

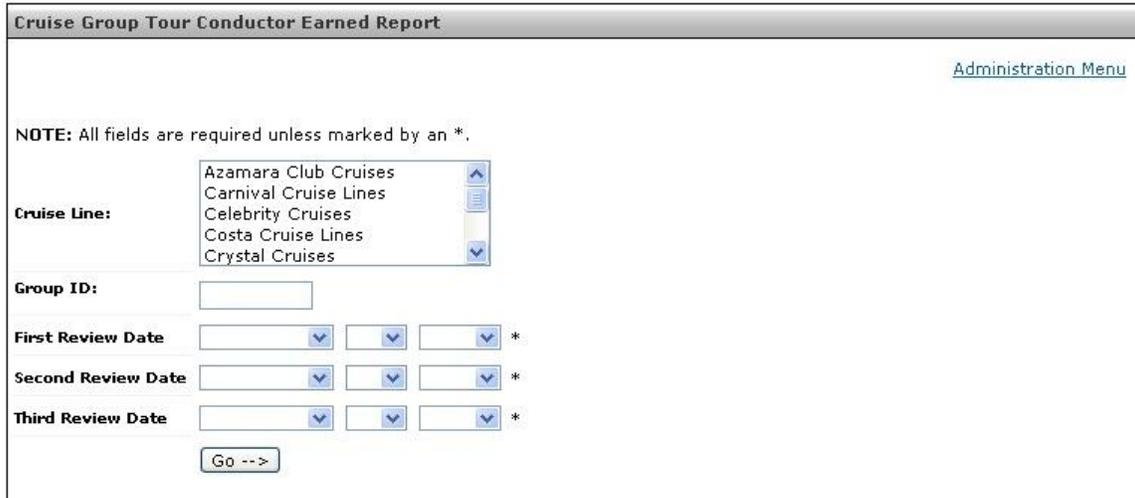


CRUISE GROUP REPORTS

These reports will cover the Cruise Group Tour Conductor Earned Report, the Cruise Group Agency Hierarchy Report, and the Cruise Group Space Booking Report. The Cruise Group Tour Conductor Earned Report will report on how many Tour Conductor points have been earned for each group. The Cruise Group Agency Hierarchy Report will provide a booking report based on the parameters set up in the Cruise Group Access tool. Finally, the Cruise Group Space Booking Report will provide an overall booking report for all group bookings based on departure date.

1. CRUISE GROUP TOUR CONDUCTOR EARNED REPORT

1. Click the **Admin** menu. It displays the admin menu options.
2. Click the **Administration** menu option. It displays the Administration window.
3. Click the **Cruise Group Tour Conductor Earned Report** link. It displays the following:



The screenshot shows a web form titled "Cruise Group Tour Conductor Earned Report". In the top right corner, there is a link for "Administration Menu". Below the title, a note states: "NOTE: All fields are required unless marked by an *." The form contains the following fields:

- Cruise Line:** A dropdown menu with options: Azamara Club Cruises, Carnival Cruise Lines, Celebrity Cruises, Costa Cruise Lines, and Crystal Cruises.
- Group ID:** A text input field.
- First Review Date:** Three date selection fields (month, day, year) with asterisks indicating they are required.
- Second Review Date:** Three date selection fields (month, day, year) with asterisks indicating they are required.
- Third Review Date:** Three date selection fields (month, day, year) with asterisks indicating they are required.

At the bottom of the form is a "Go -->" button.

4. Select the appropriate **Cruise Line**.

Note: You will not be able to select more than one cruise line for this report.

5. Enter the **Group ID**.

Note: The group can be Electronic, Manual, or from the Cruise group API.

6. Enter the **First, Second, and Third Review Dates**. This is optional.

7. Click on **Go →**. The following is displayed:

Cruise Group Tour Conductor Earned Report

[Administration Menu](#) | [CSV Export](#) | [Printable View](#)

NOTE: All fields are required unless marked by an *.

Cruise Line:

Group ID:

First Review Date: *

Second Review Date: *

Third Review Date: *

Cruise Line	Cruise Ship	Sailing Date	Group ID	Group Name	Tour Conductor Ratio	Total Passi Count
Holland America Line	Amsterdam	September 16, 2011	123456	HAL Test Group	1 for 16 Max 0	0

2. CRUISE GROUP AGENCY HIERARCHY REPORT

1. Click the **Admin** menu. It displays the admin menu options.
2. Click the **Administration** menu option. It displays the Administration window.
3. Click the **Cruise Group Agency Hierarchy Report** link. It displays the following:

Cruise Group Agency Hierarchy Report

[Administration Menu](#)

You may only generate reports for five weeks at a time.
Select a date range, then press [Go] to continue.

Agencies/Websites:

- Galileo Leisure AAA TRAVEL HOLDINGS, INC. [108845]
 - Galileo Leisure AAA National [100744]
 - Galileo Leisure AAA CAROLINAS-Master [100745]
 - 100744.revelex.com
 - aaanational.revelex.com
 - b2b.aaa.revelex.com
 - aaanational-ca.revelex.com

Cruise Line:

- All cruise line
- Azamara Club Cruises
- Carnival Cruise Lines
- Celebrity Cruises
- Costa Cruise Lines

(No cruise line selection will assume all are selected. Hold CTRL/CMD and click to select more than one.)

