

Grasp Interactive Arrival Departure Report

This document will advise the best practices when running our **Grasp Interactive Arrival Departure Report**. For our customers on our main server, this is report #19896. If you are on a dedicated server, it may be a different report #, but the report name will remain the same.

This is a true interactive report, and the filtering is done after the report runs and you have enabled the content. You then will be able to filter as many ways as you would like by account, vendor, city, state, country, agent and more.

Report ID	Report Name
19896	<u>Grasp Interactive Arrival Departure Report</u>


When using this report as a crisis or arrival departure report, on the **Options** tab, it is recommended to use one of the 2 **filter** options below. **PLEASE NOTE:** You will NOT need to fill in any data on the **Filters** tab as the report is coded to do filtering within the report itself, so no selections on the **Filters** tab will pass through into the report.

Segment Arriving or Departing Between (segments only) - this filter will return air detail for flights within the Start and End Dates listed. You can choose Corporation ALL to see all accounts, however you may want to choose a specific Corporation if you have a large database.

Report: Grasp Interactive Arrival Departure Report

Options Filters Email Distribution FTP Distribution Run Now

Report ID: 19896


Report Type:  Report


Original Report Name: Grasp Interactive Arrival Departure Report

Runtime Report Name:

Corporation: ▼

Date Field: ▼

Start Date: 

End Date: 

Export Type: ▼



On-the-road - this will give you any traveler who is on the road during the dates you have in your Date Fields. They could have departed prior to the start date and/or are returning after the End Date, but they are somewhere on their trip during those dates.



Runtime Report Name: Grasp Interactive Arrival Departure Report

Corporation: ALL

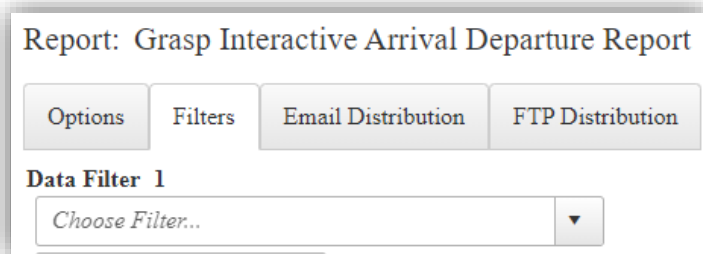
Date Field: On-the-road

Start Date: 9/21/2019

End Date: 9/23/2019

The filters selected on the **Options** tab will affect the arrival/departure tabs **ONLY**. The Car and Hotel tabs are hard coded to always use On-the-road filter. This is the only way to get car and hotel data included in the report.

Again, there is no need to use any filters on the **Filters** tab, as no filters put onto this page will pass through onto the report itself. The filtering will be done in the report itself once you have enabled the content.



Report: Grasp Interactive Arrival Departure Report

Options | Filters | Email Distribution | FTP Distribution

Data Filter 1

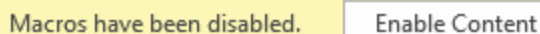
Choose Filter...

After you run the report and the report has processed, you will click on the Excel icon in Report History and your Excel doc will open. You'll want to first click on the Enable Editing button.



Enable Editing

You will then see and click on the Enable Content button. This will then allow the data to fill into the report.



Macros have been disabled. Enable Content



The Arrival/Departure tab shows all air data on one page and gives the ability to send the results to a printable spreadsheet. You can also easily filter and save the document, then go back to your Report History and open the report again, filter it a new way and save.

Arrivals and Departures Combined

Company: Demo, Inc.
Date Range: 09/27/2019 TO 09/30/2019

Send All Results To Printable Spreadsheet >>>

ARRIVALS
Account Name (All) ▼
Booking Type Air ▼
Vendor (All) ▼
Flight # (All) ▼
Arr City (All) ▼
Arr State (All) ▼
Arr Country (All) ▼
Agent ID (All) ▼

You can click in the gray drop down boxes on the right side of the filter and select any combination of options. You can filter to only show (checking those boxes) or exclude (uncheck those boxes) certain accounts, booking types, vendors, flight #'s, cities, states, countries or Agent ID's. On the Arrival and Departures tab you'll want to filter in both the Arrivals and Departures filters to narrow down results. If you would like to send your results to a printable spreadsheet, click on the gray box "Send All Results To Printable Spreadsheet" and a new, print friendly tab will open.

You can filter each tab individually. The arrival and departure tabs will reflect the Date Field you used when running the report. The Car and Hotel tabs are hard coded to use the On-The-Road as a filter, so they will show if any traveler has a car or hotel within the dates you selected when running the report.

