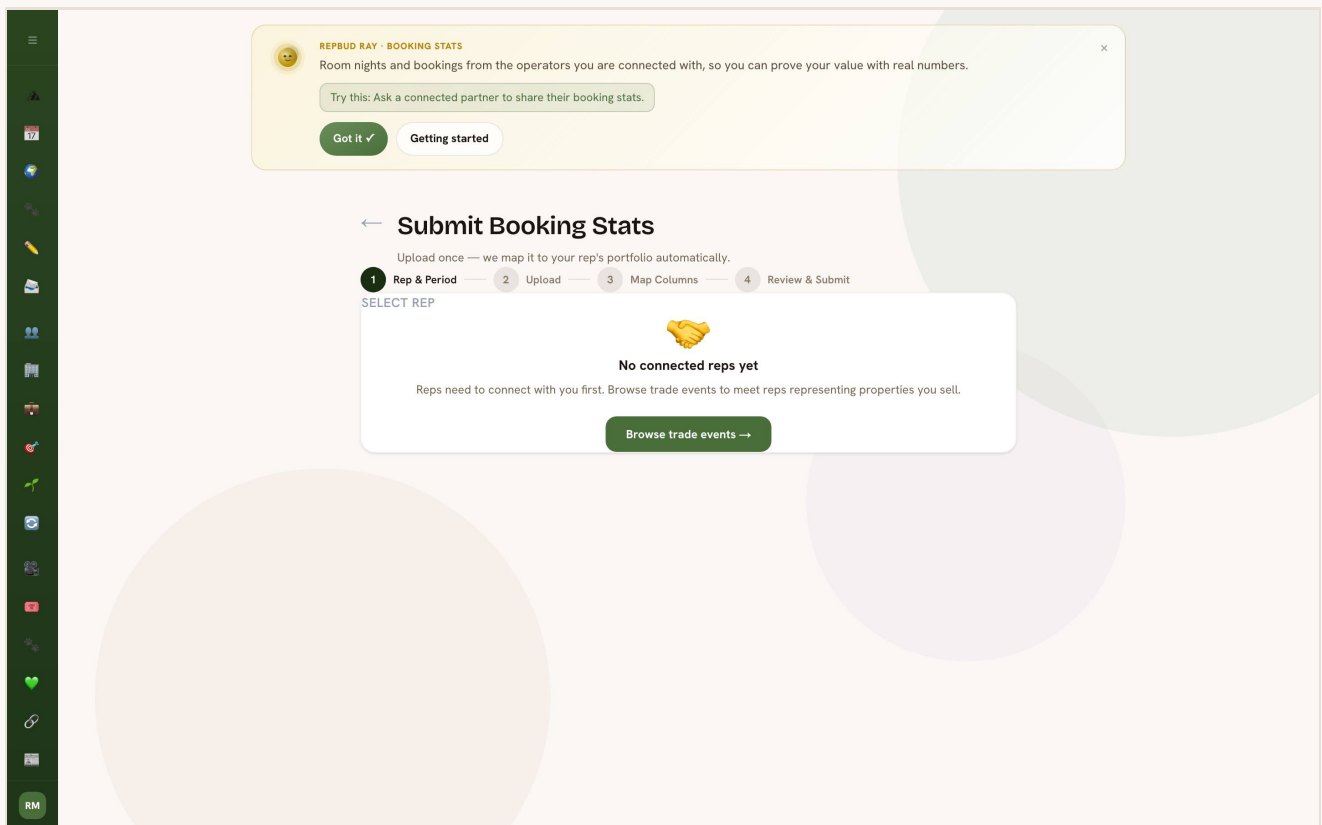


Upload booking stats

When a rep asks for your booking numbers, you upload them once — RepBud matches each row to their properties so you don't retype anything. Here's the flow.

Covers </dashboard/booking-stats/submit> · for buddy



The steps

01 Open Submit Booking Stats

From a rep's stats request, you land on the submit screen. A four-step bar — Rep & Period, Upload, Map Columns, Review & Submit — tracks where you are.

02 Pick the rep

Choose which connected rep you're sending stats to. RepBud loads that rep's property portfolio so it can match your file.

03 Set the period

Tell RepBud which period these numbers cover — monthly, quarterly, annual, or a custom date range — then the year.

04 Upload your file — or type it

Drop a CSV or Excel export from your reservations system. Short on a file? The manual panel is pre-filled with the rep's properties so you can type room nights and pax instead.

05 Check the column mapping

RepBud reads your headers and suggests a RepBud field for each — Property Name, Room Nights, Pax and so on. Fix any that look off, then preview.

06 Review the matched rows

Each property is matched to the rep's portfolio with a confidence score. Deselect anything you don't want to send, and tweak a room-night figure inline. Unmatched rows can be shared as competitor intel.

07 Submit to your rep

When it looks right, submit. The rep gets your numbers in their dashboard and the request is marked fulfilled.

Next: RepBuddy home & flow

Questions

What file formats can I upload?

CSV, XLS or XLSX exports from your reservations system — any column layout. RepBud reads the headers and suggests a mapping; you confirm it before anything is sent.

I don't have a file — can I just type the numbers?

Yes. On the Upload step there's an "or enter manually" panel pre-filled with the rep's properties, so you can type room nights and pax for each and submit without a spreadsheet.

What if a property in my file isn't in the rep's portfolio?

Unmatched rows are kept separate. You can leave them out, or toggle them on to share as competitor intelligence — your choice.

What does the rep see after I submit?

Your room-night and pax totals land in the rep's stats view, the period's request is marked fulfilled, and the rep is notified that stats arrived. RepBud is designed to assist, not replace, your professional judgement — review the matches before you submit.