TRAMADA IMPORTING

GRASP DATA – TRAMADA NEXT GEN IMPORT

State of the Art Web-based Management Reporting Product

Recommended screen resolution 1024 x 768

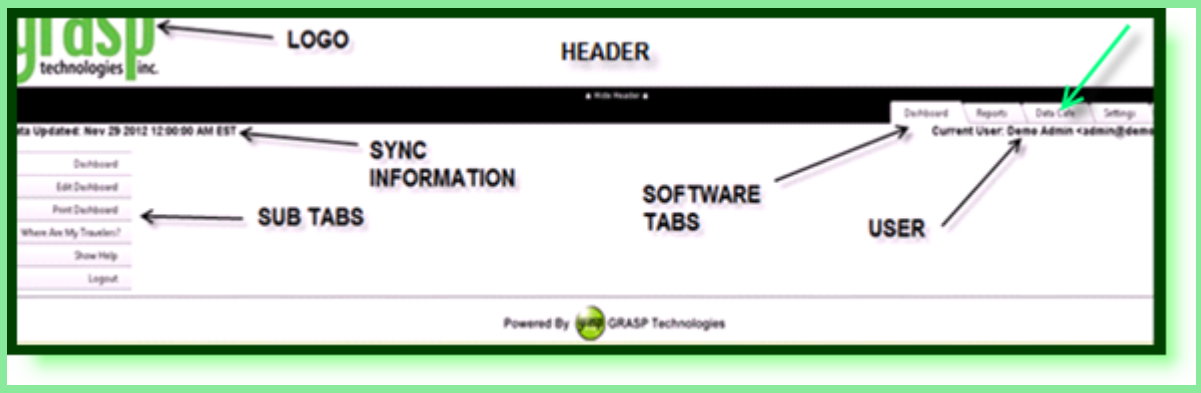
(Locate on desktop under Control Panel / Display Settings)

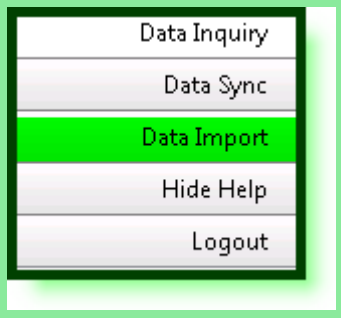
Website: ***www.graspdata.com***

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

Password: XXXXXXXX (Eight Characters)

