

Fort Worth Convention & Visitors Bureau 111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951

# 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.

Convention Calendar			
Arrival Date Range: 08/01/2016 to 08/31/2016			
APPLY FILTERS CLEAR FILTERS			
	PRINT PRINT TO PDF EXPORT REPORT RETURN TO RE	EPORT MENU	
09-Aug-16			
August 01, 2016 - August 31, 2016			
Jul 27 - 31	Texas Transplantation Society 2016 Annual Convention Laure Revole - Executive Discorr 11512 Faradon Parke Trail Autom, TX 7073 Phone: (512) 961-652 Email: reveciejegmail.com	Date Booked: Room Night: Peak Rooms; Attendance: HO Hotel:	12/30/2015 275 100 225 Hilton Fort Worth
3ul 29 - 1	Toxas Propane Gas Association 2016 Convention and Tradeshow Debie Simpon - Meeting: Coordinator 8408 N. H. 35 Auton. TX 79753 Phone: (512) 836-9620 Fax:(512) 834-9620 Email: dsimpton@txpropane.com	Date Booked: Room Night: Peak Room: Attendance: HO Hotel:	07/20/2015 524 200 300 Omni Fort Worth Hotel

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

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Date Range:					Peak	Roor	n:													Confi	identi	ial is:												
08/01/2016 <b>to</b> 08/31/2016					0															An	iy *													
APPLY FILTERS CLEAR FILTERS																																		
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count	FWCC	Sales																													Mon 8/29			
Texas Propane Gas Association	Hall E-F, 103-105		AM	_	_	_	_	0 0			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Confidential Group	breakout rooms	DS	PB	120	120	120	20	0 0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Confidential Group		CH				15	0	0 0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
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Confidential Group	NA		AM	0				52 55			6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Jostens, Inc.		TB	PB	0	0	0	29	0 0	) (	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Outdoor Channel		JD	KG	0	0	0	0 9	98 9	8 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sigma Alpha Sorority		TB	PB	0	0	0	3	53 4	8 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tarrant County Democratic Womans Club		DS	PB	0	0	0	0 .	45 C	) (	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Confidential Group		CH	PB	0	0	0	0	0 0	) 1	5 50	15	50	15	10	15	16	15	16	15	50	0	0	0	0	0	0	0	0	0	0	0	0	0	-
International Society of Arboriculture	Blrm, B-F	HE	HH	0	0	0	0	0 0	) (	0 (	4	31	69	226	425	755	760	565	214	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Confidential Group		TB	PB	0	0	0	0	0 0	) (	0 (	0	0	0	0	0	65	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Swiss Re		AR	PB	0	0	0	0	0 0	) (	0 (	0	0	0	0	0	27	27	27	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
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Robbery Investigators of Texas		MH	нн	0	0	0	0	0 0	) (	0	0	0	0	0	0	0	8	142	167	157	8	0	0	0	0	0	0	0	0	0	0	0	0	
Warehousing Education and Research Council		DDV	AM	0	0	0	0	0 0	) (	0 (	0	0	0	0	0	0	2	4	18	15	0	0	0	0	0	0	0	0	0	0	0	0	0	
FAMILY AND SCHOOL REUNIONS		TB	PB	0	0	0	0	0 0	· ·	0 0	0	0	0	0	0	0	0	0	5	20	20	20	0	0	0	0	0	0	0	0	0	0	0	
Brinker International			HH	0	0	0	0	0 0	) (	0 (	0	0	0	0	0	0	0	0	0	0	0	0	5	77	241	241	2	0	0	0	0	0	0	
Institute of Electrical and Electronics Engineers		MH	AM	0	0	0	0	0 0		0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300	300	0	0	0	0	0	0	0	
Confidential Group		CH	PB	0	0	0	0	0 0	) (	0 (	0	0	0	0	0	0	0	0	0	0	0	0	0	15	15	15	0	0	0	0	0	0	0	
Nations Best Sports	Blrm, A-F		AM	0	0	-	~	0 0		· ·	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38	268	475		
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s																																		
unt	FWCC	Salos																													Mon 8/29			
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Cutting Horse		JD		50	50	50	50	50 5	0 5	0 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Association																																		
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Tennis		JD	KG	15	13	12	12	12 1	2 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Association			-					-		-											1						-		-					
Executive																																		
Functions		NE		0	0	0	0	0 0	) (	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Management																																		
Young Life		VD		0	0	0	0	0 0	) (	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	35	0	0	0	0	0	0	0	1
Verizon IndyCar		10			~		~														~													1
Series	;	JD	KG		0	0	0	0 0	) (	0 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
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Supply																																		

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.

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