

Welcome to **travel**

Where you now have access to 10,000+ professional hotel reviews, 300 cruise ship reviews, 24/7 travel alerts, and destination information on over 5,700 destinations worldwide. The following steps will show you how to properly set up your profile and begin planning world-class vacations for your clients, with ease. We also have a prerecorded webinar to view at your leisure: www.travel-42.com/Help and weekly webinars to help you learn this next-generation product: www.travel-42.com/Webinars

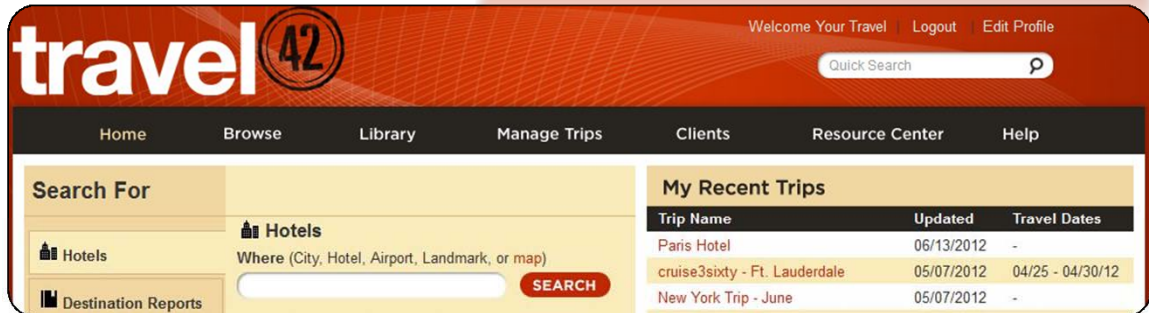
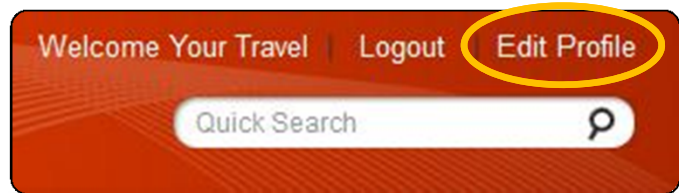
QUICKSTART GUIDE

Contents (Click on specific content item to skip to that page)

- [Setting up your profile](#)
- [Search for items](#)
- [How to use Quick Print/Send Options](#)
- [Using the My Selections Toolbar](#)
- [Adding a New Client](#)
- [Customizing and delivering your reports](#)
- [Using your Library](#)
- [Writing an 'Agent Review'](#)

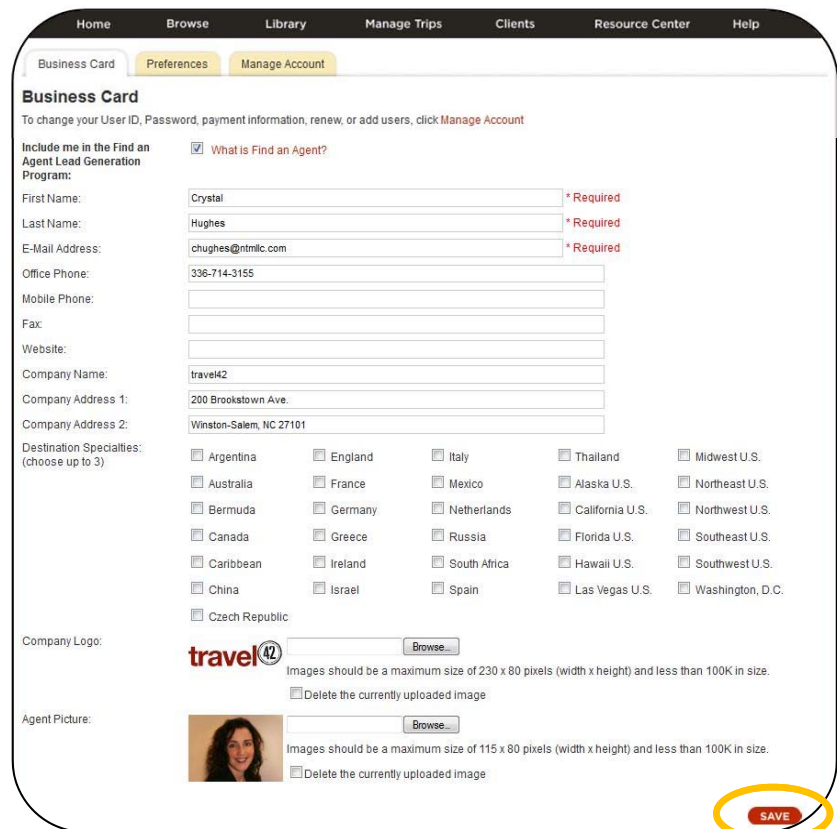
Setting up your Profile – Business Card tab