Forgot Password ? Contact support@grasptech.com or your Company Administrator





- **Data Café Tab**
  - Data Import

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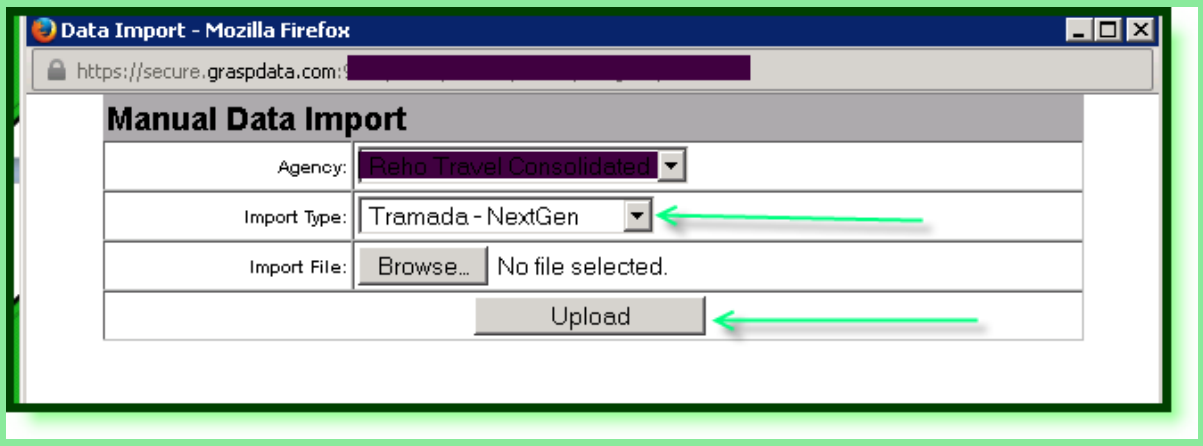
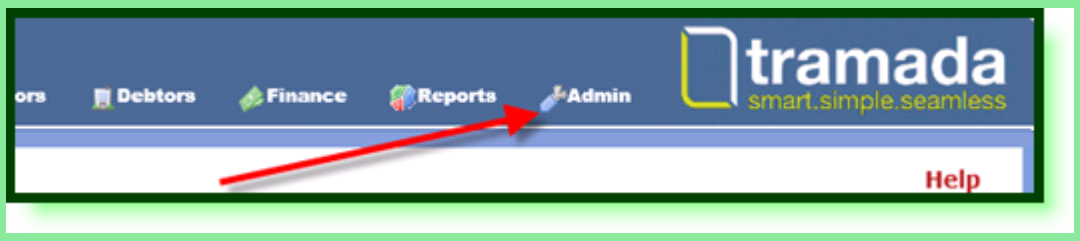
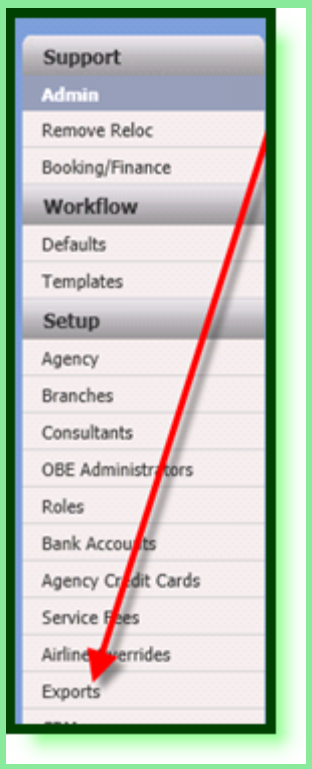


- Import Type: Tramada-NextGen
- Browse: Select File Save Below
- Upload
- Verify Data Has Loaded By Reviewing Dashboard Charts

