

## GRASP DATA CAFE

### State of the Art Web-based Management Reporting Product

Recommended screen resolution 1024 x 768

(Locate on desktop under Control Panel / Display Settings)

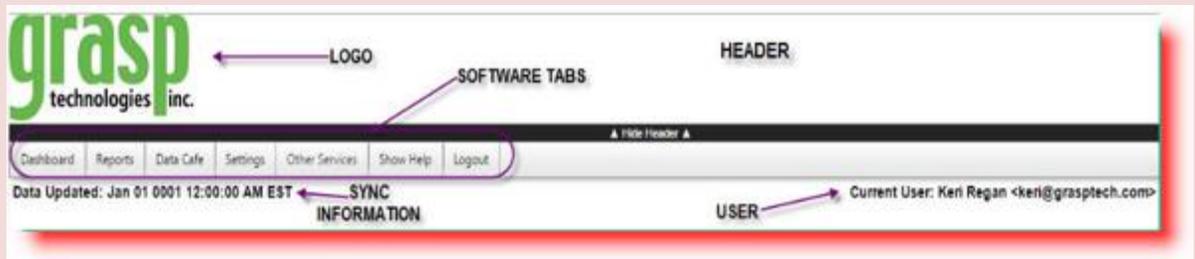
Website: [www.graspdata.com](http://www.graspdata.com)



**User Name:** Your E-Mail Address  
(Example@gmail.com)

**Password:** XXXXXXXX (Eight Characters)

**Forgot Password ?** Contact [support@grasptech.com](mailto:support@grasptech.com) or  
your Company Administrator



#### ❖ Overview

- Search Bookings Using Limited Information
- View Back Office Fields
- Print Invoices, PDF
- 30 Months of Rolling Data Available  
(Additional Data Storage Available)
- HTML5 – iPad, iPhone And Android Viewable

#### ❖ Logo

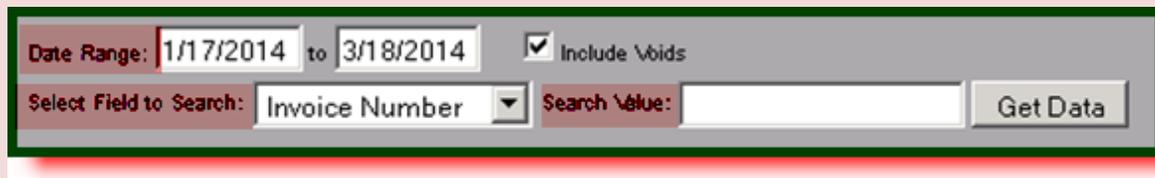
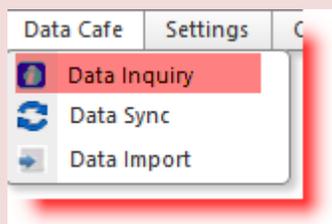
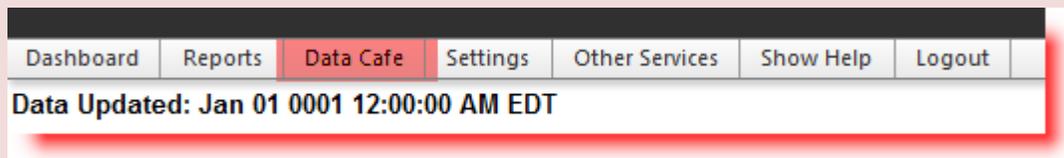
- Provided By Client During Implementation
- Preferred Type And Size: 300 DPI jpeg
- Logo Stored In Settings – Agency
- Logo Located In The Same Location On All Tabs (Upper Left)

❖ Sync Information

- Automated Sync Runs Nightly, US Eastern Standard Time
- Located Upper Left (Below Logo) On Each Tab
- Optional: Automated Hourly Sync (Additional \$\$)
- Optional: Manual Sync (See Data Cafe – Data Import)

❖ Corporation Set-Up

- Optional Setting For Corporations (See Settings Tab / Corporations Instructions)



❖ Date Range

- Default To Last 60 Days **Or**
- Type In Required Date Range

❖ Voids

- If Allowed In Corporation Set-Up (See Settings – Corporations)
- Corporation Can Choose To See Voids Or Not On Search Results

