

Retrieving a Report with Reservations that Qualify for Rebook Now. Recharge Later.

With the Reservations Export feature in VAX, it is easier than ever to identify qualifying reservations for your Apple Leisure Group Vacations [Rebook Now. Recharge Later](#). Customers

You can view and export a report of all your previously booked reservations, and then sort to view only the **valid bookings made prior to 3/20/20 for departures through 5/31/20**.

Reservations booked within the last three years and traveled within the past 18 months are available for retrieval and reports.

Retrieving a Filtered Reservations Report

1. Retrieve a confirmed reservation by selecting the *Retrieve Reservations* button at the top of any page in VAX.



2. In the *Retrieve Reservations* panel that displays, enter the **Max. Booking Date** of 20MAR20 and then enter the **MAX. Depart Date** of 31MAY20. Select Active from the **Booking Status**: drop-down menu. Leave all the other fields empty. Select **Search**.

Retrieve Reservations

Retrieve a Reservation

Reservation Number:

[Retrieve Reservation](#)

OR

Reservation Search

Passenger First Name: Passenger Last Name: Min. Booking Date: Max. Booking Date:

Min. Depart Date: Max. Depart Date: Supplier: Origin:

Destination: Promo Code: Agent: Booking Status:

[Search](#)

- Your report will display with the number of reservations that qualify for **Rebook Now. Recharge Later.**, based upon the criteria you entered.

Reservation Results

Export to Excel

Showing 1 to 1 of 1 results

First Previous Next Last

Supplier	Res #	Passengers	Booking Date	Departure Date	Origin	Destinations	Amount Paid	Total Amount Due	Payment Due Date	Promo Code	Status	Agent Name
Travel Impressions	11H200TP	SMITH, KAIT	12MAR20	19MAY20		Cancun - Cancun AND Riviera Maya (CUN)	\$0.00	\$116.61	12MAR20	CGTIALGROUP	Active	Anthony K

Showing 1 to 1 of 1 results

First Previous Next Last

Export to Excel

Note: Reservation history is only available for the past 18 months
Tip: Shift-click to sort the results by multiple columns in order

- Select **Export to Excel** to allow for sorting of data.

Note: Agency site managers may restrict permissions for an agent to retrieve and view another agent's reservations, removing the ability to refine the search at an agent level.



Sorting an Existing Report to Display Qualified Bookings

- In the exported report, sort column T to display only the active reservations.



- Sort Column E (Booking Date) using the **Date Filters** to locate all bookings made prior to 03/20/20.

Supplier	Res #	# of Passengers	Passengers	Booking Date	Departure Date	Return Date	# of Nights	Origin	Destinations	Hotel	Amount Paid	Total Amount Due	Payment Due Date	Total Pack
Travel Impressions	11H200TP	1	SMITH, KAIT	05/02/2019	05/14/2020	05/24/2020	12							
Apple Vacations	E36300AP	1	CGAV	07/20/2020	07/23/2020		3							
Travel Impressions	27Y300TP	1	CGTR	07/20/2020	07/23/2020		3							
Funjet Vacations	Q0T3G0E3	1	CGFA	07/20/2020	07/23/2020		3							
Travel Impressions	54S400TP	1	KAFU	07/20/2020	07/23/2020		3							
Travel Impressions	FB0000VX	1	hefer	07/20/2020	07/23/2020		3							
Travel Impressions	YC0000VX	2	Jones	07/20/2020	07/23/2020		3							
Apple Vacations	A0A4A0AP	1	BREATHE EASY WITH ALG GROUPS, CGAV/BREATHE	03/17/2020										
Funjet Vacations	H167R0E3	1	BREATHE EASY WITH ALG GROUPS, CGF/BREATHE	03/17/2020										
Travel Impressions	G4F4A0TP	1	BREATHE EASY WITH ALG GROUPS, CGTB/BREATHE TWO	03/18/2020										

- Sort Column F (Departure Date) using the **Date Filters** to locate all bookings with departures through 05/31/20.

Departure Date	Return Date	# of Nights	Origin	Destinations	Hotel
08/03/2019	08/06/2019	3		Cancun - Cancun AND Riviera Maya (CUN)	
07/20/2020	07/23/2020	3		Dominican Republic, Punta Cana (PUJ)	
07/20/2020	07/23/2020	3		Dominican Republic, Punta Cana (PUJ)	

- View your qualified bookings in the filtered report.

Supplier	Res #	# of Passengers	Passengers	Booking Date	Departure Date	Return Date	# of Nights
Travel Impressions	11H200TP	1	SMITH, KAIT	05/02/2019	05/14/2020	05/24/2020	12

