

Una vez tenemos las columnas añadidas podemos ver los resultados del Analysis en la pestaña Results:

Criteria **Results** Prompts Advanced

Subject Ar... Search

Bookings-Reservation

- Reservation Overview
- Additional Information
- Notifications
- Rate
- Revenue
- Billing
- Room
- Guest Profile
- Accompanying
- Account Profiles
- Room Rotation

Compound Layout

Title: Sample_1

Table

Property	Confirmation Number	Arrival Date	Departure Date	Block Name	First Name
MDH	2606420	12/16/2024	12/16/2024		
	2606803	12/16/2024	12/16/2024		Itziar
	2606817	12/18/2024	12/21/2024	Workshop Mastel	
	2606825	12/16/2024	12/17/2024		Marta
	2606831	12/16/2024	12/17/2024		Marta
	2606943	12/16/2024	12/19/2024	Test_Mastel_16122024	

Desde aquí podemos reordenar las columnas simplemente manteniendo pulsado sobre la columna que queremos mover y arrastrarla hasta su ubicación.

Desde aquí podemos ordenar la información por una columna concreto, por ejemplo alfabéticamente por Block Name

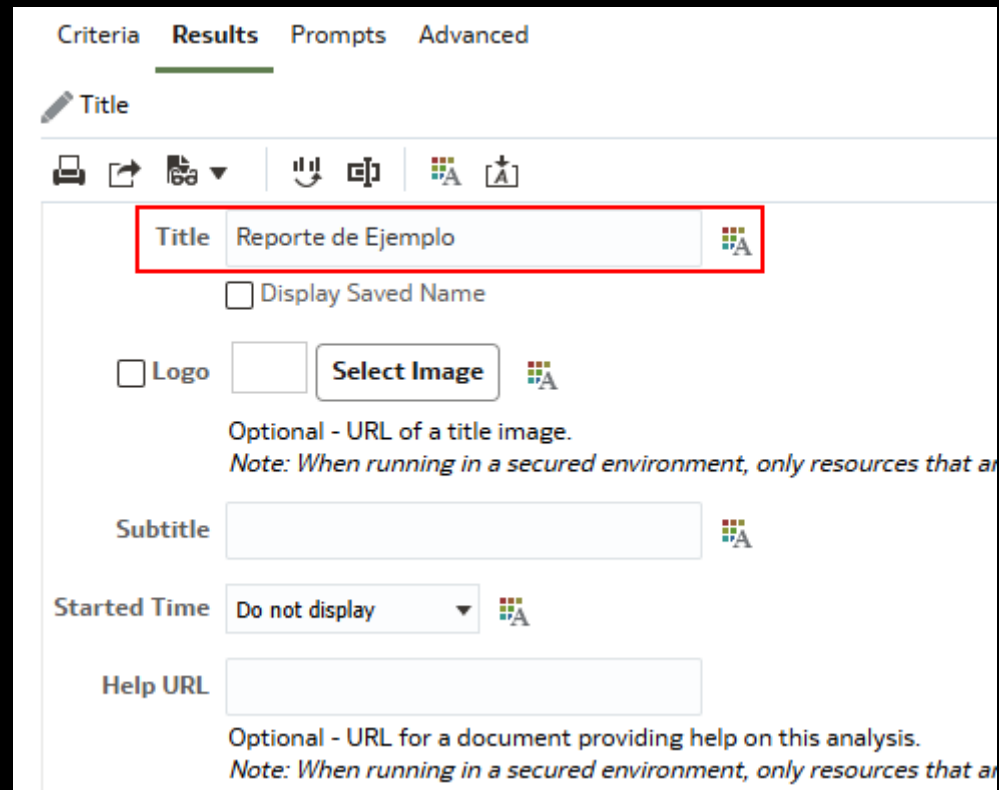
Property	Arrival Date	Confirmation Number	Departure Date	Block Name	First Name
MDH	2/26/2025	2988253	2/28/2025	Al Barari DXB	
MDH	2/26/2025	2996462	2/27/2025	Al Barari Hotel	
		2996640	2/27/2025		Test1
		2996641	2/27/2025		Test2
		2996642	2/27/2025		TEST3
		2996699	2/27/2025		Test4
		2996700	2/27/2025		Test4
	2/27/2025	3000791	2/28/2025		

Desde la pestaña de Result podemos cambiar el título o cabecera que tendrá el reporte.

The screenshot shows a software interface for editing a report layout. At the top is a toolbar with various icons. Below it, the 'Compound Layout' section contains a 'Title' field with the text 'Sample_2'. To the right of the title field is a red rectangular box containing three icons: a selection icon (a square with an 'A'), an edit icon (a pencil), and a delete icon (an 'X'). Below the title field is a 'Table' section, also with icons for selection, a 'xyz' icon, edit, and delete. The table contains the following data:

Property	Arrival Date	Confirmation Number	Departure Date	Block Name	First Name
MDH	2/26/2025	2988253	2/28/2025	Al Barari DXB	
MDH	2/26/2025	2996462	2/27/2025	Al Barari Hotel	
MDH	2/26/2025	2996640	2/27/2025	Al Barari Hotel	Test1
MDH	2/26/2025	2996641	2/27/2025	Al Barari Hotel	Test2
MDH	2/26/2025	2996642	2/27/2025	Al Barari Hotel	TEST3

También podríamos añadir un logo para que aparezca en la parte superior del informe.



