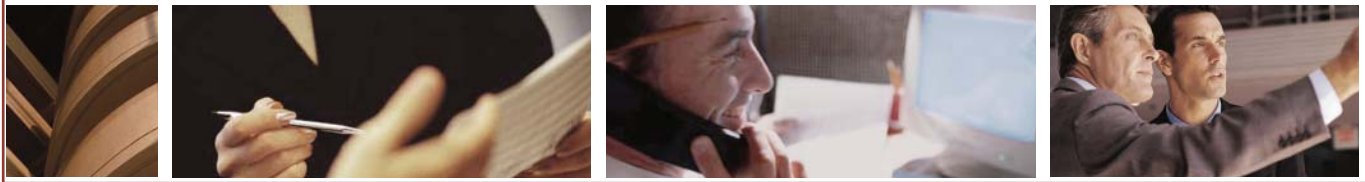


PASSKEY



SAMPLE REPORTS



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BLOCK & PICK-UP REPORTS

The Block & Pick-up Reports display how well the room allotment is selling. The inventory date is in the far left column, followed by the block allocation, the number of rooms sold and the amount remaining.

This report presents a breakdown of event block & pick-up by room type and attendees type.

Reports are also available to calculate the number of room reservation arrivals and departures for each day, displayed on the right side of each block table.

Passkey ResDesk - Netscape

Passkey ResDesk

Passkey 7.0

Block and Pickup: Single Hotel Detail Report

Start and End dates: 4/17/2004 - 4/23/2004 Report created on: 4/1/2004 17:03

Shutoff date: 4/17/2004
 Sell to New Reservations: Yes
 Sell to Existing Reservations: Yes

Room: Standard Room Double Bed

Date	Assigned	% Peak	Pickup	% Sold	Unsold	% Unsold	Original Contract	Current Contract	Unassigned
4/17/2004	30	10.9	27	90	3	10	43	30	0
4/18/2004	171	62.4	137	80	34	20	190	171	0
4/19/2004	230	83.9	227	99	3	1	205	230	0
4/20/2004	274	100.0	272	99	2	1	270	274	0
4/21/2004	265	96.7	257	97	8	3	270	265	0
4/22/2004	210	76.6	199	95	11	5	270	210	0
4/23/2004	35	12.8	24	69	11	31	40	35	0
Total	1215		1143	94%	72	6%	1288	1215	0

Passkey ResDesk - Netscape

Passkey ResDesk

Passkey 7.0

Block and Pickup: Single Hotel Total Report

Start and End dates: 4/16/2004 - 4/23/2004 Report created on: 4/1/2004 16:56

Shutoff date: 4/17/2004
 Sell to New Reservations: Yes
 Sell to Existing Reservations: Yes
 Sell to Existing Reservations: Yes

Date	Assigned	% Peak	Pickup	% Sold	Unsold	% Unsold	# Arr.	# Dep.	Original Contract	Current Contract
4/16/2004	12	2.8	7	58	5	42	6	0	3	12
4/17/2004	33	7.6	28	85	5	15	21	0	43	33
4/18/2004	197	45.2	154	78	43	22	126	0	193	197
4/19/2004	335	76.8	262	78	73	22	108	0	493	335
4/20/2004	436	100.0	336	77	100	23	158	84	643	436
4/21/2004	417	95.6	314	75	103	25	10	32	643	417
4/22/2004	337	77.3	246	73	91	27	0	68	493	337
4/23/2004	70	16.1	31	44	39	56	0	215	50	70
Total	1837		1378	75%	459	25%			2561	1837

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Room: Standard Room King Bed

Date	% Peak	Pickup	% Sold	Unsold	% Unsold	Original Contract	Current Contract	Unassigned
3.8	1	33	2	67	0	3	0	0
25.3	16	80	4	20	0	20	0	0
77.2	27	44	34	56	215	61	0	0
96.2	39	51	37	49	282	76	0	0
77.2	31	51	30	49	282	61	0	0
100.0	26	33	53	67	153	79	0	0
39.2	4	13	27	87	10	31	0	0
Total	144	44%	187	56%	942	331	0	0

Type: Exhibitor

Date	Assigned	Pickup	% Sold	Unsold	% Unsold
7/2004	33	28	85	5	15
3/2004	197	154	78	43	22
3/2004	335	262	78	73	22
3/2004	436	336	77	100	23
1/2004	417	314	75	103	25
2/2004	337	246	73	91	27
3/2004	70	31	44	39	56
total	1825	1371	75%	454	25%

