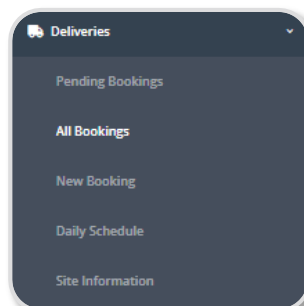# DELIVERY MANAGEMENT
BOOKINGS STATUS REPORT

How To Run A Delivery Status Report

To export a **Delivery Report** with status breakdown, **select**:

- **Deliveries** ➡ **All Bookings** from the MSite toolbar.

Next

- Select **Filter Bookings** from the **blue bar** above the listings.

From here, click on **Status** and choose the desired **state of booking, date range** and **specific site** to run the report against.

Then click **Export** to download the **CSV** of the **report** with the status of deliveries.