The screenshot shows the 'Results' tab of a software interface. The 'Title' field is highlighted with a red box and contains the text 'Reporte de Ejemplo'. Below the title field is a checkbox labeled 'Display Saved Name'. The 'Logo' field has a checkbox and a 'Select Image' button. Below the logo field is a text input field for the 'Optional - URL of a title image.' with a note: 'Note: When running in a secured environment, only resources that are...'. The 'Subtitle' field is a text input field. The 'Started Time' field is a dropdown menu set to 'Do not display'. The 'Help URL' field is a text input field. Below the help URL field is a text input field for the 'Optional - URL for a document providing help on this analysis.' with a note: 'Note: When running in a secured environment, only resources that are...'. The interface has a top navigation bar with 'Criteria', 'Results', 'Prompts', and 'Advanced' tabs. The 'Results' tab is selected. There is a 'Title' label with a pencil icon. A toolbar contains icons for print, share, download, refresh, copy, paste, and a grid icon. The 'Title' field has a grid icon on the right. The 'Logo' field has a grid icon on the right. The 'Subtitle' field has a grid icon on the right. The 'Started Time' field has a grid icon on the right. The 'Help URL' field has a grid icon on the right.

Por defecto, las columnas agrupan la información según el valor que tienen. Por ejemplo, en la siguiente imagen vemos que las celdas de Property, Arrival Date y Block Name salen expandidas y contienen diferentes Confirmation Number.

Property	Arrival Date	Confirmation Number	Departure Date	Block Name▲▼	First Name
MDH	2/26/2025	2988253	2/28/2025	Al Barari DXB	
MDH	2/26/2025	2996462	2/27/2025	Al Barari Hotel	
		2996640	2/27/2025		Test1
		2996641	2/27/2025		Test2
		2996642	2/27/2025		TEST3
		2996699	2/27/2025		Test4
		2996700	2/27/2025		Test4
	2/27/2025	3000791	2/28/2025		

Para cambiar esto, debemos ir a la pestaña Criterios, pulsar sobre la rueda dentada de la columna que queramos modificar su comportamiento, y pulsamos sobre Column Properties

The screenshot displays a software interface with a 'Selected Columns' section. It contains several columns: 'Property Details' (with a sub-column 'Property'), 'Details' (with sub-columns 'Confirmation Number' and 'Arrival Date'), 'Departure Date', 'Stay Details' (with sub-column 'Block Name'), and 'Profiles-Individuals - Guest Details' (with sub-column 'First Name'). Each column has a gear icon for settings. A red box highlights the gear icon for the 'Arrival Date' column. A dropdown menu is open for this column, showing options: 'Sort', 'Edit formula', 'Column Properties' (highlighted with a red box), 'Filter', 'Delete', and 'Save Column As'. Below the columns is a 'Filters' section with a filter icon and the text 'Property is prompted'.

En el menú que aparece vamos a la pestaña Column Format y en la parte inferior seleccionamos Repeat. De esta manera la columna mostrará cada dato en una línea repitiendo valores.

Column Properties [X]

Style | **Column Format** | Data Format | Conditional Format | Interaction

Headings [Hide]

Folder Heading Details [A]

Column Heading Arrival Date [A]