Hotel Totals

Date	% Peak	Pickup	% Sold	Unsold	% Unsold	Original Contract	Current Contract	
7.6	28	85	5	15	43	33		
45.2	154	78	43	22	193	197		
76.8	262	78	73	22	493	335		
4/20/2004	436	100.0	336	77	100	23	643	436
4/21/2004	417	95.6	314	75	103	25	643	417
4/22/2004	337	77.3	246	73	91	27	493	337
4/23/2004	70	16.1	31	44	39	56	50	70
Total	1825	1371	75%	454	25%	2558	1825	

BLOCK & PICK-UP REPORTS

Passkey ResDesk - Netscape

Passkey ResDesk

Passkey 7.0

Block and Pickup: All Room Types by Date (Single Hotel)

Start and End Dates: 4/14/2004 - 4/20/2004 Report created on: 4/1/2004 16:41

Room: DOUBLE DO

Date	Assigned	Pickup	Unsold	Original C
4/14/2004	81	78	3	53
4/15/2004	123	121	2	123
4/16/2004	123	120	3	123
4/17/2004	59	56	3	93
4/18/2004	175	141	34	193
4/19/2004	231	228	3	208
4/20/2004	274	272	2	273
Total	1066	1016	50	1066

Room: DOUBLE/DO

Date	Assigned	Pickup	Unsold	Original C
4/14/2004	34	34	0	26
4/15/2004	43	43	0	51
4/16/2004	41	39	2	51
4/17/2004	12	10	2	26
4/18/2004	21	17	4	0
4/19/2004	64	27	37	218
4/20/2004	79	39	40	285
Total	294	209	85	657

Room: KING

Date	Assigned	Pickup	Unsold	Original C
4/14/2004	17	13	4	0
4/15/2004	138	135	3	133
4/16/2004	229	219	10	229
4/17/2004	174	155	19	174
4/18/2004	5	5	0	0
4/19/2004	2	1	1	0
4/20/2004	2	1	1	0
Total	567	529	38	538

Summary Total All Roo

Date	Assigned	Pickup	Unsold	Original C
4/14/2004	154	143	11	79
4/15/2004	545	503	42	545
4/16/2004	643	620	23	653
4/17/2004	495	382	113	545
4/18/2004	215	169	46	196
4/19/2004	346	265	81	499
4/20/2004	446	337	109	649
Total	2844	2419	425	3167

Passkey ResDesk - Netscape

Passkey ResDesk

Passkey 7.0

Block and Pickup: All Events With Room Types by Date (Single Hotel)

Start and End Dates: 4/14/2004 - 4/20/2004 Report created on: 4/1/2004 16:49

Event Shut Off Date : 4/14/2003

Room: DOUBLE/DOUBLE

Date	Assigned	Pickup	Unsold	Original Contract	Current Contract	Unassigned
4/14/2004	81	78	3	53	81	0
4/15/2004	123	121	2	123	125	2
4/16/2004	123	120	3	123	123	0
4/17/2004	59	56	3	93	59	0
4/18/2004	175	141	34	193	175	0
4/19/2004	231	228	3	208	231	0
4/20/2004	274	272	2	273	274	0
Total	1066	1016	50	1066	1068	2

Room: DOUBLE/DOUBLE

Room: KING

Date	Assigned	Pickup	Unsold	Original Contract	Current Contract	Unassigned
4/14/2004	34	34	0	26	34	0
4/15/2004	43	43	0	51	43	0
4/16/2004	41	39	2	51	41	0
4/17/2004	12	10	2	26	12	0
4/18/2004	21	17	4	0	21	0
4/19/2004	64	27	37	218	64	0
4/20/2004	79	39	40	285	79	0
Total	294	209	85	657	294	0

Done	215	0
	346	0
	446	0
Total	2846	2

REVENUE REPORT

The Revenue report displays the total reservation revenue generated for a single hotel, including number of reservations, number of rooms, and number of room nights booked, as well as the number of reservations with multiple guests.

Passkey ResDesk - Netscape

Passkey ResDesk

Passkey 7.0

Revenue: Single Hotel Report

Report created on: 3/26/2004 14:26

Total Base Charges	USD 48,900.00
Total Additional Charges	USD 125.00
Total Charges	USD 49,025.00
Number of Reservations	81
Number of Rooms	81
Number of Room Nights	110

Guests	# Reservations
1	77
2	4

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HOTEL PICK-UP HISTORY REPORTS

Hotel Pick-up History reports display the pace at which reservations are made based on 120, 90, 60, 45, 30, 21, 14 and 7 days prior to arrival for each event.