❖ Select Field To Search

- Drop Down Box Includes Amount, Booking #, Check/CC #, Invoice #, Passenger Name, Record Locator, And Ticket #

❖ Search Value

- Enter Value Related To Field Search For Exact Search (Example: Smith/David John) **Or**
- Enter Partial Information For Wider Range Search (Example: Smith) **Or**
- Leave Search Value Blank
  - Returns All Items Within Data Range And Field To Search
  -

❖ Get Data

❖ Data Results Chart

Date Range: 1/17/2014 to 3/18/2014  Include Voids  
 Select Field to Search: Passenger Name Search Value: smith Get Data

		Account	Category	Inv Num	Traveler	Ticket/Conf	Issued	Depart	Transaction Type	Total Paid
<a href="#">View</a>	<a href="#">Print Invoice</a>	ABC Company 18221	Hotel	172021	SMITH/DAVID A	484822593-	02/18/2014	02/19/2014	Sale	109.00
<a href="#">View</a>	<a href="#">Print Invoice</a>	ABC Company 18221	Hotel	172067	SMITH/DAVID A	4331356136	02/20/2014	02/20/2014	Sale	169.95

- Maximum Results = 10 Line Items Per Page \* 10 Pages = 100 Line Items
- Display = Each Transaction Per Invoice
- Main Screen Results: Account, Category (Booking Type), Invoice #, Traveler Name, Ticket/Confirmation #, Issue Date, Depart Date, Transaction Type, And Total Paid

❖ View Button

**Data Inquiry**

Transaction Information			
Account Name	ABC Company 18221		
Issued	2/18/2014	Booked	2/11/2014
Invoice#	172621	Rec. Loc. (PRH)	LVPLH
Document Type	CommTrack	Trans. Type	Sale
Ticket/Conf#	484822593-	Orig. Tick/Conf#	4

Booking Information			
Vendor Name	RESIDENCE INN LARED		
Traveler	SMITH/DAVID A		
Travel Type	Hotel	Sub Type	Hotel
Begin Date	2/19/2014	End Date	2/20/2014
Duration	1	Units	1
Class/Category	BAR	Tour Code	
Ticket Desig.		Booking Rate	109.00
Origin City Code	LRD	Destination City	LRD
Cities	LRD		

Sort Information	
Test (Sort 1)	03190
(Sort 2)	
(Sort 3)	
(Sort 4)	
(Sort 5)	

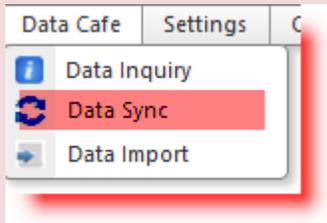
Fares and Payment Information			
Amount Paid	109.00	Form Of Payment	Cash

- Back Office Booking Table Fields Captured In Sync
- Per Transaction Line
- Captures Sorts Per Corporation Set-Up (See Settings – Corporations)
- Form Of Payment And Total Paid Amount  
(Does Not Display Credit Card Numbers In This Screen)

ABC Company 18221 N/A N/A N/A N/A	Invoice Number : 172621 Issued Date: 02/18/2014 Agent: Agent 10006
<b>Passenger Information</b>	
SMITH/DAVID A	PNR Locator : LVPLLH
<b>Your Hotel Reservation</b>	
Ticket Number (s) / Confirmation Number (s) : 484822593-	
Hotel Name:	RESIDENCE INN LARED
Hotel Address:	310 Lost Oaks Road Laredo
Check-In :	2/19/14 12:00 am
Check-Out :	2/20/14 12:00 am
Duration :	1 Day(s)
Rate :	\$109.00
Total :	\$109.00

❖ **Print Invoice Button**

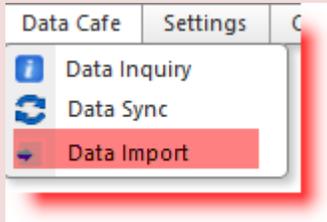
- Company Logo in Upper Left Corner of Invoice
- Shows All Line Items Of Invoice
- Can Be Customized To Meet Your Agency Needs  
(Example Footer Can Be Added With Contact Information)
- Invoice Output = PDF



