



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.



### Some of the 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)

Badges in choice of stick-on or convention-size insert

All data exportable in standard formats

### Letters included (limited ability to customize letters)

Confirmation letter

Additional deposit due letter

Final payment due letter

Mailing labels

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

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[www.proctorandpeake.com](http://www.proctorandpeake.com)



One-time purchase price  
No monthly fees

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. Data can also be exported in standard format.

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
- Badges (choice of stick-on or ¾ convention size insert badges)
- Mailing labels

Also available with GroupTrac™

- Email passengers or prospects directly from GroupTrac™
- Export data in standard format
- Backup or restore from within the program
- Limited ability to customize letters within GroupTrac™ for either an entire group or for individual passengers within the group

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

**Trip Information**

**Trip ID**     **Type of trip**     **Inactive?**

**Trip name**     **Trip operator**     **Supplier booking #**

**Departure date**     **Return date**     **Early booking date**     **Edit**

**Destination**     **Ship / Hotel / Tour**     **New**

**Group 1**     **Group 2**     **Save**

**Group 3**     **Return to Menu**

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Cabin/Room
Prices PP
Payments Due
Other Info.
Memo

Category	Description	Price PP Dbl	Price 3rd/4th Child	Price 3rd/4th Adult	Price Sgl	# Cabins/Room
▶ 4a	Interior	459.00	299.00	329.00	709.00	
6a	Oceanview	529.00	299.00	329.00	779.00	
12	Suite	989.00	299.00	329.00	1639.00	

**Cancelled**     **Cancel date**     **Cancel by**

**Cancel reason**

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

# Client Input Screen

The screenshot shows a software window titled "Client" with a blue header bar. The main content area is divided into several sections:

- Client ID:** 1
- Booked/Prospect:** Booked
- Referral source:** Email
- Inactive?:**

On the right side, there are several blue buttons: **New**, **Save**, **Edit**, **Find Client**, **New Reserv**, **Go To Reserv**, and **Return to Menu**.

**Contact Information** section:

Prefix	Gender	First name	Last name	Birth date
Mr.	M	Oscar	Brooks	12/27/1933
Prefix	Gender	First name (spouse)	Last name (spouse)	Birth date
Ms.	F	Katrina	Brooks	07/05/1943

**Salutation:** Mr. & Ms. Brooks

**Address** / **Contact Info.** tabs are visible.

**Address** section:

Address	Alternate
1302 Deeds St	

**City/State/Zip** section:

City/State/Zip	City/State/Zip
New York NY 10015-	

**Country** section:

Country	Country
U.S.	

**Date entered:** 09/19/2004 **By:** DSD

**Start date:**  **End date:**

**Alternate address reason:**

**Last modified:** 03/16/2005 **By:** DSD

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

## Passenger Reservation Input Screen – Passenger Info

**Reservation Information**

<b>Reservation ID</b>	<input type="text" value="1"/>	<b>Supplier ID</b>	<input type="text" value=""/>		<b>Print</b>
<b>Trip name</b>	<input type="text" value="Cruisin' Boozers 2005"/>	<b>Trip operator</b>	<input type="text" value="Carnival Cruise Lines"/>		<b>Find by Pax</b>
<b>Departure date</b>	<input type="text" value="09/09/2005"/>	<b>Ship/Hotel/Tour</b>	<input type="text" value="Imagination"/>		<b>Edit</b>
<b>Bill To</b>	<input type="button" value="i+"/> <input type="button" value="i-"/> <input type="button" value="i"/>				<b>New</b>
<input type="text" value="1"/>	<input type="text" value="Oscar Brooks"/>	This reservation will be billed to 1 client(s).			<b>Save</b>
		<b>Total Price</b>	<b>Total Paid</b>	<b>Balance</b>	<b>Return to Menu</b>
		\$1,651.00	\$100.00	\$1,551.00	
<b>Salutation</b>	<input type="text" value="Mr. &amp; Ms. Brooks"/>				

