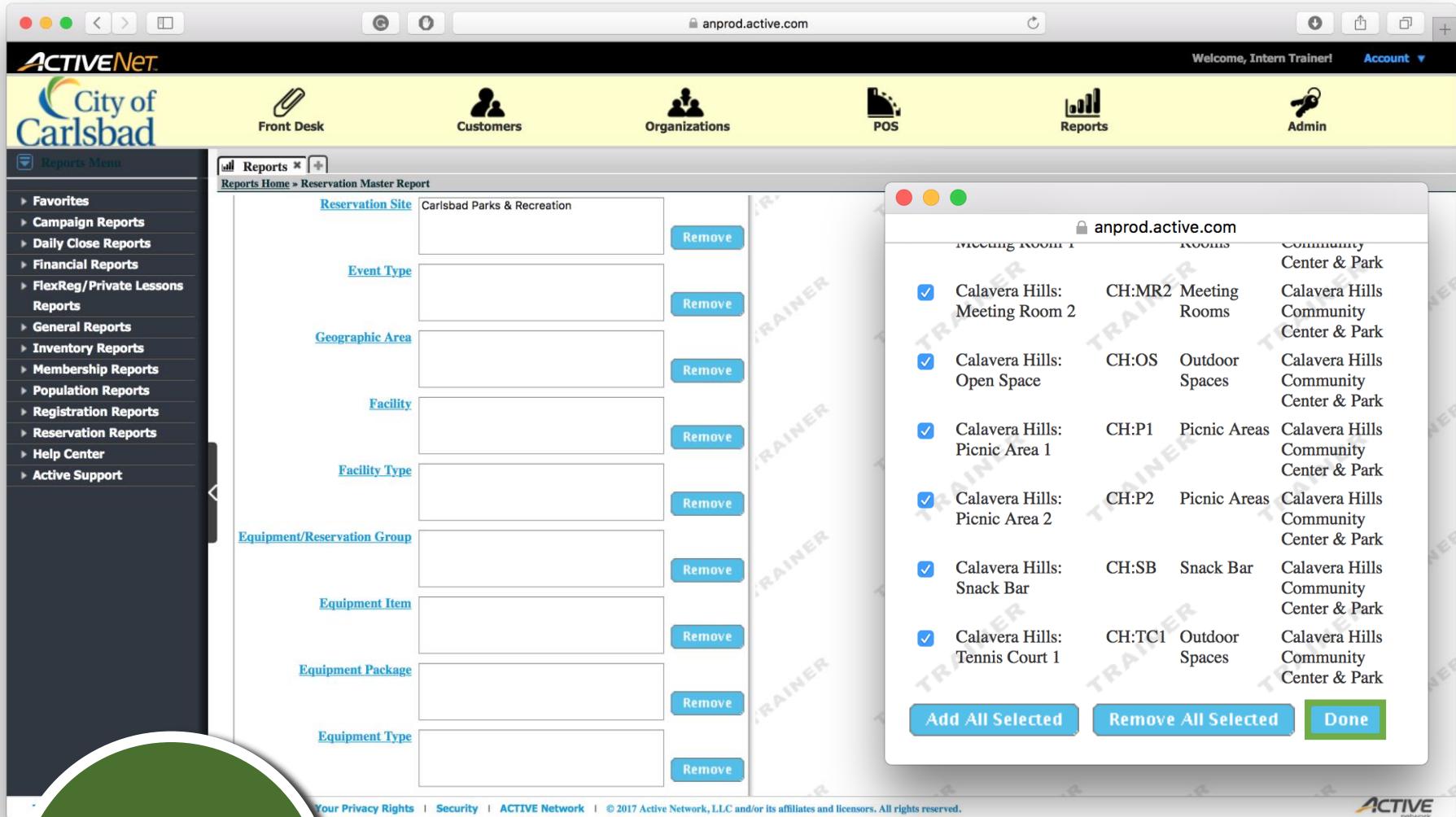
At the bottom of the screen, there are links for "Your Privacy Rights", "Security", "ACTIVE Network", and copyright information.

