



ARE YOU SEARCHING FOR SOFTWARE THAT WILL LET YOU  
HANDLE RESERVATIONS AND REPORTS FOR YOUR GROUPS?  
WE ARE PROUD TO ANNOUNCE A NEW PROGRAM THAT WILL  
MEET YOUR GROUP OPERATION NEEDS

# GROUPTRAC™

## Cruise or Tour Groups

**GroupTrac™** will let you store individual passenger reservation information for cruise or tour groups, track their individual payments, and provide the letters and reports that you need within your agency and to send to suppliers. **GroupTrac™** will also store prospect information for future follow-up.



### Partial List of Reports included

Rooming lists

Alphabetical

By cabin or room category

By cabin or room number

Special VIP or gift lists

Table assignments

Alphabetical

By table number

Special reports (transfers, pre or post-trip requests, sightseeing, etc.)

Payments made

Summary amount paid & balance due by name

Itemized payments from each passenger

(including form of payment)

All data exportable in standard formats

### Partial List of Letters included

Confirmation letter

Additional deposit due letter

Final payment due letter

Mailing labels

Email address lists

**GROUPTRAC™** HAS BEEN DEVELOPED BY  
**DAVIDOFF ASSOCIATES, INC. AND  
PROCTOR & PEAKE, INC.**

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For further information or to order **GroupTrac™**,  
check our web site at

[www.davidoffassociates.com/grouptrac.htm](http://www.davidoffassociates.com/grouptrac.htm)

# GroupTrac™ – An Overview

GroupTrac,™ the Group Operations Solution, is a database application that permits travel agents, meeting planners, organizations and group leaders to record and report information on tour, cruise and other travel groups. This application was developed by Davidoff Associates, Inc., a travel industry knowledge product and consulting firm, and Proctor and Peake, Inc., a database program applications firm. GroupTrac™ uses a run-time version of Alpha 5, Version 6, a database program developed by Alpha Software, Inc., of Cambridge, Massachusetts.

Users enter information on the following:

- The travel agency or organization using the application
- The organization or group leader sponsoring the trip
- The trips to be taken by one or more groups
- Clients, members or other passengers participating on the trips
- Prospects considering participating on the trips
- Reservations information about what each participant has booked
- Payments received from individual passengers

Information that is entered can be edited, changed or deleted. Inventory levels of rooms, cabins and categories, and tour spaces can also be monitored.

Based upon information entered in the database files, GroupTrac™ will produce letters and reports for each trip including:

- Participation confirmation letter
- Additional payment due reminder
- Final payment billing letter
- Payments received reports
- Rooming list (alphabetical by participant last name)
- Rooming list (numerical by room or cabin number)
- Rooming list (by category of room or cabin booked)
- Optional tours and transfers
- Travel insurance purchases
- Mailing labels

GroupTrac™ provides users with continuous control of information related to each group trip, including communications with clients, reports for suppliers and payment and inventory tracking for internal agency or organization needs.

# Trip File Input Screen

The screenshot shows a software window titled "Trip Information". It contains several input fields and buttons:

- Trip ID**: [text box]
- Type of trip**: [text box]
- Inactive**:
- Trip name**: [text box]
- Trip operator**: [text box]
- Supplier booking #**: [text box]
- Departure date**: [text box]
- Return date**: [text box]
- Early booking date**: [text box]
- Destination**: [text box]
- Ship / Hotel / Tour**: [text box]
- Group 1**: [text box]
- Group 2**: [text box]
- Group 3**: [text box]

Buttons on the right side:

- Edit** (dotted border)
- New**
- Save**
- Return to Menu**

Below the input fields is a tabbed interface with tabs for "Rooms", "Prices PP", "Payments Due", and "Other Info.". The "Rooms" tab is selected, showing a table with the following columns:

Category	Description	Price PP Dbl	Price 3rd/4th Child	Price 3rd/4th Adult	Price Sgl	# Rooms Held
[Empty table body]						

Below the table are fields for:

- Canceled**: [text box]
- Cancel date**: [text box]
- Cancel by**: [text box]
- Cancel reason**: [text box]

This is one of four screens for entering information about a trip.

