



Smart Analytics

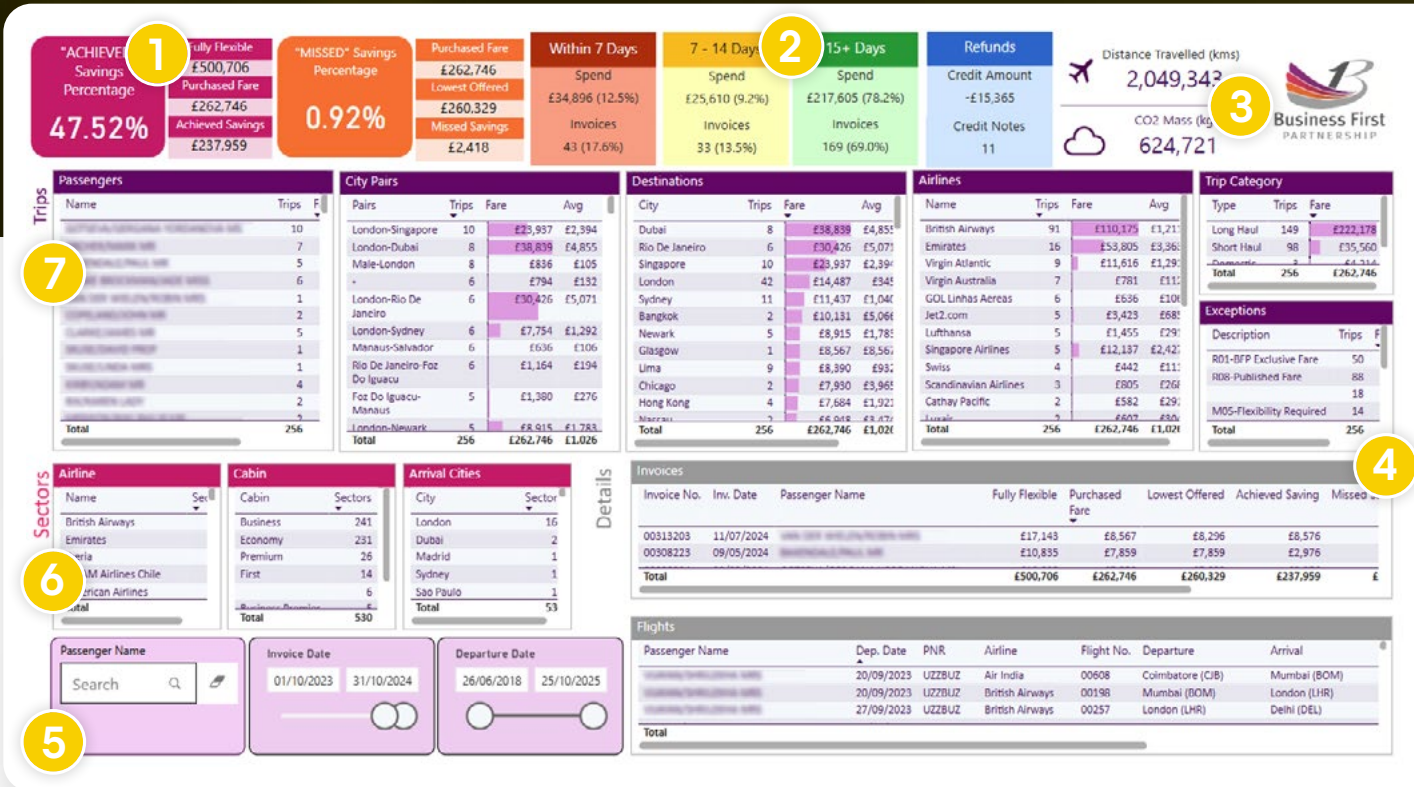
An intuitive dashboard, delivering real-time reporting and in-depth analysis in a matter of seconds.



User Guide



Smart Analytics Dashboard



Top Tips

Filter search results by simply selecting a record. e.g. Selecting a single passenger name will recalculate the dashboard to show only trips relating to that passenger.

Make multiple selections by holding down Ctrl + Clicking on another line. e.g. If you want to view a passengers trip with Paris as the destination, you can simply select the passenger, hold Ctrl + click on Paris

1 **Savings % Achieved** and Missed Savings

2 **Advanced Booking** How far in advance trips have been booked

3 **Co2** Distance travelled and CO2 Mass

4 **Details** This provides a more in depth look into your invoice values and your flight sectors.

