CRUISE GROUP REPORTS

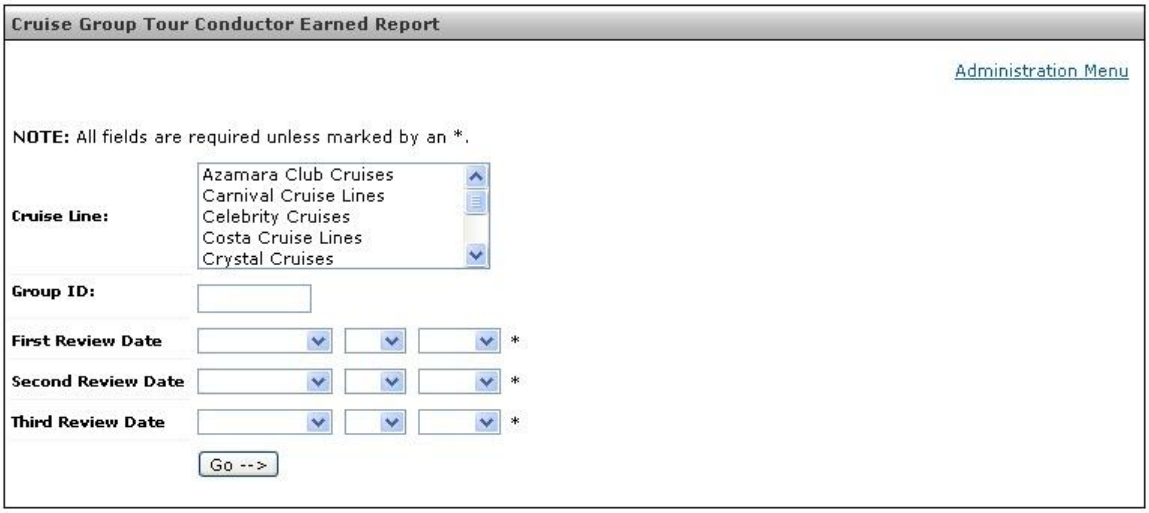
These reports will cover the Cruise Group Tour Conductor Earned Report, the Cruise Group Agency Hierarchy Report, and the Cruise Group Space Booking Report. The Cruise Group Tour Conductor Earned Report will report on how many Tour Conductor points have been earned for each group. The Cruise Group Agency 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:



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.

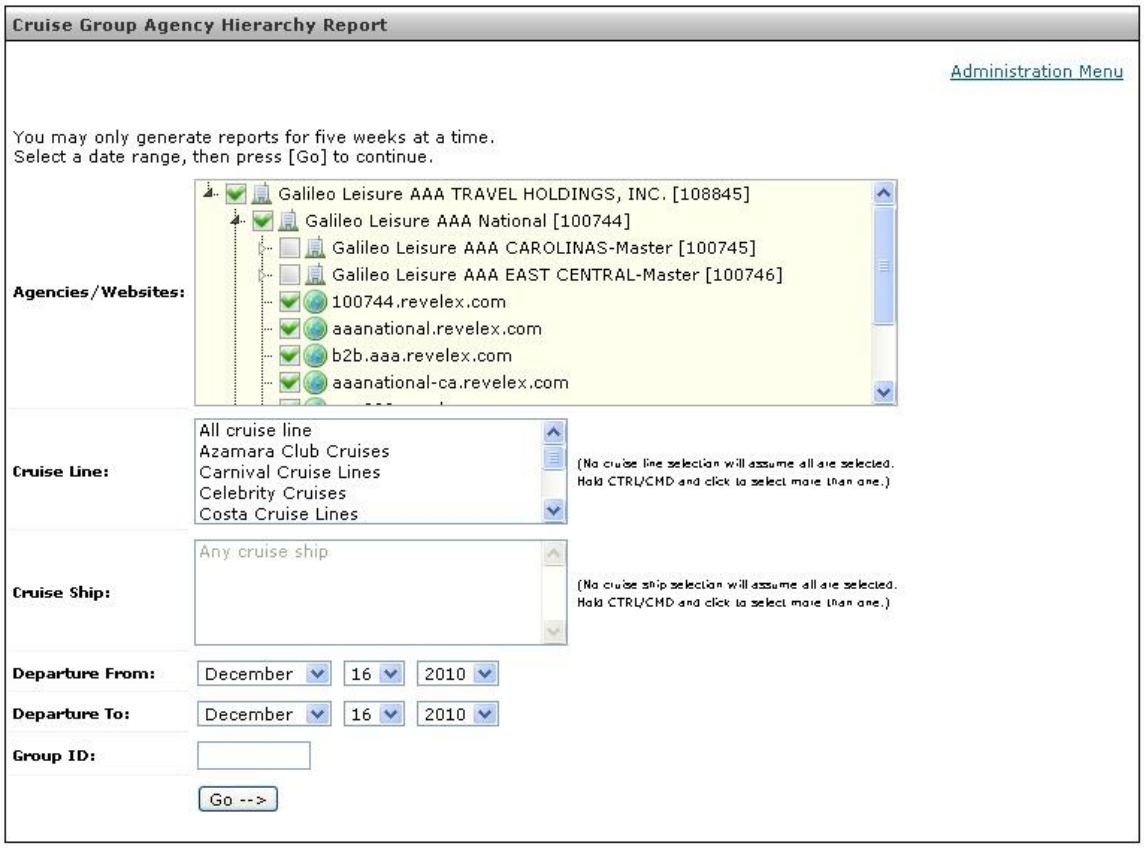
7. Click on **Go →**. The following is displayed:

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:



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.

