Release Notes

Cvent Passkey

August 2017

cvent

Overview

We are excited to announce the latest updates to Cvent Passkey, the industry's leading group reservation technology provider.

We are introducing a new report called the Passkey Usage Overview that will allow you to analyze your performance in Passkey from perspectives such as reservations, revenue, and upsell tools. The report can be run for different time periods allowing you to chart your success.
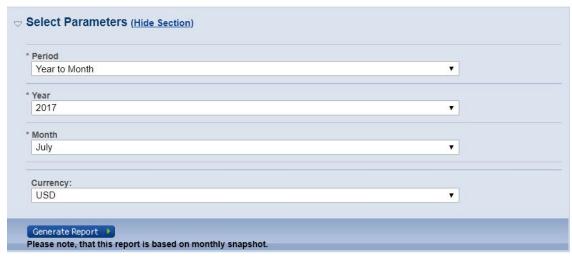
We have improved the way rooms in a list are associated to an event's inventory within the Roomlist Manager, and also have provided a way to view all the rows within a roomlist.

Finally, we have made some enhancements to the registration process (Event Connector). It's now possible to unlink a reservation from a registration and to provide the Passkey EventID within callbacks. These changes follow on recent improvements to Event Connector.

Passkey Usage Overview

A new report called the Passkey Usage Overview was added to reports. This report lets you see cross-event data, including reservation, revenue, and upsell figures, and is available in Excel format for analysis. For example, you could:

- Look at reservation and revenue trends over time
- Compare room upsell trends over time
- View add-on usage and performance over time

To learn more about the report and its content, see the help file.

Roomlist Manager Improvements

We've made several enhancements to the roomlist mapping process.

Previewing the Roomlist

It's now possible see the first 15 rows of the roomlist and expand the view to show all the rows in the list. This makes it easier to find problems such as missing data or incorrect formatting before the mapping is completed.

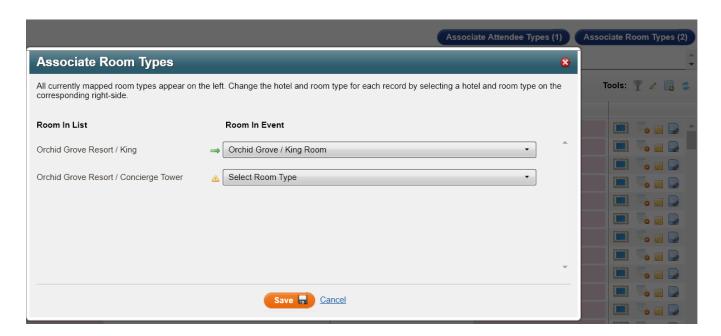To show the rows, select **Show All Rows** while performing the mapping of the list:

This will allow you to view and scroll all the rows and columns in the list.

To change back to the default view select **Show Top 15 Rows**.

Associating Rooms In A List

The process for associating rooms in the list with actual hotels and rooms in your events has been made easier with a cleaner, simpler interface. The dialog is wider and shows the full hotel and room name of all entries in the roomlist, making room mapping faster.

Event Connector Improvements

Changing The Associated Reservation

If a reservation has been associated to a registration, it is now possible to undo the association. Within an event, go to **Reservations → Find Reglink**, and click the gray X to undo the association. This is helpful if, for example, a reservation was mistakenly associated.

To associate a reservation, select **Assoc. With Res**.

Callback Enhancements

An additional Callback element for the Passkey EventID has been added. This will make it easier for Registration Providers to implement default callbacks which can then be automatically applied to events, further streamlining the process of enabling Event Connector for Registration Providers with existing integrations to Passkey.