5 **Filters** Filter the data by passenger name, invoice number or date range

6 **Sectors** This displays data on Airline, Cabin Classes and Arrival Cities

7 **Trips** This displays fare and trip count data based on Passenger, City Pair, Destination, Airline, Trip Category and Exception Code.

Data Tabs

Filter Options

Invoice

Business First PARTNERSHIP

SHOW FILTER PANEL Clear All Filters FILTERS APPLIED

Invoice No.	Invoice Date	Transaction Type	Passenger Name	PNR	Departure Date	Return Date	Trip Duration	Destination City	Destination Country	Routing	Classes	Trip Type	Vendor Name
00000813	06/09/2018	RAIL	LUCAS/JOHN MR	LBMFAA	07/09/2018	10/09/2018	3	Frankfurt (FRA)	Germany				MISC. RAIL
00000814	06/09/2018	RAIL	LUCAS/ANGELA MRS	LBMFAA	07/09/2018	10/09/2018	3	Frankfurt (FRA)	Germany				MISC. RAIL
00001182	14/09/2018	AIR	LAFUENTE PEREZ/GRACIA MS	WDRCZY									
00001218	23/10/2018	HOTEL	JACKSON/JOHN MR	MISXAT	08/10/2018	11/10/2018	3						BAILEYS HOTEL
00001229	07/11/2018	AIR	CHATTERJEE/BOBBY MS	JHXMMO	28/07/2018	28/07/2018	0			LCY-AMS	Business	Short Haul	
00001277	21/02/2019	HOTEL	WRIGHT/SHERILYN MISS	OPGFY	02/02/2019	07/02/2019	5						HANDLERY UNION SQUARE
00001287	07/03/2019	HOTEL	PRIOR/PALUL MR	CETEXV	05/03/2019	06/03/2019	1						CLUB QUARTERS ST PAULS
00001301	09/04/2019	TRAVEL EXTRAS	HOURIGAN/JOHN MR										MISCELLANEOUS
00002003	14/09/2018	TRAVEL EXTRAS	MARKS CLEE/LAUREN MISS	CJCSQ	22/09/2018								MISCELLANEOUS
00002102	19/09/2018	CAR	MR IYAS KHAN	XHBFBH				Accra (ACC)	Ghana				AIR SERVICE CHARGE
00002118	19/09/2018	CAR	MR IYAS KHAN	SCDLML	20/08/2018			Winton (WIN)	Australia				TRISTAR WORLDWIDE CHALF
00002445	08/10/2018	HOTEL	DYSON/JAMES MR	RIKFKC	09/11/2018	11/11/2018	2	Hong Kong (HKG)	Hong Kong				THE LANGHAM HONG KONG