❖ **Tramada Next Gen Files**

<u> IT IS IMPORTANT THAT THE EXPORTING FROM TRAMADA IS COMPLETED EXACTLY AS THE DIRECTIONS BELOW **</u>**





Data Tramada Importing Instructions Page 2 – Continues on Page 3

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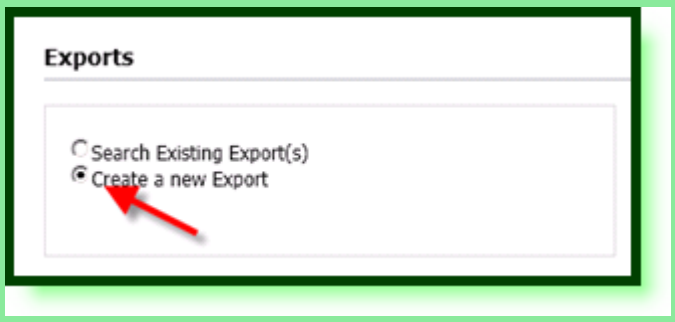
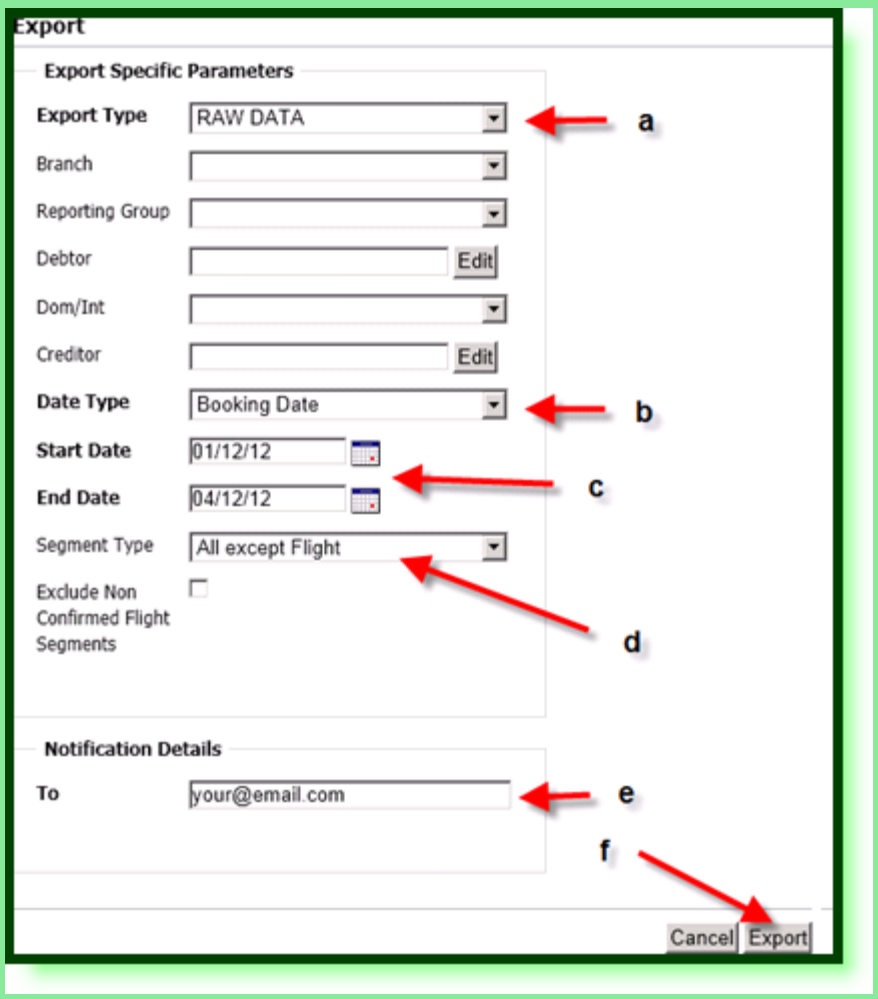
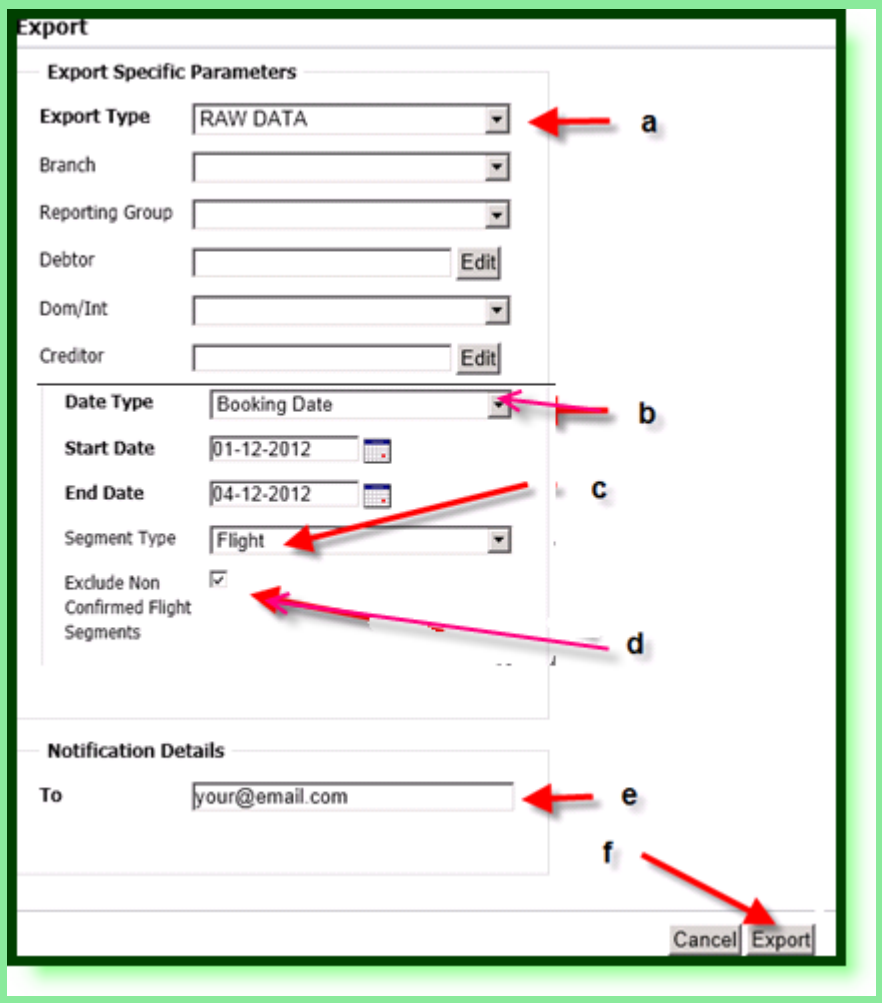