1. From the Home Page, click on the **Edit Profile** link on the top right of your screen.



2. From here you can add information about yourself and your specialties, including:

Find an Agent
Name
Email
Phone
Destination
Specialties
Company Logo
Photo



Business Card | Preferences | Manage Account

Business Card
To change your User ID, Password, payment information, renew, or add users, click [Manage Account](#)

Include me in the Find an Agent Lead Generation Program: What is Find an Agent?

First Name: * Required
Last Name: * Required
E-Mail Address: * Required
Office Phone:
Mobile Phone:
Fax:
Website:
Company Name:
Company Address 1:
Company Address 2:
Destination Specialties: (choose up to 3)
 Argentina England Italy Thailand Midwest U.S.
 Australia France Mexico Alaska U.S. Northeast U.S.
 Bermuda Germany Netherlands California U.S. Northwest U.S.
 Canada Greece Russia Florida U.S. Southeast U.S.
 Caribbean Ireland South Africa Hawaii U.S. Southwest U.S.
 China Israel Spain Las Vegas U.S. Washington, D.C.
 Czech Republic

Company Logo:
Images should be a maximum size of 230 x 80 pixels (width x height) and less than 100K in size.
 Delete the currently uploaded image

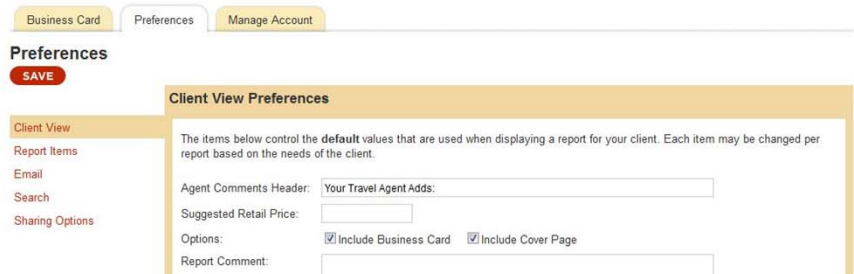
Agent Picture:
Images should be a maximum size of 115 x 80 pixels (width x height) and less than 100K in size.
 Delete the currently uploaded image

NOTE: Click the red **SAVE** button before exiting Business Card tab

Setting up your Profile – Preferences tab

Client View

Set up your default values for the report cover page

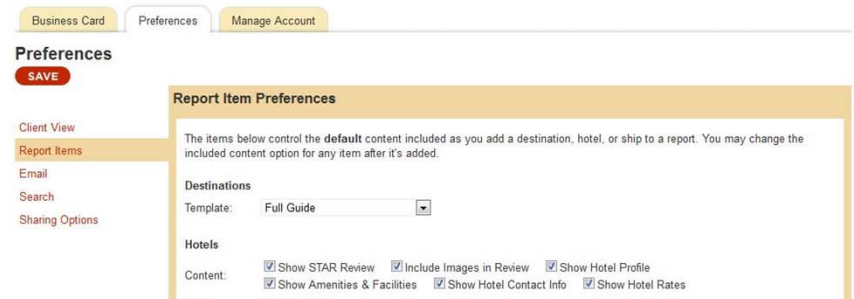


The screenshot shows the 'Client View Preferences' section of the user profile settings. It includes a 'SAVE' button and a sidebar with navigation options: Client View, Report Items, Email, Search, and Sharing Options. The main content area contains the following fields:

- Agent Comments Header:
- Suggested Retail Price:
- Options: Include Business Card Include Cover Page
- Report Comment:

Report Items

Set up your default values by checking items you want displayed within a report, ie: specific content for hotels and ships

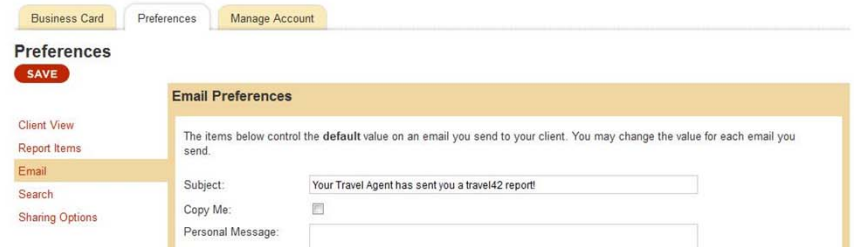


The screenshot shows the 'Report Item Preferences' section. It includes a 'SAVE' button and a sidebar with navigation options: Client View, Report Items, Email, Search, and Sharing Options. The main content area contains the following fields:

- Destinations: Template:
- Hotels: Show STAR Review Include Images in Review Show Hotel Profile
- Content: Show Amenities & Facilities Show Hotel Contact Info Show Hotel Rates

Email

Set up your default values for the items displayed in report email to client

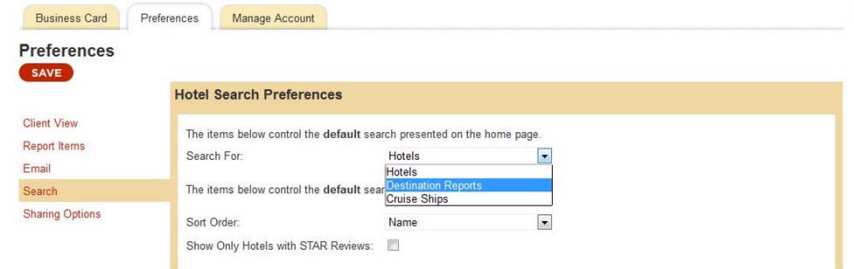


The screenshot shows the 'Email Preferences' section. It includes a 'SAVE' button and a sidebar with navigation options: Client View, Report Items, Email, Search, and Sharing Options. The main content area contains the following fields:

- Subject:
- Copy Me:
- Personal Message:

Search

Set the default values for what displays when Searching, the Sort Order of displayed items and what items show in a list

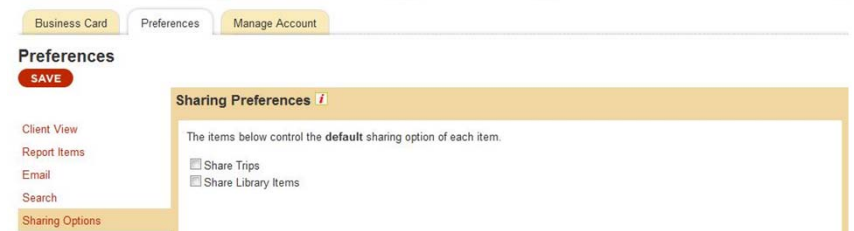


The screenshot shows the 'Hotel Search Preferences' section. It includes a 'SAVE' button and a sidebar with navigation options: Client View, Report Items, Email, Search, and Sharing Options. The main content area contains the following fields:

- Search For:
- Sort Order:
- Show Only Hotels with STAR Reviews:

Saving Options

Choose what items, if any, you want to share with other users on your travel42 account