In addition, featured on these reports is a snapshot of the total number of confirmed reservations in the system at cutoff and event arrival dates. The percentage of wash is also calculated based on the difference between the final number and cutoff.

Passkey 7.0

Hotel Pickup History: Single Hotel Report

Start and End dates: 7/6/2003 - 7/10/2003 Report created on: 12/12/2003 10:52

Date	Block	120 days	90 days	60 days	45 days	30 days	21 days	14 days	7 days	Cutoff	Arrival	Final	Wash
		Mar 8	Apr 7	May 7	May 22	Jun 6	Jun 15	Jun 22	Jun 29	Jun 20	Jul 6		
7/3/03	10	1	2	3	4	5	5	5	5	5	5	5	0.0%
7/4/03	15	1	3	6	8	9	10	10	12	10	12	12	-20.0%
7/5/03	85	4	16	28	45	56	61	75	77	75	78	78	-4.0%
7/6/03	275	6	26	60	101	144	176	223	240	222	244	244	-9.9%
7/7/03	275	6	26	60	101	152	184	244	262	243	267	267	-9.9%
7/8/03	275	6	26	59	101	149	180	241	258	240	261	261	-8.7%
7/9/03	275	6	26	55	93	135	162	217	233	216	236	236	-9.3%
7/10/03	50	4	6	14	20	31	35	49	50	48	50	50	-4.2%
7/11/03	15	0	1	4	7	9	10	12	12	12	12	12	0.0%
Total	1275	34	132	289	480	690	823	1076	1149	1071	1165	1165	-8.8%

ROOM LIST REPORTS

Room List reports display a list of all reservations for a specified property. It lists detailed reservation information, including rate changes, special requests, and share-with information.

Several room list reports are available, including Room List Update reports, which are divided into three sections - new, modified and cancelled reservations.

Passkey 7.0

Initial Room List: Single Hotel Report

Initial Room List: Single Hotel Report Start - End dates: **10/4/2004 - 10/10/2004**
 Report created on: **5/21/2003 11:45** data
 current as of: **5/21/2003 12:00 AM**

New

Contact and Share-with Info	Reservation Info	Comments and Guarantee												
COLLINS, JOSEPH J&A STEEL 1472 NORTH BELMONT Manhattan, IL 60442 United States email: none available tel: 704 639 4428 fax: 704 639 4444 JOSEPH COLLINS, 10/4-10/7 BOBBY COLLINS, 10/5-10/7	Stay dates: 10/4/04 - 10/7/04 Nights: 3 Room type: Standard Room King Bed # Rooms/Guests: 1/2 Type: Exhibitor Ack #: 328SPF72-0 Res made: Last mod: 1/22/01 1/1 2/04	Comments: n/s king Guarantee: Visa JOSEPH COLLINS *****1111 - **/* <table border="1"> <thead> <tr> <th>Date</th> <th>Base</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>10/4</td> <td>USD150.00</td> <td>USD150.00</td> </tr> <tr> <td>10/5</td> <td>USD150.00</td> <td>USD175.00</td> </tr> <tr> <td>10/6</td> <td>USD150.00</td> <td>USD175.00</td> </tr> </tbody> </table>	Date	Base	Total	10/4	USD150.00	USD150.00	10/5	USD150.00	USD175.00	10/6	USD150.00	USD175.00
Date	Base	Total												
10/4	USD150.00	USD150.00												
10/5	USD150.00	USD175.00												
10/6	USD150.00	USD175.00												

current as of: 5/21/2003 12:37

Modified

Contact and Share-with Info	Reservation Info	Comments and Guarantee
Banana, Betty School St Quincy, MA 02170 United States email: none available tel: 1111111111 Betty Banana, 10/4-10/14 Cathy Carrot, 10/4-10/14	Stay dates: 10/4/04 - 10/14/04 Nights: 10 Room type: Standard # Rooms/Guests: 1/2 Type: General Ack #: 328SPLDG-0 Res made: 10/14/2002 15:10 Last mod: 10/14/2002 15:17	Comments: 10/14: name of primary guest changed from 'andrea apple' to 'betty banana' Guarantee: Diners Club ANDREA APPLE *****1111 - **/* Nightly Base rate: USD 150.00 Nightly Total rate: USD 150.00