# Client Input Screen

The screenshot shows a web application window titled "Client". At the top, there are input fields for "Client ID" (containing "0"), "Booked/Prospect" (a dropdown menu with "Booked" selected), and "Referral source". To the right of these fields are two buttons: "Go To Reservation" and "New Reservation".

Below this is a section titled "Contact Information" with a blue header. It contains two rows of input fields for "Prefix", "Gender", "First name", "Last name", and "Birth date". The second row is specifically for a spouse, with labels "First name (spouse)", "Last name (spouse)", and "Birth date". There is also a "Salutation" field. To the right of these fields are three buttons: "Edit", "New", and "Save". At the bottom right of this section is a "Return to Menu" button.

The next section is titled "Address" and "Contact Info." with a tabbed interface. The "Address" tab is active. It contains two columns of input fields: "Address" and "Alternate" (with sub-fields for "City/State/Zip" and "Country"). Below these are "Start date" and "End date" fields, and an "Alternate address reason" field. At the bottom, there are "Date entered" (01/02/2005) and "By" (DSD) fields, and "Last modified" (01/02/2005) and "By" (DSD) fields.

This is one of two screens for entering information about clients.

## Passenger Reservation Input Screen – Passenger Info

Reservation Information

Reservation ID	<input type="text" value="0"/>	Supplier ID	<input type="text"/>	<b>Print</b>
Trip name	<input type="text" value="Cruisin' Boozers"/>	Trip operator	<input type="text" value="Carnival"/>	<b>Find by Pax</b>
Departure date	<input type="text" value="01/01/2005"/>	Ship/Hotel/Tour	<input type="text" value="Fascination"/>	<b>Edit</b>
Bill To	<input type="text" value="0"/> <input type="text" value="John Smith"/>	<input type="button" value="Add another 'Bill To'"/> <input type="button" value="Delete 'Bill To'"/>		<b>New</b>
This reservation will be billed to 1 client(s).				
<b>Total Price</b>		<b>Total Paid</b>		<b>Balance</b>
<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>

---

Passenger Info.
Prices PP
Total Purchases
Flight Info.
Payments
Other Info.

**Passenger Info for John Smith**

Prefix	Gender	First Name	Last Name	Name on Badge	Birthdate	Age Group	Shirt Size	Passport #
Mr	M	John	Smith		05/06/1940	Adult		

Canceled	<input type="text" value="No"/>	Cancel date	<input type="text"/>	Cancel reason	<input type="text"/>
Canceled by	<input type="text"/>	Cancel taken by	<input type="text"/>	Last modified	<input type="text" value="01/02/2005"/>
Date booked	<input type="text" value="01/02/2005"/>	By	<input type="text" value="DSD"/>	By	<input type="text" value="DSD"/>

Set: Set\_Reservation   Index on

This is one of six screens for entering information about each reservation.

# Passenger Reservation Input Screen – Prices Per Person

Reservation Information

Reservation ID	<input type="text" value="0"/>	Supplier ID	<input type="text"/>	<b>Print</b>
Trip name	<input type="text" value="Cruisin' Boozers"/>	Trip operator	<input type="text" value="Carnival"/>	<b>Find by Pax</b>
Departure date	<input type="text" value="01/01/2005"/>	Ship/Hotel/Tour	<input type="text" value="Fascination"/>	<b>Edit</b>
Bill To	<input type="text" value="0"/> John Smith	<input type="button" value="Add another 'Bill To'"/> <input type="button" value="Delete 'Bill To'"/>		<b>New</b>
This reservation will be billed to 1 client(s).				
<b>Total Price</b>		<b>Total Paid</b>		<b>Balance</b>
<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>

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Passenger Info.
Prices PP
Total Purchases
Flight Info.
Payments
Other Info.