The screenshot shows the 'Sharing Preferences' section. It includes a 'SAVE' button and a sidebar with navigation options: Client View, Report Items, Email, Search, and Sharing Options. The main content area contains the following fields:

- Share Trips:
- Share Library Items:

NOTE: Be sure to click **SAVE before exiting Preferences tab**

Setting up your Profile – Manage Account tab

SINGLE USER ACCOUNT

My User Information

Check and/or update your First Name, Last Name, Email Address, User ID or Password

Business Card

Preferences

Manage Account

Manage Account

My User Information

My User Information

User ID and Password must be between 5 and 32 characters. Your Password must contain at least one digit and one alphabetic character. You can change your User ID and Password at anytime.

First Name:

Last Name:

Email Address:

User ID:

Password:

Retype Password:

Yes, please send me the travel42 newsletter to keep me up-to-date on travel news and product features

SAVE

If you have any questions or problems, please contact our Customer Care department at 855-872-8542 (in the US) or 336-714-3325 (outside the US) or email travel42@ntmlc.com.

Check this box to make sure you receive our travel42 eNewsletter via email. You'll find great articles and product updates to keep you informed about all things travel. We even have an 'Agent Review of the Month' contest, so be sure to write reviews for places you know about first-hand. We will list our most recent blog posts, hotel and destination updates and tricks of the trade to help you stay on top of being a travel agent in today's ever-changing marketplace.

NOTE: Be sure to click **SAVE before exiting Manage Account tab**

Setting up your Profile – Manage Account tab

MULTI-USER ACCOUNT

If you are the administrator for a multi-user account, this is what you see in your 'Manage Account' Summary tab. This is the area to make changes to all levels of your account. You can add/delete users, update payment method, view your billing history or change your specific user ID and/or password.

Summary

This displays all account and subscription information in one convenient place. You may also choose each item individually by clicking on the specific description in the listed items below Summary.

Business Card Preferences **Manage Account**

Manage Account

- Manage Account
- Summary**
- Account Administrator
- My User Information
- Billing History
- Payment Method
- Subscription
- User Admin

Account & Subscription Summary

Account Profile travel42 Account #: EPG00000049 Kelly McPherson kmcpherson@ntmlc.com 336-714-3328 200 Brookstown Ave Winston-Salem, North Carolina 27101 Update	Payment Method American Express *****1000 Auto Pay: No Manage	Plan Information COMPACCT - Travel42 Annual Complimentary Next Renewal: Jul 21, 2013 Auto Renew: No See subscription terms & details Renew subscription
User Information User ID: kmcpherson Name: Kelly McPherson Password: ***** Email: kmcpherson@ntmlc.com Update	Billing history Last Payment: \$45.26 See billing history	User Admin User Licenses: 4 Increase User Licenses Manage Licenses

If you have any questions or problems, please contact our Customer Care department at 855-872-8542 (in the US) or 336-714-3325 (outside the US) or email travel42@ntmlc.com.

NOTE: Be sure to click  before exiting Manage Account screen, if applicable

Setting up your Profile – Manage Account tab

MULTI-USER ACCOUNT

Account Administrator

This displays all administrator account information.

Business Card

Preferences

Manage Account

Manage Account

Manage Account

Summary

Account Administrator

My User Information

Billing History

Payment Method

Subscription

User Admin

Account Administrator

To change your registered website Email Address or Name, please goto [My User Information](#).

Administrator Information

Enter your administrator account information below. All fields are required.

Account Number: EPG00000049
First Name: Kelly
Last Name: McPherson
Email Address: kmcperson@ntmlc.com
Company Name: travel42
Country: United States
Street: 200 Brookstown Ave
City: Winston-Salem
State/Province: North Carolina
Postal Code: 27101
Phone: 336-714-3328

SAVE

My User Information

This displays all user information.

Business Card

Preferences

Manage Account

Manage Account

Manage Account

Summary

Account Administrator

My User Information

Billing History

Payment Method

Subscription

User Admin

My User Information

User ID and Password must be between 5 and 32 characters. Your Password must contain at least one digit and one alphabetic character. You can change your User ID and Password at anytime.