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Passenger Info.	Prices PP	Total Purchases	Flight Info.	Payments	Other Info.	Memo
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**Passenger Info for Oscar Brooks**

Prefix	Gender	First Name	Last Name	Name on Badge	Birthdate	Age Group	Shirt Size	Passport #
▶ Mr.	M	Oscar	Brooks	Oscar Brooks	12/27/1933	Adult	XXXL	
Ms.	F	Katrina	Brooks	Trina Brooks	07/05/1943	Adult	M	

<b>Canceled</b>	<input type="text" value="No"/>	<b>Cancel date</b>	<input type="text" value=""/>	<b>Cancel reason</b>	<input type="text" value=""/>
<b>Canceled by</b>	<input type="text" value=""/>	<b>Cancel taken by</b>	<input type="text" value=""/>		
<b>Date booked</b>	<input type="text" value="09/19/2004"/>	<b>By</b>	<input type="text" value="DSD"/>	<b>Last modified</b>	<input type="text" value="11/28/2005"/> <b>By</b> <input type="text" value="DEB"/>

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

# Passenger Reservation Input Screen – Prices Per Person

**Reservation Information**

Reservation ID	1	Supplier ID			<b>Print</b>
Trip name	Cruisin' Boozers 2005	Trip operator	Carnival Cruise Lines		<b>Find by Pax</b>
Departure date	09/09/2005	Ship/Hotel/Tour	Imagination		<b>Edit</b>
Bill To	<div style="display: flex; gap: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px;">+</span> <span style="background-color: #0056b3; color: white; padding: 2px;">-</span> <span style="background-color: #0056b3; color: white; padding: 2px;">x</span> </div>				<b>New</b>
	1	Oscar Brooks	This reservation will be billed to 1 client(s).		<b>Save</b>
			<b>Total Price</b>	<b>Total Paid</b>	<b>Balance</b>
			\$1,651.00	\$160.00	\$1,551.00
Salutation	Mr. & Ms. Brooks				<b>Return to Menu</b>

---

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

**Individual Prices for Oscar Brooks**

First Name	Last Name	Total Price	Trip Basic Price	Port Charge	Tax	Agency Insurance	Supplier Insurance	Air Pri
Oscar	Brooks	<b>\$813.00</b>	\$529.00	\$99.00	\$0.00	\$85.00	\$0.00	\$0
Katrina	Brooks	<b>\$838.00</b>	\$529.00	\$99.00	\$0.00	\$85.00	\$0.00	\$0

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

## Passenger Reservation Input Screen – Payments

**Reservation Information**

Reservation ID	<input type="text" value="1"/>	Supplier ID	<input type="text"/>		<b>Print</b>
Trip name	<input type="text" value="Cruisin' Boozers 2005"/>	Trip operator	<input type="text" value="Carnival Cruise Lines"/>		<b>Find by Pax</b>
Departure date	<input type="text" value="09/09/2005"/>	Ship/Hotel/Tour	<input type="text" value="Imagination"/>		<b>Edit</b>
Bill To	<input type="button" value="i+"/> <input type="button" value="i-"/> <input type="button" value="cc"/>				<b>New</b>
<input type="text" value="1"/>	<input type="text" value="Oscar Brooks"/>	This reservation will be billed to 1 client(s).			<b>Save</b>
		<b>Total Price</b>	<b>Total Paid</b>	<b>Balance</b>	<b>Return to Menu</b>
		<b>\$1,651.00</b>	<b>\$600.00</b>	<b>\$1,051.00</b>	
Salutation	<input type="text" value="Mr. &amp; Ms. Brooks"/>				

---

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

**Payments for Oscar Brooks**

Date	Amount	Form of Payment	Credit Card Type	Credit Card Number	CVV CODE	Expiration Date	Name on Credit C
▶ 12/12/2004	\$50.00	Credit Card	Visa	4353-1234-1234-1234		12/05	Oscar Brooks
12/20/2004	\$50.00	Credit Card	Visa	4353-1234-1234-1234		12/05	Oscar Brooks
05/01/2005	\$500.00	Credit Card	AMEX	3713-123456-21005		06/06	Oscar Brooks`

**Total payment**

This is the screen for entering payments for each passenger.

