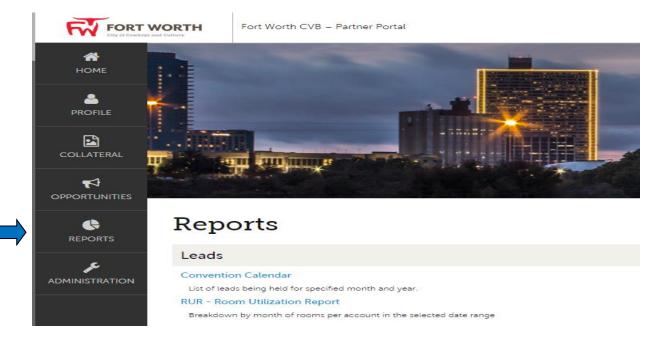


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Partner Portal Instructions Reviewing Reports

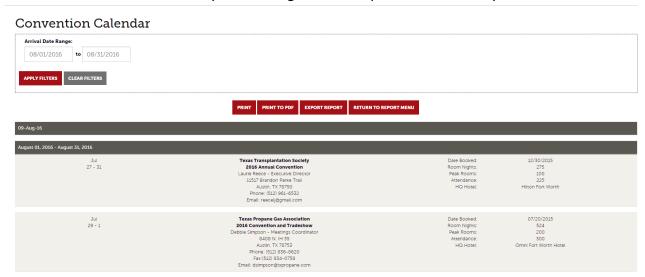
Reviewing Reports:

By clicking the **Reports** icon, displays reports the Bureau has posted. To view a report just click the name of the report.



1. Convention Calendar

The Convention Calendar list any leads being held for a specific month and year.



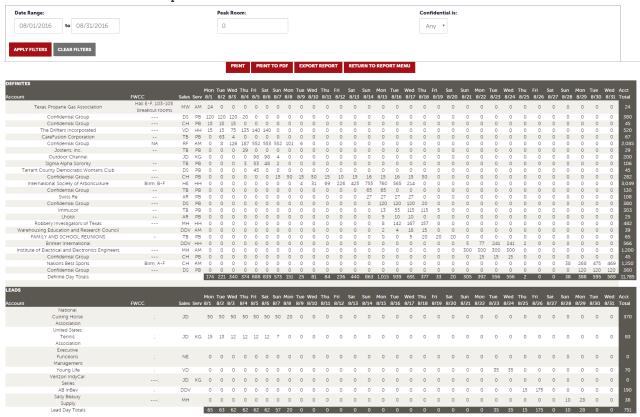
You can adjust the arrival date range to a date range you would like to see. Once applying the filter, you will get a new report. You can print and/or export into PDF/Excel.

To get back to the report menu, select the "Return to Report Menu" button.

2. RUR - Room Utilization Report

The RUR report will give you a breakdown by month of rooms per account in the selected date range.

RUR - Room Utilization Report



You can adjust the date range, change peak room nights and/or select confidential Y/N you would like to see. Once applying the filter, you will get a new report. You can print and/or export into PDF/Excel.

To get back to the report menu, select the "Return to Report Menu" button.