First Name: Kelly
Last Name: McPherson
Email Address: kmcperson@ntmlc.com
User ID: kmcperson
Password: ●●●●●●
Retype Password: ●●●●●●

Yes, please send me the travel42 newsletter to keep me up-to-date on travel news and product features

SAVE

NOTE: Be sure to click **SAVE** before exiting Manage Account screen, if applicable

Setting up your Profile – Manage Account tab

Billing History

This displays all past invoices and other payment details.

Business Card Preferences **Manage Account**

Manage Account

- Manage Account
- Summary
- Account Administrator
- My User Information
- Billing History**
- Payment Method
- Subscription
- User Admin

Billing History

Invoices

Click on an Invoice Number below to view a PDF document of that invoice.

Invoice Number	Invoice Date	Amount	Due Date	Balance
INV00021488	07/21/2012	Included	07/21/2012	\$0.00
INV00008066	07/21/2011	Included	07/21/2011	\$0.00
INV00001232	02/02/2011	(\$45.26)	02/02/2011	\$0.00
INV00001215	02/01/2011	\$45.26	02/01/2011	\$0.00

Payments

Your payments are listed below.

Ref Id	Payment Date	Amount	Status	Type	Method
VSHA6BFBAC25	02/01/2011	\$45.26	Processed	Electronic	

Payment Method

This displays all information regarding your method of payment.

Business Card Preferences **Manage Account**

Manage Account

- Manage Account
- Summary
- Account Administrator
- My User Information
- Billing History
- Payment Method**
- Subscription
- User Admin

Manage Payment Method

Manage Payment Methods travel42

Select the Current Default Payment Method

Payment Method: AmericanExpress - Kelly C McPherson - *****1000

SELECT

Update an Existing Payment Method

Card: AmericanExpress - Kelly C McPherson - *****1000
Card Expiration: Month Year

UPDATE

Enter a New Payment Method

NOTE: Be sure to click **SAVE** before exiting Manage Account screen, if applicable

Setting up your Profile – Manage Account tab

Subscription

This displays information regarding your subscription terms and details.

Business Card

Preferences

Manage Account

Manage Account

Manage Account

Summary

Account Administrator

My User Information

Billing History

Payment Method

Subscription

User Admin

Subscription Terms & Details

To cancel your subscription, change your number of user licenses, or change your plan, please call 877-617-4242.

User Admin

This displays all user information. You can add/delete users and invite new users.

Business Card

Preferences

Manage Account

Manage Account

Manage Account

Summary

Account Administrator

My User Information

Billing History

Payment Method

Subscription

User Admin

Group User Administration

Your subscription allows 4 users. You have have 3 available user licenses left. [f](#)

Email	User ID	Status	User Name	User Type
kmcpherson@ntmlc.com	kmcpherson	Active	Kelly McPherson (me)	Account Admin

Delete Checked

Send New License Invitations

[CREATE USER >](#)

Open Invitation link: <http://www.Travel-42.com/User/Join?tnid=D32JGoV%2fw4jq89y%2fGx7G3A%3d%3d&hsm=yYjxnXQsg%3d&csm=e1d>

Your *Invitation* link is a custom link sent to users that you invite that works only for your account. At times, it may be necessary to change this link in order to cancel all existing invitations. To do this, just click [here](#) to **change** link above.

The following users have been deleted and are shown only for reference purposes. If you have questions about these users, please contact Customer Care.

Email	User ID	Status	User Name	User Type
goheets96@gmail.com	angiej	Deleted	Angie Jones	User
kim.hall@yahoo.com	khall	Deleted	Kim Hall	User
william.mcpherson@wellsfargo.com	wllpack	Deleted	Will McPherson	User

If you have any questions or problems, please contact our Customer Care department at 855-872-8542 (in the US) or 336-714-3325 (outside the US) or email travel42@ntmlc.com.