# Confirmation Letter



[www.proctorandpeake.com](http://www.proctorandpeake.com)

## Proctor & Peake, Inc.

9325 Park Drive, Suite B

Miami Shores, FL 33138

305-751-1181 305-759-9504  
david@proctorandpeake.com

11/28/2005

Peter Pepperdine  
125 Super St.  
Supertown, MD 20584

Dear :

This letter confirms your reservation for Cruisin' Boozers 2005.

Billing detail

Peter Pepperdine	628.00
Pauline Pepperdine	628.00
May Worth	428.00

---

Payments received

12/12/2004	300.00
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You are sharing a room with the following people, who will be billed separately.

Samuel Watersmith

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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,

Proctor & Peake, Inc.



# Final Billing Letter



www.proctorandpeake.com

## Proctor & Peake, Inc.

9325 Park Drive, Suite B

Miami Shores, FL 33138

305-751-1181 305-759-9504

david@proctorandpeake.com

July 31, 2005

Marilyn Brown  
Brown Enterprises  
125 Maple St.  
South Bend IN, 55455-

Dear :

It won't be long now until we depart for Western Caribbean on the Cruisiri! Boozers 2005 trip departing 09/09/2005. Your final payment is now due. As of July 31, 2005, our records show a remaining balance of \$1,823.00. 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	Birthdate	Shirt size
Marilyn Brown	Lynn Brown	06/17/1955	M

---

Room/Cabin Category: 12 Description: Suite Room Capacity: Single Room/Cabin Number (if known):  
Insurance has been: Accepted

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

Trip Price:	\$1,639.00	Insurance:	\$85.00
Port charges/taxes:	\$99.00	Pre/post arrangements:	\$100.00
Other taxes:	\$0.00	Other:	\$0.00
Air fare:	\$0		
Transfers:	\$0.00		
<b>Total Price:</b>	<b>\$1,923.00</b>		
<b>Total paid to date:</b>	<b>\$100.00</b>		
<b>Balance Due:</b>	<b>\$1,823.00</b>		

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 reroute the documents (if they can be found).

The primary (home) phone number we have for you in our records is 514-333-4467. 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.

Proctor & Peake, Inc.

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

11/28/2005	<b>Payment Status - Does Not Include Canceled Pax</b>			Page: 1
<b>Cruisin' Boozers 2005</b>	<b>Ship/Hotel/Tour</b>	Imagination	<b>Dep. Date: 09/09/2005</b>	
<b>Name</b>	<b># of Pax</b>	<b>Total Price</b>	<b>Total Paid</b>	<b>Balance due</b>
Oscar Brooks	2	\$1,651.00	\$600.00	\$1,051.00
Marilyn Brown	1	\$1,923.00	\$100.00	\$1,823.00
Elmo Bigbird	1	\$727.25	\$200.00	\$527.25
Sadie Smallbird	1	\$727.25	\$0.00	\$727.25
Peter Pepperdine	3	\$1,684.00	\$300.00	\$1,384.00
Samuel Watersmith	1	\$428.00	\$100.00	\$328.00
Michael Worthington	1	\$1,198.00	\$0.00	\$1,198.00
	10	\$8,338.50	\$1,300.00	\$7,038.50

## Rooming List – Basic Format

11/28/2005	<b>Rooming List - Alpha - Basic Information</b>	Page: 1
<b>Bkg #:</b> 123WN	Cruisin' Boozers 2005	<b>Departure Date:</b> 09/09/2005
<b>Ship/Hotel/Tour:</b> Imagination		
<b>Room/Cabin Category - Capacity - Number (if known)</b>		
<b>Passenger Names</b>		
12	Triple	Oscar Brooks Katrina Brooks
12	Single	Marilyn Brown
6a	Double	Elmo Bigbird Sadie Smallbird
6a	Quad	Peter Pepperdine Pauline Pepperdine Mary Worth Samuel Watersmith
12	Double	Michael Worthington
<b>Total number of Rooms:</b> 5		