Filters

Client Name: All

Passenger Name: All

Invoice Date: 01/01/2018 - 27/01/2025

Departure Date: 01/01/2018 - 31/12/2025

Return Date: 01/01/2018 - 24/12/2025

Invoice Number: Search

PNR: Search

Trip type: All

Destination City: All

Destination Country: All

Vendor Name: All

Transaction Type: All

Saving Description: All

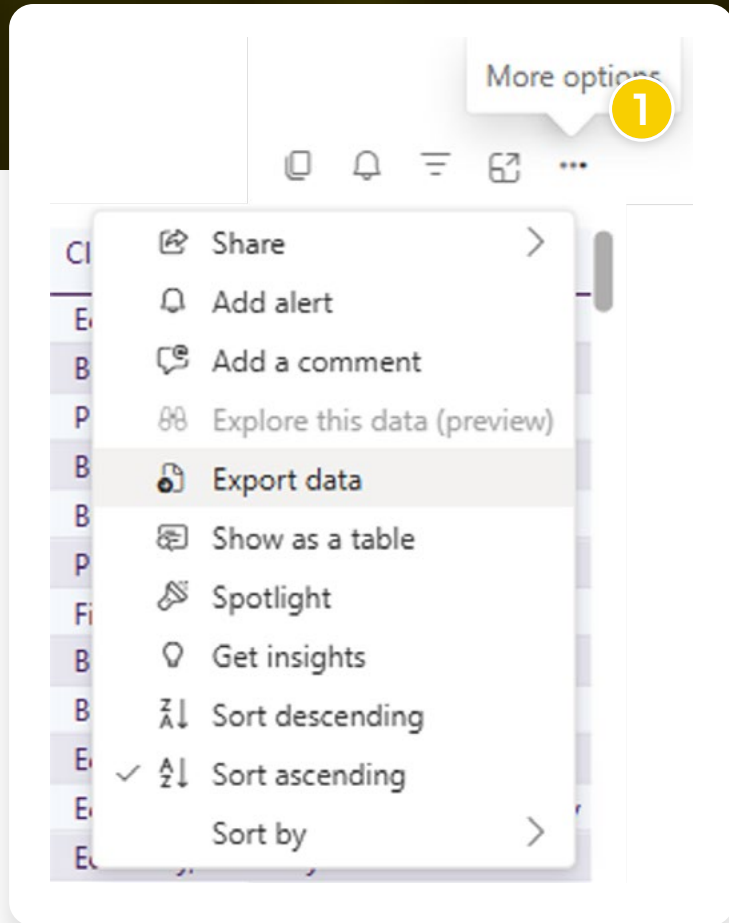
RESET SUBMIT EXIT

- 1 Sorting**
 Click on the relevant heading to sort the data **alphabetically** or **chronologically**
- 2 Show Filters**
 Click 'Show Filter Panel' to bring up filter options

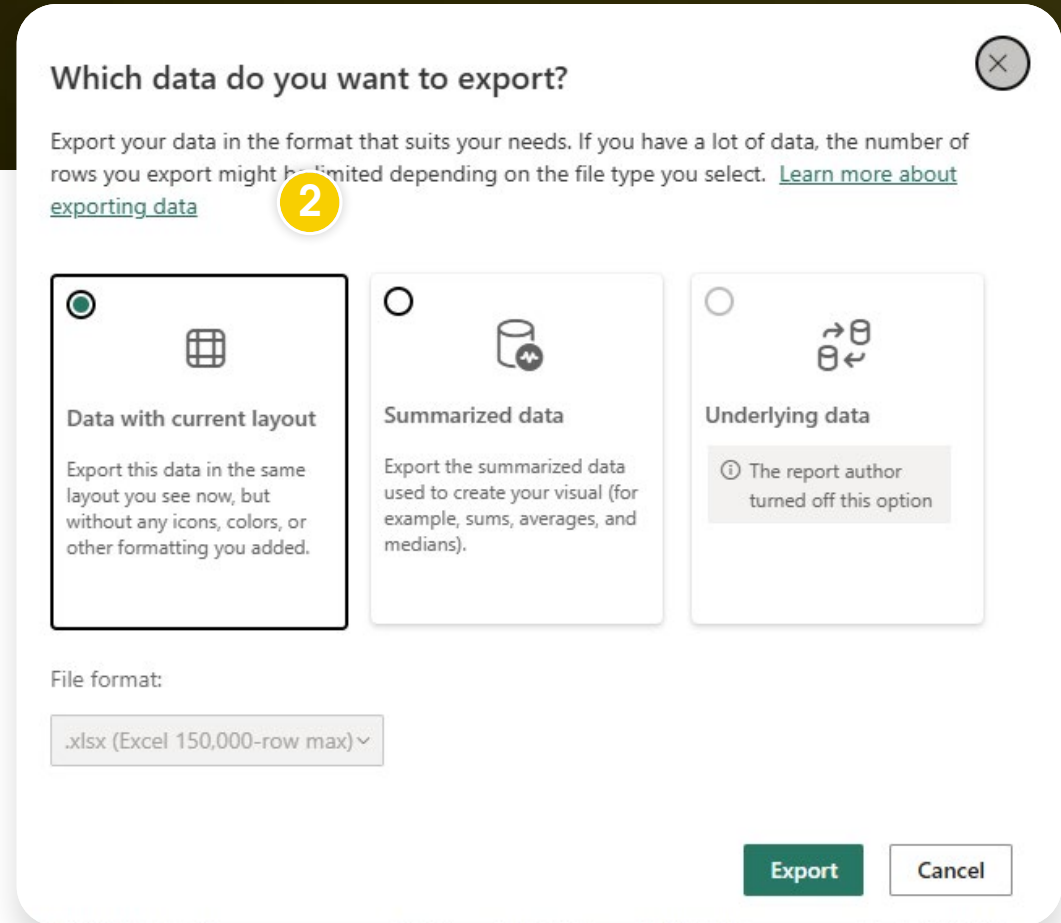




Exporting Data



- 1 Select the more options 3 dots in the top right corner of the data and select 'Export Data'



- 2 In the pop-out message select 'Data with current layout' to export the data into an excel spreadsheet with the same columns and format as the Smart Analytics Data Tab