- **Export File For Bookings**

Grasp Data Tramada Importing Instructions Page 3 – Continues on Page 4

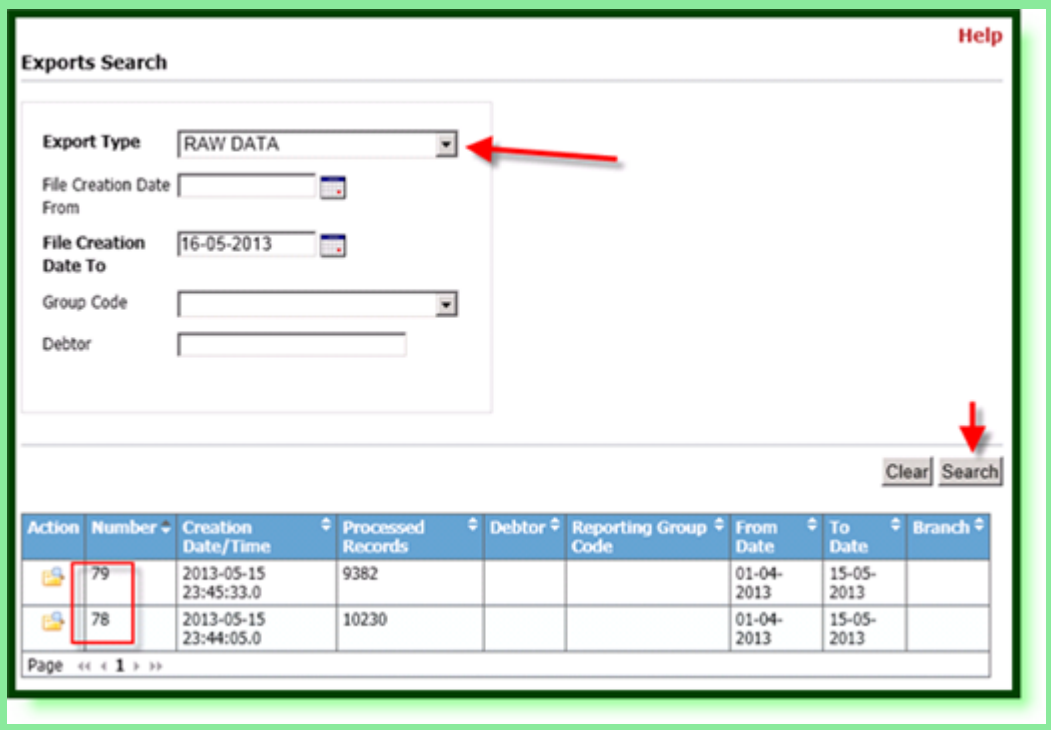
TRAMADA IMPORTING



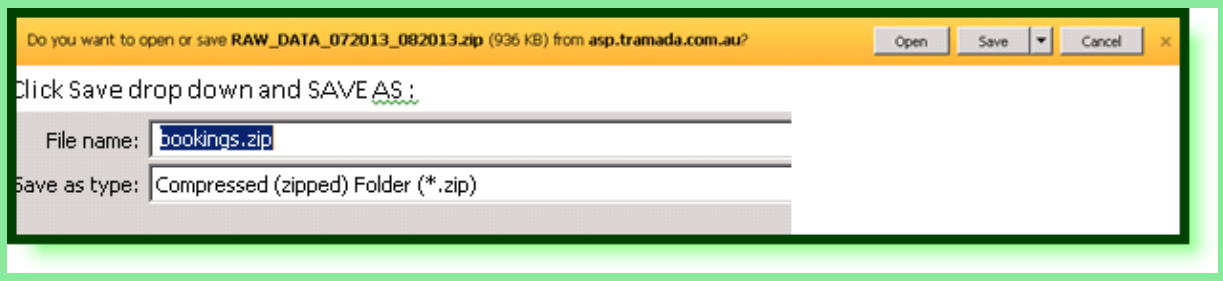
- **Export File For Flights (Tickets Segments)**
- **Check Your Email For Notification That Both Exports Have Completed**
- **The Email Will Indicate The Export Number And The Type Of Extract**

Grasp Data Tramada Importing Instructions Page 4 – Continues on Page 5

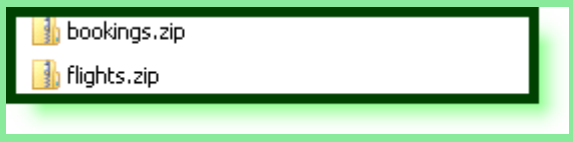
TRAMADA IMPORTING



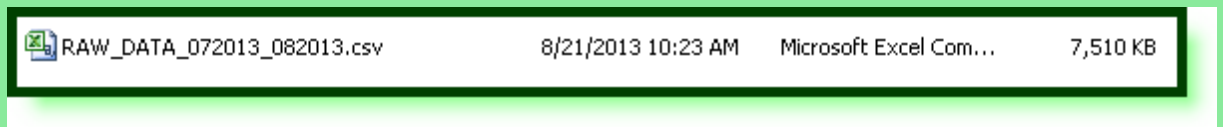
- **Identify From The Email Which File Number Is The Bookings File And Flight File**
- **Click The Folder Next To The Appropriate Number For The Bookings File And Your Browser Should Prompt You To Download The File**



- **Repeat The Process To Download The Second File And Name It Flights.zip**
- **Find Where You Save The Files**



- **Right Click On Each Of The Zip Files And Choose 'Extract All'. This Will Create:**



Grasp Data Tramada Importing Instructions Page 5 – Review Questions on Page 6

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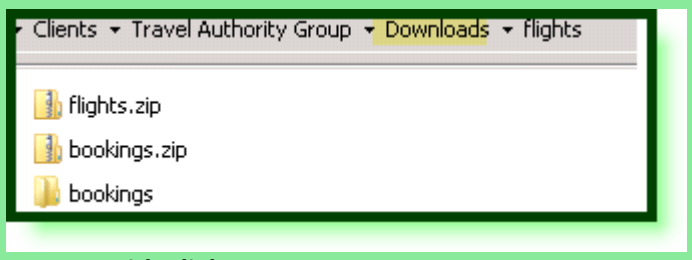
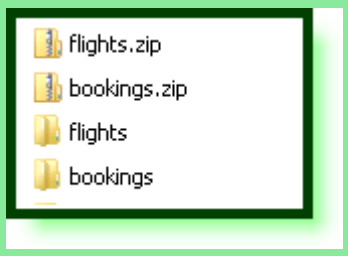
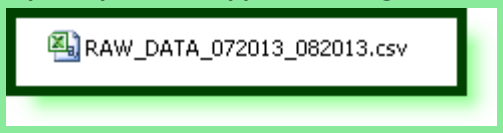
- **Go Back One Level In The Browser**