❖ **Data Sync**

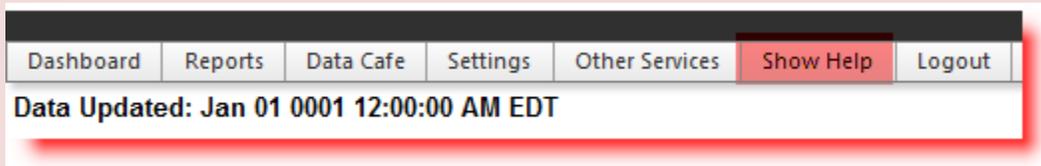
- Location of Current Sync Information

<b>Synchronization Information</b>	
Data Updated Through:	Mar/18/2014 05:41:12 AM
Last Synchronization Type Executed:	TRAMS-True Sync-Encrypted
Synchronization in progress... ←	



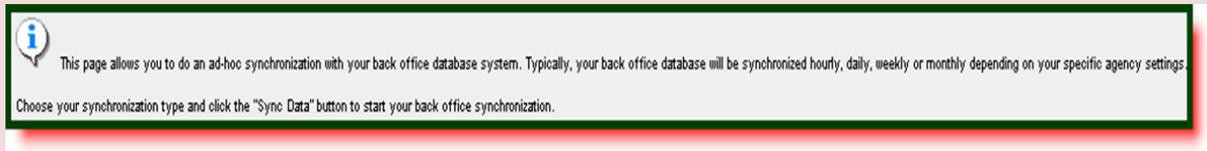
❖ **Data Import / Data Export**

- Please See Your Project Manager For Instructions On These Tabs

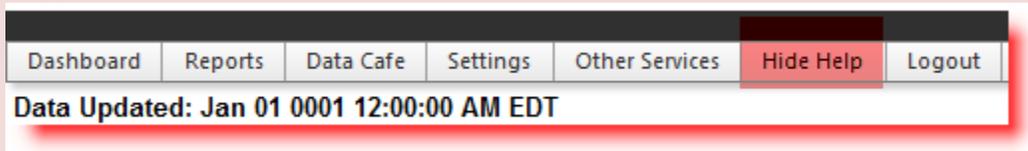


❖ **Show Help**

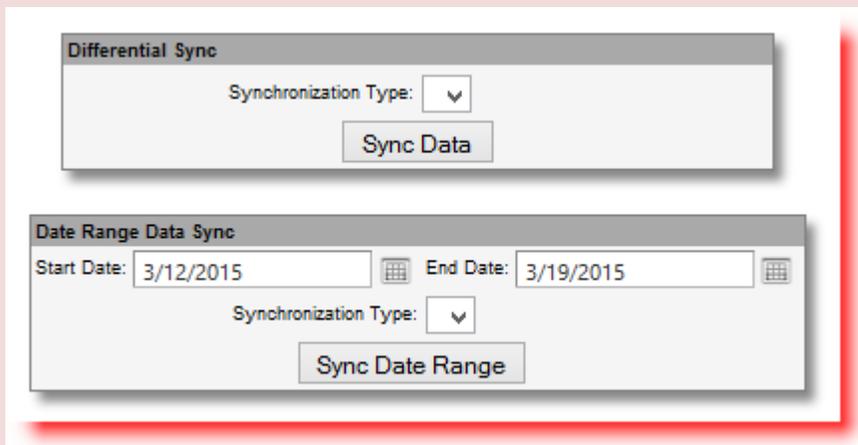
- On Data Sync Tab Only



❖ **Hide Help**



❖ **Optional Manual Sync - See your Project Manager**



# DATA CAFE

- ❖ **What is the date range available in Date Cafe to print invoices?**
  - \_\_\_\_\_
- ❖ **Can access to Data Cafe be restricted?**
  - \_\_\_\_\_
- ❖ **Are all travel types accessible from Data Cafe?**
  - YES
  - NO
- ❖ **Are all booking types accessible from Data Cafe?**
  - YES
  - NO
- ❖ **Name seven fields that you can search by?**
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- ❖ **Where does the sync information appear on the Data Cafe screen?**
  - \_\_\_\_\_
- ❖ **Can you search by partial information in Data Cafe?**
  - YES
  - NO
- ❖ **If a customer calls to question a charge on their credit card bill for \$ 99.00 – the PNR is out of your GDS, AND / OR you don't have access to your back office could you use Data Cafe to quickly search for this?**

Answer is "YES!"

And it's actually MUCH faster to find that way even if you could use your back office or the PNR was still live.