## Rooming List With Expanded Information

11/28/2005	<b>Rooming List</b>			Page: 1
<b>Bkg #:</b> 123WN	Cruisin' Boozers 2005	<b>Departure Date:</b> 09/09/2005	<b>Ship/Hotel/Tour:</b> Imagination	
<b>Category/ Capacity / Number</b>				
	<b>Names</b>	<b>Birthdays</b>	<b>Emer. Phone</b>	<b>Special Requests</b>
12	Triple			near Mary Worth
	Oscar Brooks	12/27/1933	212-333-4444	
	Katrina Brooks	07/05/1943	212-333-4444	
12	Single			
	Marilyn Brown	06/17/1955	514-333-4467	
6a	Double			
	Elmo Bigbird	03/02/1955	222-333-3344	
	Sadie Smallbird	05/05/1966	222-222-2222	
6a	Quad			
	Peter Pepperdine	10/25/1965	301-555-2548	
	Pauline Pepperdine	10/14/1966	301-555-2548	
	Mary Worth	06/05/1943	301-555-2548	
	Samuel Watersmith	12/05/1968	301-555-6987	
12	Double			mid-ship; cabin near Pepperdines
	Michael Worthington	07/10/1966	561-582-6517	
<b>Total number of Rooms:</b> 5				

# Rooming List by Category

11/28/2005		<b>Rooming List by Room Category</b>		Page: 1
<b>Bkg #:</b> 123WN	Cruisin' Boozers 2005	<b>Departure Date:</b> 09/09/2005	<b>Ship/Hotel/Tour</b>	Imagination
12 Suite	(Name of Lead Person in Cabin Listed)			
	Michael Worthington			
<b>Totals:</b>	12 Suite Double			1
	Marilyn Brown			
<b>Totals:</b>	12 Suite Single			1
	Oscar Brooks			
	Katrina Brooks			
<b>Totals:</b>	12 Suite Triple			1
<b>Category Total:</b>	12 Suite			3
6a Oceanview	(Name of Lead Person in Cabin Listed)			
	Elmo Bigbird			
	Sadie Smallbird			
<b>Totals:</b>	6a Oceanview Double			1
	Peter Pepperdine			
	Pauline Pepperdine			
	Mary Worth			
	Samuel Watersmith			
<b>Totals:</b>	6a Oceanview Quad			1
<b>Category Total:</b>	6a Oceanview			2
<hr/>				
<b>Total number of Rooms: 5</b>				

# T-Shirt Order List

11/28/2005

## T-Shirt Orders

Page 1

Bkg #. 123WN

Cruisin' Boozers 2005

Departure Date: 09/09/2005

Ship/Hotel/Tour

Imagination

<b>Names</b>	<b>T-Shirt Size</b>
Elmo Bigbird	XL
Oscar Brooks	XXXL
Katrina Brooks	M
Marilyn Brown	M
Peter Pepperdine	L
Pauline Pepperdine	M
Mary Worth	M
Michael Worthington	XL
<b>Totals:</b>	
<b>Small</b>	0
<b>Medium</b>	4
<b>Large</b>	1
<b>XLarge</b>	2
<b>XXLarge</b>	0
<b>Other</b>	1
<b>Total of all shirts:</b>	8



# GROUPTRAC™

Davidoff Associates, Inc.  
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Boynton Beach, FL 33437  
800-754-3170 • 561-742-3386  
fax: 772-382-2707  
email: [grouptrac@davidoffassociates.com](mailto:grouptrac@davidoffassociates.com)  
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Proctor & Peake, Inc.  
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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)