

TBO Management Report	Description	Excel	Report Fields	Report Filters
Hotel Car Booking Report <a href="#">802HotelCarReport100.rpt</a>	Shows the number of Hotel Nights and Car Rental Days as separate reports. Both reports show Average Rate per booking and Average Daily Rate.	MS Excel 97-2000 (Data Only)	Vendor Name, No. of Bookings, Average rate per booking, avg. daily rate, Number of nights, Total fare.  Detail report includes: Issue date, Invoice Number, Passenger name, Depart Date, City Code, totals for each vendor  <a href="#">Sample</a>	Date from and to; Select Summary or Detail; Select All clients, one client, Client group or passenger; Enter client id, group or passenger name if needed; Select all branches; One branch or Branch group; Enter branch input if needed.

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<p>Crisis Management Report</p> <p><a href="#">803CrisisManagement102.rpt</a></p> <p><a href="#">Version 4.0:</a></p> <p><a href="#">803CrisisManagement102v4.0.rpt</a></p> <p><i>Revised 10/19/15 JN</i></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/CrisisManagementReportdesc.pdf">http://static.trams.com/tramslibrary/reports/descriptions/CrisisManagementReportdesc.pdf</a></p>	<p>MS Excel 97-2000 (Data Only)</p>	<p>Passenger Name</p> <p>Depart Date, Airline Flight #, Departure City, Depart Time, Arrival City, Arrival Date, Issue date, Date of activity, Car or Hotel vendor, City of Activity, Number of Days, Confirmation Number</p> <p><a href="#">Sample</a></p>	<p>Select to run by All Clients, Client Interface ID, Client Group ID or Invoice Group ID. Enter Client Interface ID, Group ID, or Invoice Group ID based on Report Breakdown if needed. Select client type: Leisure, Corporate or all. Select to sort by Passenger or Client. Select All Agents, One Agent or Agent group. Enter Agent Id if needed. Select No agent, sorting, Combined Agent or separate report for each agent. Enter from and to travel date range. Select Travel Category; Select all countries or specify country. Select up to 3 cities. Branch: All Branches, One Branch or Branch group.</p> <p>Enter branch number, group</p> <p>Select No branch sort, combined report or separate reports.</p>

TBO Management Report	Description	Excel	Report Fields	Report Filters
<p>Exchanged/Refunded Ticket Report</p> <p><a href="#">811ExchangedRefundTicket100.rpt</a></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/ExchangedRefundedTicketDescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/ExchangedRefundedTicketDescr.pdf</a></p>	<p>MS Excel 97-2000</p>	<p>Client, Issue Date, Invoice #, Locator, New Ticket #, New Ticket amount, Original Ticket Value, Original Ticket number, Original Ticket type, Passenger Name, Depart Date, Airline</p> <p><b><u>No Sample</u></b></p>	<p>Enter the From and to issue date range;  Select Print Report or Export data to Excel;  Select All Clients, by Client Interface ID, Client Group ID or Invoice Group ID;  Enter Client Interface ID, Group ID, or Invoice Group ID if needed;  Branch: All Branches, One Branch or Branch group.</p> <p>Enter branch number, group</p> <p>Select No branch sort, combined report or separate reports</p>

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<p>Top 20 Hotel Cities Report</p> <p><a href="#">810top20hotelcities.rpt</a></p>	<p><a href="http://static.trams.com/tramslibrary/reports/descriptions/top20hotelcitiesdescr.pdf">http://static.trams.com/tramslibrary/reports/descriptions/top20hotelcitiesdescr.pdf</a></p>	<p>MS Excel 97-2000</p>	<p>Number of Hotel Nights, Hotel Location</p> <p><b><u>No Sample</u></b></p>	<p>Select Issue date, Booking or Depart date;</p> <p>Enter from and to date range;</p> <p>Select: all Clients, Client Interface ID, or Client Group ID;</p> <p>Enter Client Interface ID or Client Group ID if necessary;</p> <p>Select: All Vendors, Vendor Interface ID, or Vendor Group ID.</p> <p>Enter Vendor Interface ID or Vendor Group ID if needed;</p> <p>Select: All Vendors, Preferred Only, or Non-Preferred Only.</p> <p>Select: One Branch, Branch Group, or All Branches.</p> <p>Enter Branch or Branch Group if needed.</p>