Cruise Ship:

- Any cruise ship

(No cruise ship selection will assume all are selected. Hold CTRL/CMD and click to select more than one.)

Departure From: December 16 2010

Departure To: December 16 2010

Group ID:

4. **Agencies/Websites:** Check off the agencies that are to be included in the access rule.

Note: Checking off an agency will automatically select all websites for that agency. Also, checking off a website will automatically select the agency.

5. **Cruise Line:** Select the appropriate cruise line(s) from the list.

Note: No cruise line selection will assume all are selected. Hold CTRL/CMD and click to select more than one.

6. **Cruise Ship:** Select the appropriate cruise ship(s) from the list.

Note: No cruise ship selection will assume all are selected. Hold CTRL/CMD and click to select more than one.

7. **Departure From/To:** Select the date range for departures you wish to search for.

8. **Group ID:** (Optional) Enter a specific group ID in the field provided.

9. Click on **Go** →. The following is displayed:

Display bookings per page

Primary Agency Name	Primary Agency Website	Secondary Agency Name	Secondary Agency Website	Cr
Galileo Leisure AAA National	galileo.travelportcruiseandtour.com	Galileo Leisure AAA National	aaanational.revelex.com	Carn
Galileo Leisure AAA National	galileo.travelportcruiseandtour.com	Galileo Leisure AAA National	aaanational.revelex.com	Carn
Galileo Leisure AAA National	galileo.travelportcruiseandtour.com	Galileo Leisure AAA National	aaanational.revelex.com	Carn
Galileo Leisure AAA National	http://aaanational.revelex.com	Galileo Leisure AAA National	aaanational.revelex.com	Carn

Showing 1 to 4 of 4 bookings

Note: You can sort the results by clicking on the up or down arrows for any of the column headers.

3. CRUISE GROUP SPACE BOOKING REPORT

1. Click the **Admin** menu. It displays the admin menu options.
2. Click the **Administration** menu option. It displays the Administration window.
3. Click the **Cruise Group Space Booking Report** link. It displays the following:

Cruise Group Space Booking Report

[Administration Menu](#)

You may only generate reports for five weeks at a time.
Select a booking date range, then press [Go] to continue.

Agency: (No agency selection will assume all are selected. Hold CTRL/CMD and click to select more than one.)

Website: (No website selection will assume all are selected. Hold CTRL/CMD and click to select more than one.)

Cruise Line: (No cruise line selection will assume all are selected. Hold CTRL/CMD and click to select more than one.)

Cruise ship: (No cruise ship selection will assume all are selected. Hold CTRL/CMD and click to select more than one.)

Departure From:

Departure To:

Group Type:

4. **Agency:** Select the appropriate agency or agencies from the list.

Note: No agency selection will assume all are selected. Hold CTRL/CMD and click to select more than one.

5. **Website:** Select the appropriate website(s) from the list,

Note: No website selection will assume all are selected. Hold CTRL/CMD and click to select more than one.

6. **Cruise Line:** Select the appropriate cruise line(s) from the list.

Note: No cruise line selection will assume all are selected. Hold CTRL/CMD and click to select more than one.

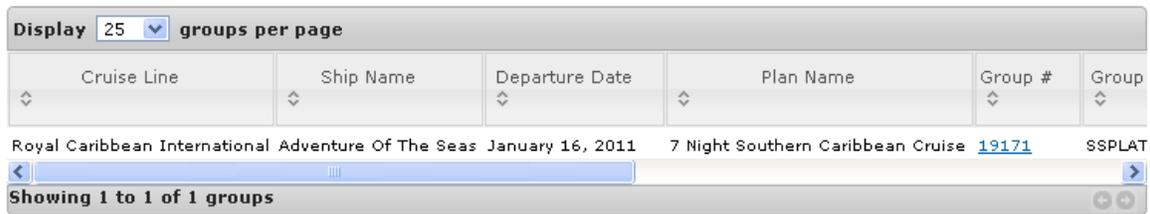
7. **Cruise Ship:** Select the appropriate cruise ship(s) from the list.

Note: No cruise ship selection will assume all are selected. Hold CTRL/CMD and click to select more than one.

8. **Departure From/To:** Select the date range for departures you wish to search for.

9. **Group Type:** Choose the group type you wish to search for from the drop down list. The choices are Any, Incentive, Affinity, Open/Promo, or Unknown.

10. Click on **Go** →. The following is displayed:



The screenshot shows a search results interface. At the top, there is a control bar with a dropdown menu set to '25' and the text 'groups per page'. Below this is a table with six columns: 'Cruise Line', 'Ship Name', 'Departure Date', 'Plan Name', 'Group #', and 'Group'. Each column header has a small up/down arrow icon. The table contains one row of data: 'Royal Caribbean International', 'Adventure Of The Seas', 'January 16, 2011', '7 Night Southern Caribbean Cruise', '19171', and 'SSPLAT'. Below the table is a pagination bar with left and right arrows and the text 'Showing 1 to 1 of 1 groups'.

Cruise Line	Ship Name	Departure Date	Plan Name	Group #	Group
Royal Caribbean International	Adventure Of The Seas	January 16, 2011	7 Night Southern Caribbean Cruise	19171	SSPLAT

Note: You can sort the results by clicking on the up or down arrows for any of the column headers.