current as of: 5/21/2003 12:37

Cancelled

Contact and Share-with Info	Reservation Info	Comments and Guarantee
Jamison, Ms. Caroline Passkey 12 Stuart Street Wollaston, MA 02170 United States email: none available tel: 124 567 9878 Ms. Caroline Jamison, 10/4-10/9	Stay dates: 10/4/04 - 10/9/04 Nights: 5 Room type: Double Double Room # Rooms/Guests: 1/1 Type: General Ack #: 328SPJNX-0 Res made: 4/27/2004 16:33 Last mod: 10/7/2002 12:17	Comments: None Guarantee: Visa CAROLINE JAMISON *****1111 - **/* Nightly Base rate: USD 100.00 Nightly Total rate: USD 100.00

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DELEGATE REPORTS

Delegate reports list all delegates for an event and can be sorted by check-in date, check-in date within attendee type, company, last name or attendee type.

Passkey 7.0

Delegate Report

Start - End dates: 12/12/2003 00:00-12/23/2003 00:00

Delegate Report Report created on: 12/9/2003 11:04

Sorted by: Attendee name

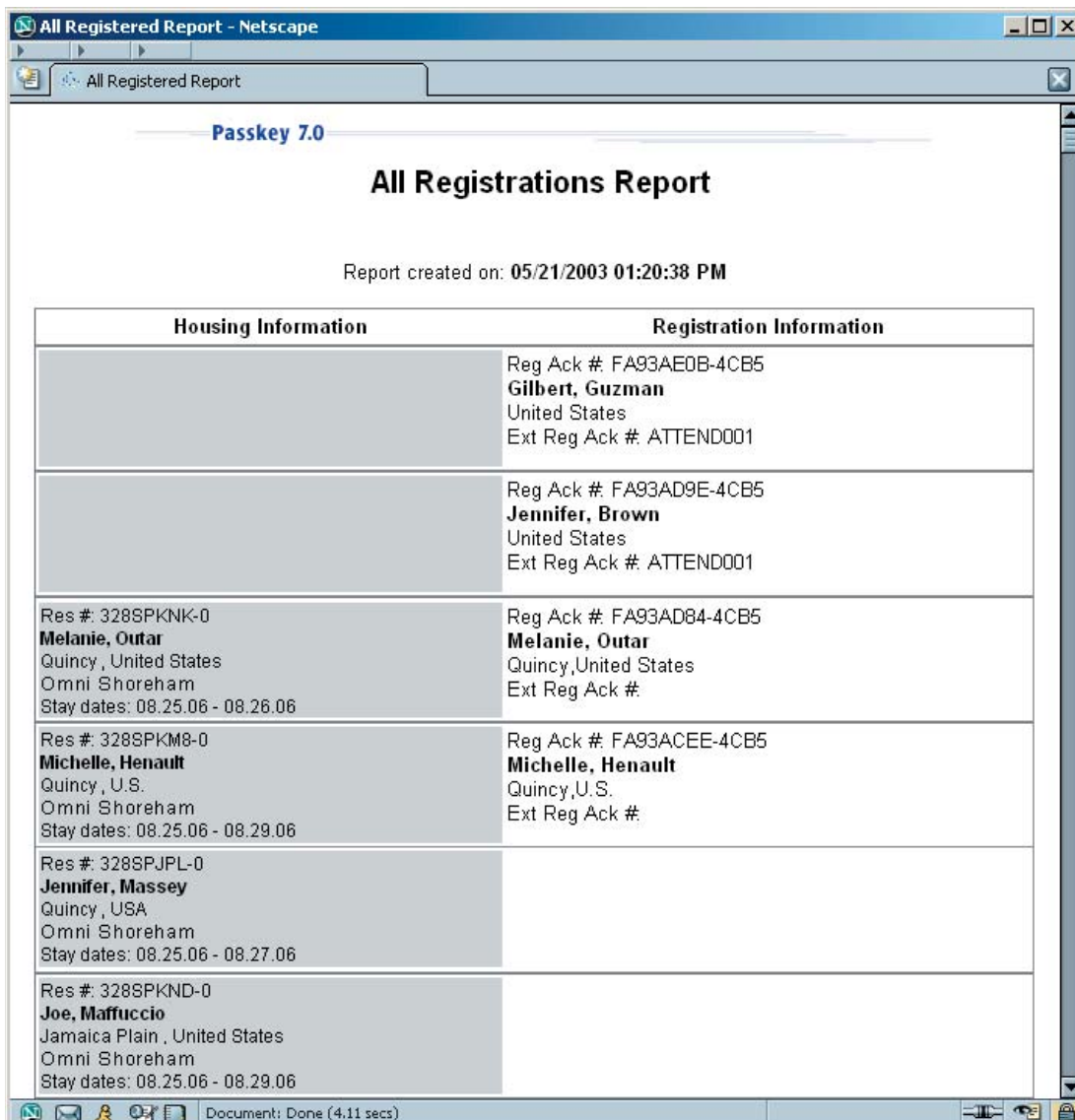
Contact Info	Reservation Info	Hotel
Bishop, Jeff ZIP: 33076	Stay dates: 12/18/03 - 12/19/03 Type: New Attendee Reservations Ack #: 32375D840	Orlando Renaissance
Bisignano, Terri ZIP: 32832	Stay dates: 12/17/03 - 12/19/03 Type: New Attendee Reservations Ack #: 32375KZ20	Orlando Renaissance
DEWOLF, Ms. LISA ZIP: 00000	Stay dates: 12/17/03 - 12/19/03 Type: New Attendee Reservations Ack #: 32374ZFF0	Orlando Renaissance
eddy, kathleen ZIP: 30097	Stay dates: 12/18/03 - 12/19/03 Type: New Attendee Reservations Ack #: 323757BQ0	Orlando Renaissance
FRANCIS, Mr. CHRIS ZIP: 00000	Stay dates: 12/17/03 - 12/19/03 Type: New Attendee Reservations Ack #: 32374ZCM0	Orlando Renaissance
FRANCIS, Mr. DAVID ZIP: 00000	Stay dates: 12/17/03 - 12/19/03 Type: New Attendee Reservations Ack #: 32374ZFC0	Orlando Renaissance
Haning, Ms. Susan ZIP: 22314	Stay dates: 12/18/03 - 12/19/03	Orlando Renaissance