**Individual Prices for John Smith**

	First Name	Last Name	Total Price	Trip Basic Price	Port Charge	Tax	Agency Insurance	Supplier Insurance	Air Pri
<input type="checkbox"/>	John	Smith	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	John	Smith	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

This is the screen for entering the prices for each passenger.

## Passenger Reservation Input Screen – Payments

The screenshot shows a software window titled "Reservation Information". The main area contains several input fields and buttons. At the top, there are fields for "Reservation ID" (0), "Supplier ID", "Trip name" (Cruisin' Boozers), "Trip operator" (Carnival), "Departure date" (01/01/2005), and "Ship/Hotel/Tour" (Fascination). Below these are "Bill To" fields for "0" and "John Smith", with buttons for "Add another 'Bill To'" and "Delete 'Bill To'". A summary section shows "Total Price", "Total Paid", and "Balance", all set to "\$0.00". A vertical menu on the right includes "Print", "Find by Pax", "Edit", "New", "Save", and "Return to Menu".

Navigation tabs at the bottom include "Passenger Info.", "Prices PP", "Total Purchases", "Flight Info.", "Payments" (selected), and "Other Info.". Below the tabs, the section is titled "Payments for John Smith". A table with the following columns is shown:

Date	Amount	Form of Payment	Credit Card Type	Credit Card Number	CVV CODE	Expiration Date	Name on Credit C
	\$0.00						

At the bottom right of the table area, it says "Total payment" with a value of "\$0.00". The status bar at the very bottom reads "Set: Set\_Reservation Index on".

This is the screen for entering payments for each passenger.

# Confirmation Letter



**Groups Limited**  
10925 Royal Caribbean Circle  
Boynton Beach, FL 33437  
561-742-3334 772-382-2707  
gl@gl.com

01/02/2005

Charles Hughes  
4536 90th St  
Buffalo, NY 16704

Dear Mr. & Mrs. Hughes:

This letter confirms your reservation for Scandinavian Scene

**Billing detail**

Charles Hughes	3164.00
Bianche Hughes	2999.00

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**Payments received**

01/02/2005	1000.00
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You are sharing a room with the following people, who will be billed separately.

Sylvia Hughes

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Please let us know of any spelling or other corrections necessary in the above information. Also, please be sure to advise us of any changes in your address and/or phone numbers. If you move and do not advise us, there may be a fee to resend or redirect documents (if there is even time to do so). Advising the U.S. Post Office is not sufficient.

Additional deposits and final payment are due by the dates described on the promotional material for this trip.

If you have any questions, please feel free to call us

Sincerely,

Groups Limited



# Final Billing Letter



www.gu.com

## Groups Limited

10925 Royal Caribbean Circle  
Boynton Beach, FL 33437

864-762-3264 772-382-2707

gu@gu.com

January 2, 2005

Charles Hughes  
4536 90th St.  
Buffalo, NY 16704

Dear Mr. & Mrs. Hughes:

It won't be long now until we depart for on the Scandinavian Scone trip departing 12/15/2005. Your final payment is now due. As of January 2, 2005, our records show a remaining balance of \$6,163.00. According to our records, the following is the information in your record. Please make sure that the information is correct for everyone in your party:

Name	Name on badge	Birthday	Shirt size
Charles Hughes		03/30/1978	
Blanche Hughes			N/A

You are sharing a room with the following people, who will be billed separately.

Sylvia Hughes

Room/Cabin Category: First Class Description: Room Capacity: Triple Room/Cabin Number (if known):  
Insurance has been: Accepted

Cost and payment information, according to our records is as follows:

Trip Price:	\$5,998.00	Insurance:	\$165.00
Port charges/taxes	\$0.00	Pre/post arrange:	\$0.00
Other taxes:	\$0.00	Other:	\$0.00
Air fare:	\$0	Discount:	\$0.00
Transfers:	\$0.00		
<b>Total Price:</b>	\$0.00		
<b>Total paid to date:</b>	\$0.00		
<b>Balance Due:</b>	\$6,163.00		

Please be sure you have the proper identification documents for the places to which you will be traveling.