Tip:

Scroll down to select Done

We can't scroll in this tutorial. Please select **Next Page**

Next Page



Tip:

Click Done to add all

The screenshot shows the ACTIVENet City of Carlsbad Reservation Master Report configuration interface. At the top, there are navigation icons for Front Desk, Customers, Organizations, POS, Reports, and Admin. The left sidebar includes a Reports Menu with options like Favorites, Campaign Reports, Daily Close Reports, Financial Reports, FlexReg/Private Lessons, Reports, General Reports, Inventory Reports, Membership Reports, Population Reports, Registration Reports, Reservation Reports, Help Center, and Active Support. The main content area shows a 'Reports' tab selected in a multi-tab bar. Below it, the 'Reservation Master Report' is selected. A yellow header bar says 'Reservation Master Report'. A blue button labeled 'Recall / Schedule' is visible. Under 'Filters', there is a section titled 'Options' with various checkboxes and dropdown menus. These include 'Show Notes' (checked), 'Show Starting and Ending Dates?', 'Show all Reservation Custom Questions?', 'Custom Question Text to Print' (set to 'Full Question'), 'Only Show Unpaid Permits?', 'Show Incomplete Waivers Only?', 'Show Amount Due?', 'Report Layout' (set to 'Order by Date/Time'), 'Include' (set to 'All'), and 'Output Type' (set to 'Adobe Acrobat Reader'). At the bottom of the filter section are 'Run Report' and 'Cancel' buttons. A 'Save Report Definition' section is also present. The footer contains links for Your Privacy Rights, Security, ACTIVE Network, and a copyright notice for 2017.

Tip:

Here are some options to add to the report

We are not going to use any of these. To continue, **Run the Report**

Page : 1 of 1

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anprod.active.com

<https://anprod.active.com/cityofcarlsbadtrainer/servlet/showReport.sdi?f=60861.mht>

Jan 25, 2017
2:53 PM

Reservation Master Report

Reservation Date: From Jan 27, 2017 through Jan 29, 2017

Reservation Site: Carlsbad Parks & Recreation

Facility: Calavera Hills: Activity Room [CH:AR], Calavera Hills: Ball Field 1 [CH:B1], Calavera Hills: Ball Field 2 [CH:B2], Calavera Hills: Ball Field 3 [CH:B3], Calavera Hills: Gymnasium [CH:G], Calavera Hills: Gymnasium Court 1 [CH:GC1], Calavera Hills: Gymnasium Court 2 [CH:GC2], Calavera Hills: Meeting Room [CH:MR], Calavera Hills: Meeting Room 1 [CH:MR1], Calavera Hills: Meeting Room 2 [CH:MR2], Calavera Hills: Open Space [CH:OS], Calavera Hills: Picnic Area 1 [CH:P1], Calavera Hills: Picnic Area 2 [CH:P2], Calavera Hills: Snack Bar [CH:SB], Calavera Hills: Tennis Court 1 [CH:TC1]

Date / Setup - Ready Time / Start - End Time	Facility / Equipment / Type / Center	Event / Event Type / Schedule Type	Contact Information	Permit# Attend/Qty	Notes
Jan 27, 2017 Friday 9:30 AM - 11:30 AM	Calavera Hills: Meeting Room 1 Meeting Rooms Calavera Hills Community Center & Park	Activity: Parent-Toddler 2's - Calavera Hills 1 - 04 - 21763	Supervisor: Michael S. Bodman 951.676.9313	12	
5:45 PM - 6:45 PM	Calavera Hills: Activity Room Multi-Purpose Rooms Calavera Hills Community Center & Park	Activity: Japanese Shito Ryu Karate- Do Teen Class - 03 - 20966	Supervisor: Brandon Hills 760.434.2971	25	
Jan 28, 2017 Saturday 8:00 AM - 6:00 PM	Calavera Hills: Gymnasium Gymnasiums Calavera Hills Community Center & Park	Activity: Youth Basketball League - CH: Girls 6th-8th Grade - 22409	Supervisor: Steve Herrera 760.434.2973	96	
9:00 AM - 11:00 AM	Calavera Hills: Activity Room Multi-Purpose Rooms Calavera Hills Community Center & Park	Activity: Tai Chi Chuan Exercise - 07 - 22143	Supervisor: Brandon Hills 760.434.2971	30	
1:00 PM - 2:00 PM	Calavera Hills: Activity Room Multi-Purpose Rooms Calavera Hills Community Center & Park	Activity: Martial Arts: Soo Bahk Do - Sat. - 04 - 21623	Supervisor: Brandon Hills 760.434.2971	30	

RS II

Tip:

Click to Finish

This is what the report looks like

You may use this for facility schedules, weekly reservations and more!