Done

REGLINKSM REPORTS

RegLink reports are only available to organizers utilizing Passkey RegLink to integrate with their preferred registration solution for their event. Reports are used for comparing registration records to housing records.

Reports available include those showing registered attendees with hotel reservations, registered attendees without hotel reservation, attendees with hotel reservations but no registration, all registered attendees, and all attendees.



Passkey 7.0

All Registrations Report

Report created on: 05/21/2003 01:20:38 PM

Housing Information	Registration Information
	Reg Ack # FA93AE0B-4CB5 Gilbert, Guzman United States Ext Reg Ack # ATTEND001
	Reg Ack # FA93AD9E-4CB5 Jennifer, Brown United States Ext Reg Ack # ATTEND001
Res #: 328SPKMK-0 Melanie, Outar Quincy, United States Omni Shoreham Stay dates: 08.25.06 - 08.26.06	Reg Ack # FA93AD84-4CB5 Melanie, Outar Quincy, United States Ext Reg Ack #
Res #: 328SPKM8-0 Michelle, Henault Quincy, U.S. Omni Shoreham Stay dates: 08.25.06 - 08.29.06	Reg Ack # FA93ACEE-4CB5 Michelle, Henault Quincy, U.S. Ext Reg Ack #
Res #: 328SPJPL-0 Jennifer, Massey Quincy, USA Omni Shoreham Stay dates: 08.25.06 - 08.27.06	
Res #: 328SPKND-0 Joe, Maffuccio Jamaica Plain, United States Omni Shoreham Stay dates: 08.25.06 - 08.29.06	

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EVENT ACTIVITY REPORT BY DATE

Event Activity reports display event reservation activity for a specified date range based on reservation status (e.g., new, modified, cancelled) and the method used to book the reservation (e.g., email, fax, mail, phone, Web, and other). Also included in these reports are the total number of no-show reservations (i.e., those reservations cancelled after the reservation arrival date) and net new reservations (less cancellations) for the specified date range and event total as of the date the report was run.

Event Activity Report for PASSKEY SALES ACCESS - Netscape

Event Activity Report

Passkey 7.0

Event Activity Report

From: 5/21/2002 - 5/21/2003 Report created on: 5/21/2003 15:18

City: Washington D.C.