Please make sure that the address at the beginning of this letter is correct. This is the address we will use for sending your documents. If your address changes and you do not notify us prior to the date final payment is due, your documents may be sent to the wrong address. A charge may be assessed to recreate the documents (if they can be found).

The primary (home) phone number we have for you in our records is 715-432-3456. Please advise us if this has changed or is incorrect.

Please let us know if you have any special dietary or medical needs. Also, please advise us with your final payment of birthdays or anniversaries during the trip.

Groups Limited

## Payment Status of Group Participants on Specific Group Does Not Include Canceled Passengers

01/02/2005	<b>Payment Status - Does Not Include Cancelled Pax</b>			Page: 1
Canal Cruise	Ship/Hotel/Tour	Rotterdam	Dep. Date:	11/05/2005
Name	# of Pax	Total Price	Total Paid	Balance due
James Houston	1	\$3,465.45	\$500.00	\$2,965.45
Sandra Aster	2	\$3,570.90	\$700.00	\$2,870.90
William Tillman	2	\$4,460.90	\$1,500.00	\$2,960.90
Tim Trainor	1	\$2,085.45	\$500.00	\$1,585.45
Dan Trainor	1	\$1,950.45	\$500.00	\$1,450.45
	7	\$15,533.15	\$3,700.00	\$11,833.15

## Rooming List – Basic Format

01/02/2005	<b>Rooming List - Alpha - Basic Information</b>	Page: 1
<b>Bkg #:</b> 998789	Canal Cruise	<b>Departure Date:</b> 11/05/2005 <b>Ship/Hotel/Tour:</b> Rotterdam
<b>Room/Cabin Category - Capacity - Number (if known)</b>		
<b>Passenger Names</b>		
D    Single	James Houston	
K    Double	Sandra Aster Catherine Stone	
B    Double	William Tillman Sally Kane	
D    Double	Tim Trainor Dan Trainor	
<b>Total number of Rooms:</b> 4		

## Rooming List With Expanded Information

01/02/2005	<b>Rooming List</b>			Page: 1
<b>Bkg #:</b> 998789	Canal Cruise	<b>Departure Date:</b> 11/05/2005	<b>Ship/Hotel/Tour:</b> Rotterdam	
<b>Category/ Capacity / Number</b>				
	<b>Names</b>	<b>Birthday</b>	<b>Emer. Phone</b>	<b>Special Requests</b>
D    Single	James Houston		671-234-5678	near the Smiths
K    Double	Sandra Aster	09/05/1955	854-666-8866	
	Catherine Stone	05/06/1960	854-666-8866	
B    Double	William Tillman	03/12/1955	617-455-8899	
	Sally Kane	06/18/1959	617-455-8899	
D    Double	Tim Trainor	03/05/1966	384-234-4321	
	Dan Trainor	03/05/1966	302-443-3441	
<b>Total number of Rooms:</b> 4				



# GROUPTRAC™

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faxL 305-759-9504  
email: [info@proctorandpeake.com](mailto:info@proctorandpeake.com)  
[www.proctorandpeake.com](http://www.proctorandpeake.com)

## Order Form

Return this form by mail or fax to Davidoff Associates or Proctor & Peake

# YES!

**I want GroupTrac™ (please circle the format you want):**

- **\$495 (download from the Internet)**
- **\$525 (CD-ROM)**

Name \_\_\_\_\_

Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address (please print clearly) \_\_\_\_\_

Form of Payment:  Check  Credit Card (Visa, MasterCard, Amex, Discover)

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card (please print) \_\_\_\_\_

Signature \_\_\_\_\_

GroupTrac™ may also be ordered online at [www.davidoffassociates.com/grouptrac.htm](http://www.davidoffassociates.com/grouptrac.htm)