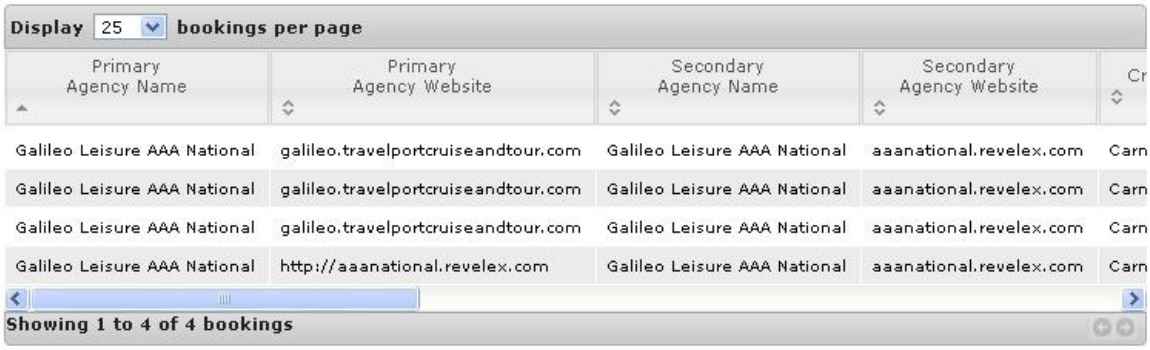
6. **Cruise Ship:** Select the appropriate cruise ship(s) from the list.

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:



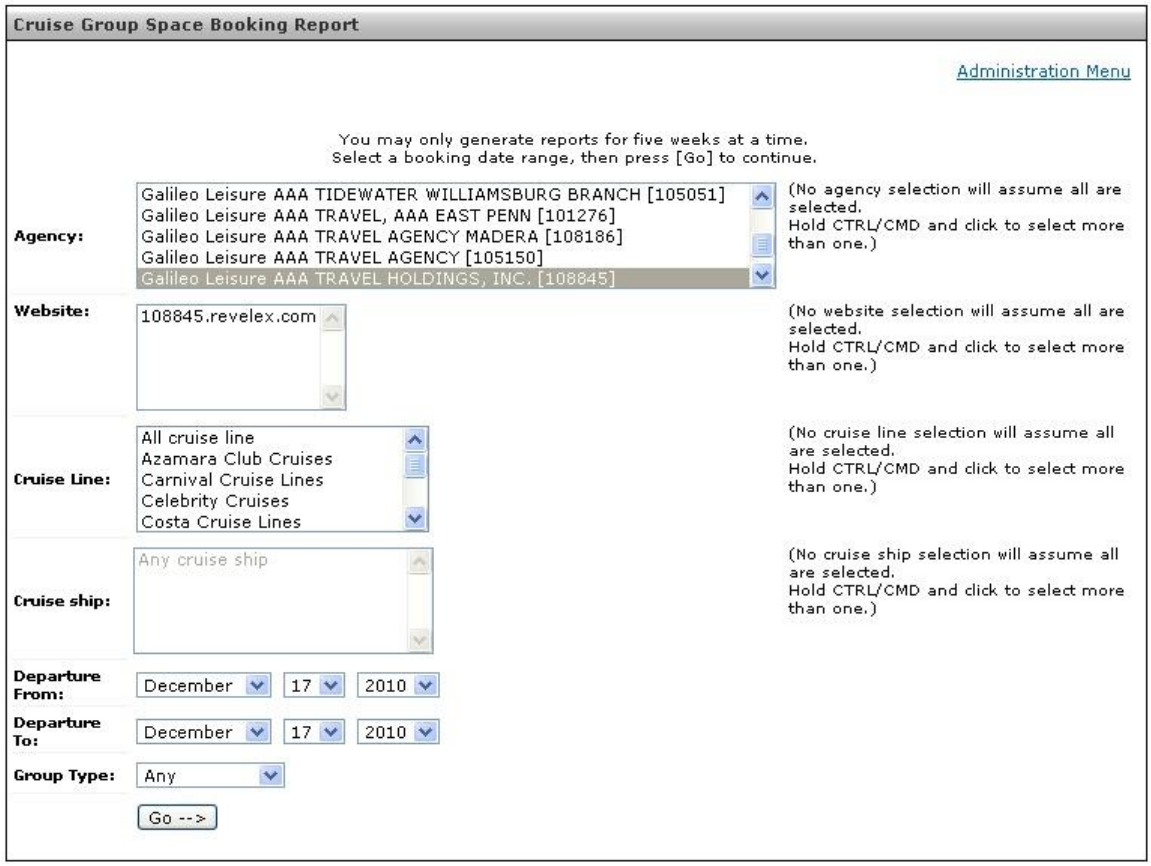
Note: You can sort the results by clicking on the up or down arrows for any of the column headers.

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:



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.

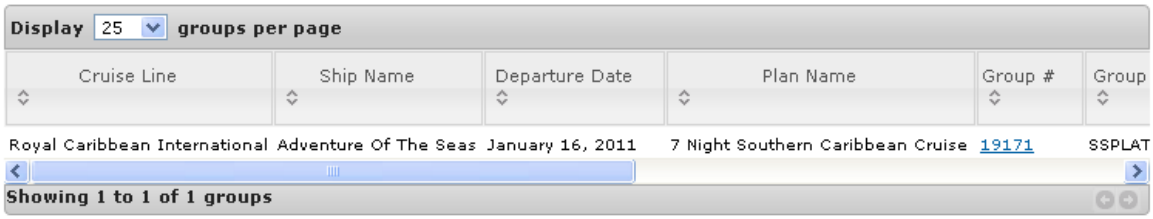
7. **Cruise Ship:** Select the appropriate cruise ship(s) from the list.

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:



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