	New							Modified		Cancelled		No Shows	Net New Rooms	Total Rooms as of 5/21/03
	Email	Fax	Mail	Phone	Web	Other	Total	Web	Total	Web	Total			
ABC User Conference	4	20	13	106	38	6	187	4	121	8	52	0	135	409
National Sales Meeting	1	1	1	37	63	109	212	0	9	0	5	0	207	421
Totals	5	21	14	143	101	115	399	4	130	8	57	0	342	830

Totals for All Events

	New							Modified		Cancelled		No Shows	Net New Rooms	Total Rooms as of 5/21/03
	Email	Fax	Mail	Phone	Web	Other	Total	Web	Total	Web	Total			
Totals	5	21	14	143	101	115	399	4	130	8	57	0	342	830
Pct	1%	5%	4%	36%	25%	29%		3%		14%				

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APPENDIX I - LIST OF ALL AVAILABLE REPORTS

ACKNOWLEDGEMENTS

- Totals
- By Last Name
- By Method

AGENT PRODUCTIVITY

- All Events
- Single Event
- Totals
- User Activity - All Events
- User Activity - Single Event

BLOCK & PICK-UP

- Event Total By Hotel
- All Events with Room Types by Date (Single Hotel)
- All Room Types by Date (Single Hotel)
- Event Total by Type
- Single Hotel Detail
- Single Hotel Total

COMMISSION REPORT - BY EVENT

- Single Hotel
- All Hotels

EVENT ACTIVITY

- Date Range
- Single Event

EVENT COMMERCE

- Check Reconciliation
- Commerce Reconciliation
- Commerce Exception
- Other Payments
- Cancellation Reports

HOTEL PICK-UP HISTORY

- Single Hotel
- All Hotels

OTHER REPORTS

- Delegate Reports:

- By Last Name
- By Company
- By Type
- By Check-In Date
- By Check-In Date within Type

- Disability Needs

- Duplicate

- Event Actuals

REGLINK

- Registered - Hotel Booked
- Registered - No Hotel Booked
- Hotel Booked - No Registration
- All Registration Records
- All Records

REVENUE

- Single Hotel
- All Hotels

ROOM LISTS

- Initial - Single Hotel (snapshot)
- Initial - All Hotels (snapshot)
- Update - Single Hotel (snapshot)
- Update - Single Hotel
- Update - All Hotels (snapshot)
- Update - All Hotels

SETUP SUMMARY

- Event Summary
- Single Hotel
- All Hotels

OTHER AVAILABLE REPORTS INCLUDE:

DELEGATE REPORTS - DETAIL

Alpha Delegate Report By:

- Detail Hotel
- Hotel and Group
- Company
- Group
- Group and Hotel
- Zip

DELEGATE REPORTS - INDEX

Alpha Delegate Report By:

- Index
- Hotel
- Hotel and Group
- Company
- Group
- Group and Hotel
- Hotel and Confirmation number
- Zip

ADA REPORT

BLOCK AND PICKUP REPORTS

- Room Type Detail Listed by Hotel
- Group Type Detail Listed by Hotel
- Sub-Block Detail Listed by Hotel
- Single Hotel Detail
- Single Hotel Total
- Event Total by Hotel

ROOM REPORTS

ROOM LISTS

- Initial
- Initial By Group
- By Company
- By Room Type
- By Check-in Date
- Res, Cancel, Mods Updates

OTHER PAYMENTS AND CREDIT CARD REPORTS

- Other Payments - All Active Reservations
 - Alpha List

- By Company
- By Hotel Grouping
- By Hotel and Group
- By Hotel, Group and Company
- By Group and Company

- Other Payments - Received - Active Reservations

- Alpha List
- By Company
- By Hotel Grouping
- By Hotel and Group
- By Hotel, Group and Company
- By Group and Company

- Other Payments - Not Received - Active Reservations

- Alpha List
- Alpha List Canceled
- By Company
- By Hotel Grouping
- By Hotel and Group
- By Hotel, Group and Company
- By Group and Company

- Other Payments - Received - Cancelled Reservations

- Alpha List
- By Company
- By Hotel Grouping
- By Hotel and Group
- By Hotel, Group and Company
- By Group and Company

- Credit Card Expiration Report

- Credit Card Cancellation Report

MISCELLANEOUS REPORTS

- Company Room List Report
- Initial Duplicate Report
- Guest Count Report - By hotel
- Guest Count Report - By hotel and Room type
- Multi-Room Reservation Report



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