☐ Custom Headings

Value Suppression

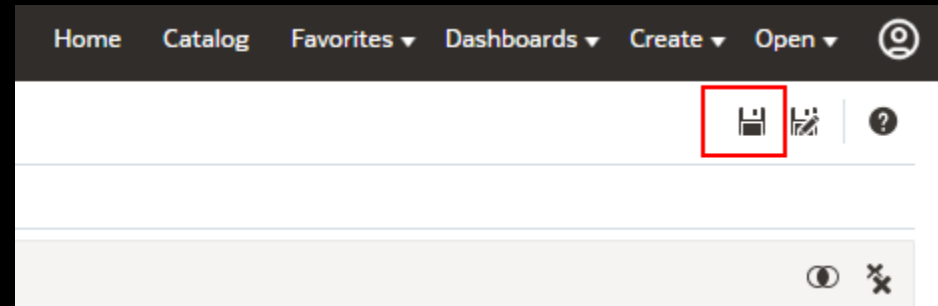
XX	XXXX	XX	XXXX
	XXXX	XX	XXXX
	XXXX	XX	XXXX
XX	XXXX	XX	XXXX
	XXXX	XX	XXXX

☒ Suppress ☐ Repeat

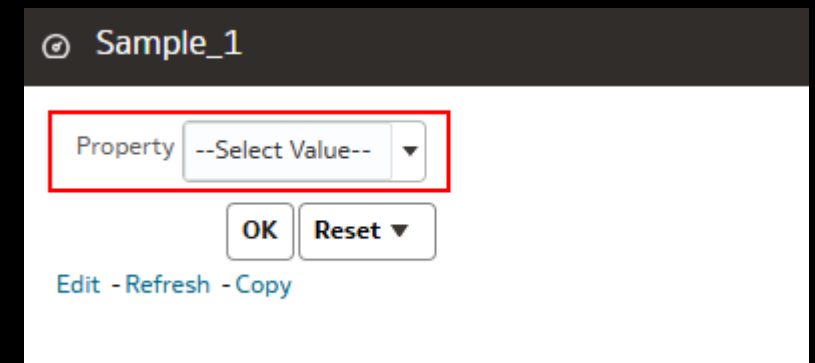
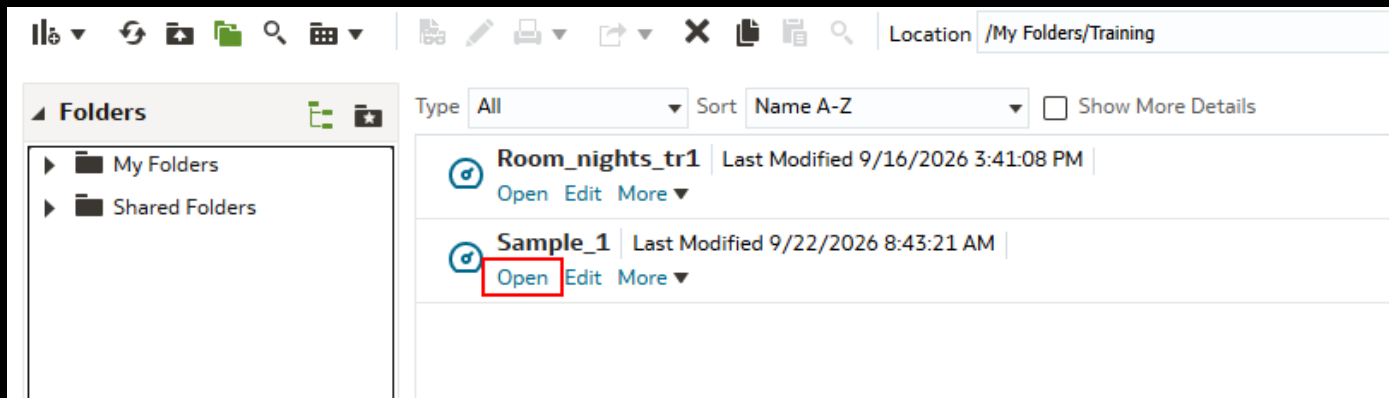
OK Cancel

Desde aquí también podríamos customizar la cabecera de la columna y ponerle un nombre diferente.

Una vez tengamos la estructura finalizada, guardamos pulsando sobre el icono superior derecho y seleccionamos la ruta donde guardar el analysis.



Cuando el usuario busque el Analysis, puede ejecutarlo directamente pulsando sobre el botón Open, rellenar los prompts que hayamos configurado y pulsar OK para ver el reporte.



Para exportar el reporte seleccionamos la opción Export en la parte inferior del reporte y seleccionamos el formato de salida del reporte.

Sample_1

Property	Arrival Date	Confirmation Number	Departure Date	Block Name▲▼	First Name▲▼
MDH	2/26/2025	2988253	2/28/2025	Al Barari DXB	
MDH	2/26/2025	2996462	2/27/2025	Al Barari Hotel	
MDH	2/26/2025	2996640	2/27/2025	Al Barari Hotel	Test1
MDH	2/26/2025	2996641	2/27/2025	Al Barari Hotel	Test2
MDH	2/26/2025	2996642	2/27/2025	Al Barari Hotel	TEST3
MDH	2/26/2025	2996699	2/27/2025	Al Barari Hotel	Test4
MDH	2/26/2025	2996700	2/27/2025	Al Barari Hotel	Test4
MDH	2/27/2025	3000791	2/28/2025	Al Barari Hotel	
MDH	2/27/2025	3000978	2/28/2025	Al Barari Hotel	Line1
MDH	2/27/2025	3001295	2/28/2025	Al Barari Hotel	Line1Change2
MDH	2/27/2025	3001333	2/28/2025	Al Barari Hotel	Sharer
MDH	2/27/2025	3001336	2/28/2025	Al Barari Hotel	Sharer
MDH	2/27/2025	3001363	2/28/2025	Al Barari Hotel	Test3

Edit - Refresh - Print - **Export** - Add to Briefing Book - Email - Copy

- Formatted
 - PDF
- Data
 - Excel
 - Powerpoint
 - Web Archive