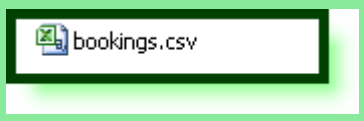
- **Repeat With Flights**



- **Open Up The Unzipped Booking Folder**

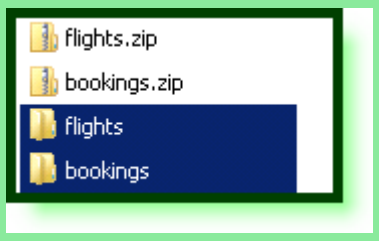


- **Rename File – Bookings.csv**



- **Repeat With Unzipped Flights Folder**

- **Highlight Both Folders**



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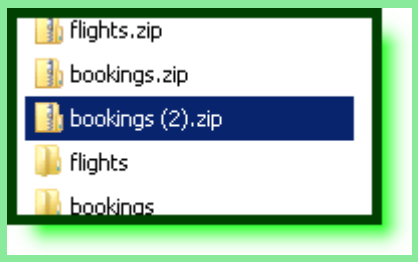
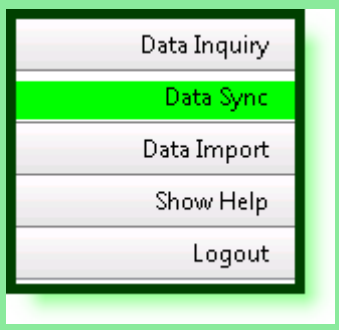
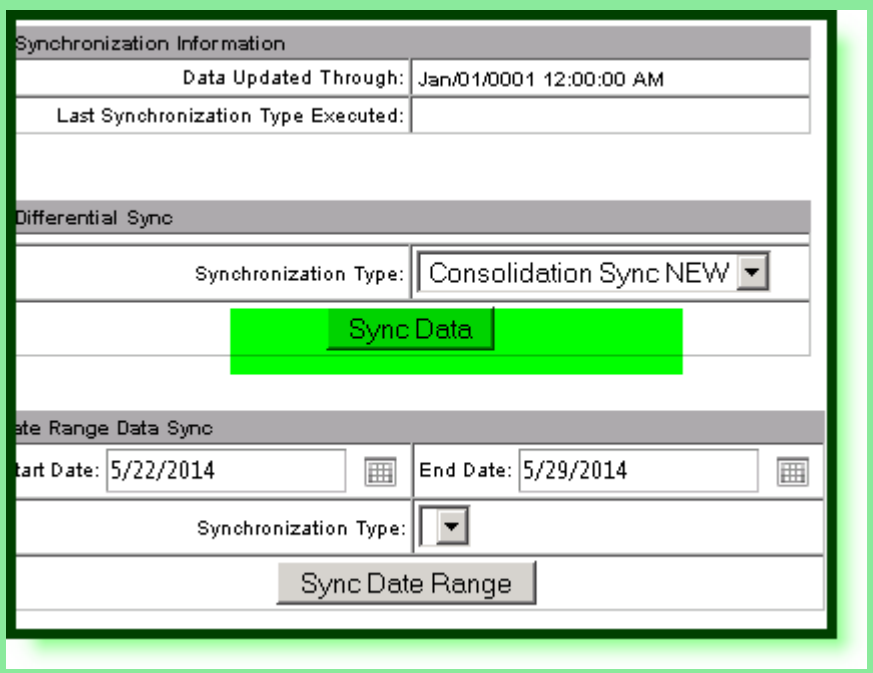
- **Right Click – Send To – Compressed (Zipped) Folder**



- **Right Click And Rename Folder To Export Dates**

<u>FOR CONSOLIDATED DATABASES – ADDITIONAL STEPS REQUIRED</u>



ONLY AFTER **Child Databases Have Completed Loading, Sync Consolidated Database**