



# ACTIVE Reserve 3.8 Release Notes

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Release Date	Tuesday, November 16 <sup>th</sup> , 2021
Release Overview	Bookings report
Market/Strategic Goals	Product milestones and usability enhancements
Target Customers	Lite and Plus Customers

# ACTIVE Reserve Release Notes

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## New features

### Bookings report

In the AUI, agency users can now easily view the total time and number of booked lessons in a selected date range by **Lessons**, **Instructors** and **Status** by clicking **Reports > Bookings Report**:

The screenshot displays the 'Bookings report' interface. The sidebar on the left includes navigation options: Calendar, Facility view, Lesson view, Instructor view, Facility, Lessons, Instructors, Finance, Reports (highlighted with a red box), and Setup. The main content area shows the 'Bookings report' title and an 'Export' button. Below the title, there are filter sections for 'Date range' (3/1/2021 - 11/3/2021), 'Lessons' (All selected), 'Instructors' (3 selected), and 'Status' (All selected). A 'Filter' button is located to the right of these filters. Below the filters, there are two summary cards: 'Total lessons' (5) and 'Total duration' (33h 0m). The main table lists individual bookings with the following columns: STATUS, LESSON, INSTRUCTOR, PARTICIPANT, DATE, TIME RANGE, and DURATION.

STATUS	LESSON	INSTRUCTOR	PARTICIPANT	DATE	TIME RANGE	DURATION
Completed	Beginner's French	John Doe	Grace Kelly	08/18/2021	4:00 PM - 6:00 PM	120 mins
Completed	Beginner's French	John Doe	Grace Kelly	08/21/2021	4:00 PM - 6:00 PM	120 mins
Completed	Beginner's French	John Doe	Susan Liew	10/13/2021	2:00 PM - 4:00 PM	120 mins
Completed	Beginner's French	John Doe	Fan Fang	10/17/2021	10:00 AM - 12:00 PM	120 mins
Completed	Children's piano lessons	Jane Doe	John Doe	04/24/2021	10:00 AM - 12:00 PM	120 mins
Completed	Dumbbell Lessons	Allina Scotch	campst active	05/20/2021	9:00 AM - 10:00 AM	60 mins
Cancelled	Dumbbell Lessons	Allina Scotch	campst active	05/20/2021	4:00 PM - 5:00 PM	60 mins

Agency users can:

- Select a **Date range** for lesson dates (up to one year).
- Select **Lessons** (defaults to **All selected**) that occur during the **Date range**.
- Select **Instructors** (defaults to **All selected**) that are booked during the **Date range**.
- Select lesson **Status** (defaults to **All selected**) from **Completed**, **Scheduled** and/or **Cancelled**.
- View the bookings report according to the above selected criteria by clicking the **Filter** button.
- Download the bookings report by clicking the **Export** button.