

Sorting

Click the box of the column without clicking the title (the cell will highlight blue) and then click the triangle icon above the column title to sort



Swap Rows and Columns

Use this button to swap the rows and columns of the table layout.



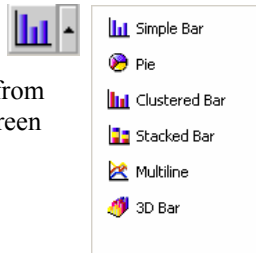
Suppress Zeros

Use this button to suppress all rows and/or columns of zeros from displaying on your report



Graphing

You have the ability to see pie charts, simple bar, clustered bar, stacked bar, 3-D bar, and multi-line graphs. To change from data graphs, click the bar chart button at the bottom of the screen or select the popout menu button and your selected graph.



Saving / Publishing / Bookmark a Report

To save a report, follow these steps:

- Click this Save As icon at the bottom tool bar.
- Type a name for the report. You can also type a description (optional).
- Click **Next**.
- Select from the list in Available NewsBoxes where you want the report saved.
- Click **Finish**.

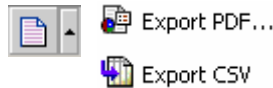


You can also bookmark views you will use most so you can go directly to the view without slicing and dicing each time.



Exporting a Report

Reports or charts may be saved as **.pdf** (Adobe Acrobat format) or **.csv** files. You can import a **.csv** file directly into Excel.

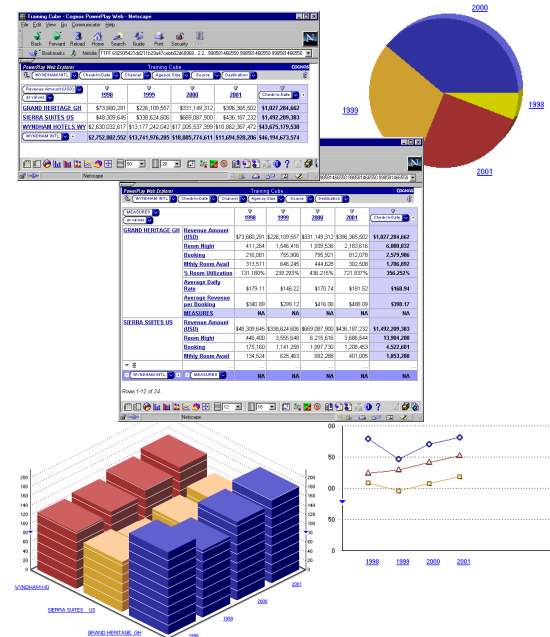


Tip: Make sure to set the number of viewable rows ALL before exporting otherwise you will only get partial report when you export it.

*If you require any assistance you may contact your Account Manager, send an e-mail to hotel.eservices@sabre.com, or click the **feedback** link at Hotel eServices main screen*



Hotel Online Analysis and Reporting



Cognos - Upfront

Quick Reference Guide

Logging On

- Open browser
- Use either link below
<http://ereports.sabre.com/cognos> or
<http://hoteleservices.sabre.com/index.html>
- Enter your user ID/password and click Log On button. Contact your Account Manager for ID & password.

Enter a user ID and password that is valid for Cognos applications.

User ID:

Password:

Log On Clear

Cubes and Folders

- To view information click on hotel name or cube icon
- To view Passive Bookings click the statement icon or folder
- To view competitive set information click the Compset-Corp (or chain) icon or link

NewsIndex > Personal NewsBoxes
Hilton's NewsBox
 New Edit View | NewsBox Properties

Associates-Training-Cube Actions Properties
 Compset-chain2 Actions Properties
 Compset-Corp Actions Properties
 Hilton_hotels Actions Properties
 PassiveBookings Actions Properties

Basic Navigation and Settings

Application is browser-based so you can use Back, Forward, and other browser buttons.

- The Display Options sub-window is accessed via the Display Options button shown at right
- Viewable rows and columns can be set from the Display Options sub-window as well as the desired Display Measure
- Click this icon to reset all dimensions to highest level
- Click the single inverted triangle button to move one page down or right
- Click the stacked triangle button to go to the bottom or far right of the report

Display Options

Display Measures: as values

Number of Rows: 50 Number of Columns: 20

Hide Calculated Categories
 Fit Charts

OK Cancel Apply

Note: The triangle/nav buttons appear if you have more columns / rows than specified

Dimension Line

The dimension line shows how your viewable data is being filtered



For a visual map of where you are in the data, click the dimension line "buttons". The dimension menu appears.

Filtering

You can filter or change information you want to view

Click any of the Dimensions at the top to filter. If you see a triangle to the right of the drop down menu, you may further filter by hovering over this triangle and a submenu will appear

Check In Date	2000	2001	2002	2003
1999				
2000				
2001		2001 Q 1	571	18,501,262
2002		2001 Q 2	568	512,671
2003		2001 Q 3		2001/Jul
	15,221,31	2001 Q 4		2001/Sep

Drilling

You may drill down or up to analyze your business. Bring up the navigation menu by left-clicking in the column separation bar (circled in red). You can drill-down by clicking the button circled in blue. Likewise, drill-up by clicking the button circled in green. Expand the column (nesting the next level of detail) by clicking the button circled in orange.

Booking as values
BRICK-AND-MORTAR
AGENCY
CORPORATE AGENCY
ONLINE AGENCY
Channel

Nesting is done by dragging the desired element from the index view on the left over the right edge of the column to nest until the thin blue rectangle appears (circled in red). The same process can be applied to row replacement.

Booking as values	1999
AGENCY	14,907,2
CORPORATE AGENCY	48,7
ONLINE AGENCY	265,3
Channel	15,221,31

Changing Dimensions

Replacing a dimension with another dimension can be accomplished by dragging the desired replacement dimension over the column or row headers that you want to replace. When the column or row being replaced highlights blue then release the mouse.

Booking as values	1999
BRICK-AND-MORTAR	14,907
AGENCY	48
CORPORATE AGENCY	265
ONLINE AGENCY	15,221
Channel	15,221

Change Measures

A measure is a quantifiable amount, such as booking, revenue, room night, average daily rate, room utilization, etc. Use the Measure dimension drop down menu at the top left to change the measure used in a report.

Booking

- MEASURES
- Booking
- Room Night Quantity
- Revenue Amount (USD)
- Monthly Rooms Available
- Average Daily Rate

Show Percentages

You may show the measure as values or as percentages. Right-click in the upper left-hand cell and choose how you want the values displayed from the menu.

Booking as values
as values
as % of row total
as % of row subtotals
as % of column total
as % of column subtotals
as % of grand total