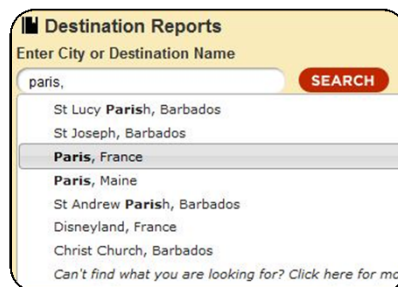
NOTE: Be sure to click [SAVE](#) before exiting Manage Account screen, if applicable

How To Use The 'Search For' Box

Once logged in, you can search for **Hotels**, **Destination Reports** or **Cruise Ships** by clicking on the desired link to the left of the map. If you aren't on the Home Page, click the **Home** link in the menu bar at the top. You can also **Browse by Region** on the interactive map below the search box.



When you begin typing in the search box, it will auto-populate a drop down list with possible items you're interested in viewing. If you see the item in the list, mouse over the name and click to bring up the information.





You can also click the sentence in italics at the bottom of the populated search list for more choices.

How To Use The QUICK PRINT / SEND Options

If you only need to quickly print or email an item to your client, use the 'Quick Print' or 'Quick Send' option instead of creating a trip.



 **Quick Print:** Use this function when you want to quickly print an item from travel42, without having to save item to a trip
NOTE: When using Quick Send, the full destination report will be sent to the client.

 **Quick Send:** Use this function when you want to quickly email an item from travel42, without having to save item to a trip
NOTE: When using Quick Send, ALL hotel information will be sent to the client.



Once you click the Quick Print icon, your item will open in a new internet tab/window. Notice there is no report cover with this function. To include a report cover, you must first save the item(s) to a trip.

Courtesy of: Crystal Hughes
travel42

Paris, France

Overview

Introduction



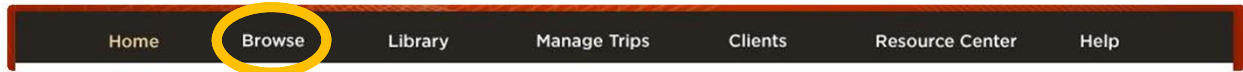
Once you click the Quick Send icon, a pop-up box will be displayed. Enter the recipient's email address, if this is the first time you've entered this specific email address, then click the 'Add "client's actual email" to list and clients' button.


A screenshot of the 'Send to Client' pop-up box. It has a title bar with 'Send to Client' and a 'Close' button. The form contains the following fields and options:

- 'Enter recipient's name or email address.' with a text input field containing 'yourclient@mailbox.com'.
- A button labeled 'Add yourclient@mailbox.com to list and clients'.
- A checkbox labeled 'Send me a copy'.
- 'Enter a subject for your email message (optional)' with a text input field containing 'Crystal Hughes has sent you a travel42 report!'.
- 'Add a personal message (optional)' with a large text area.
- At the bottom, there are three buttons: 'SEND TO CLIENTS' (highlighted in red), 'PREVIEW >', and 'Cancel'.

Using the 'My Selections' Toolbar





To access the **My Selections** feature, click 'Browse' on the black menu bar

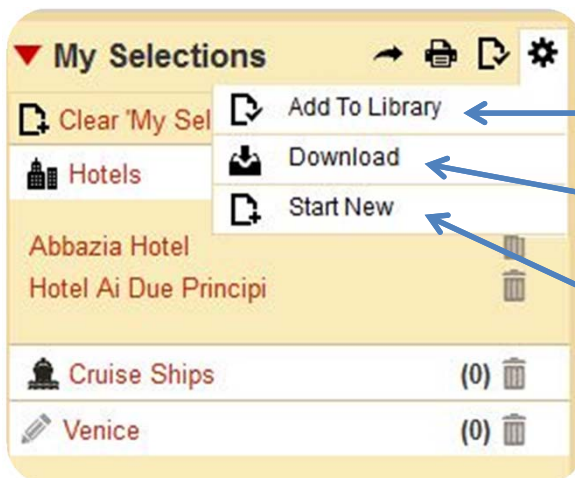
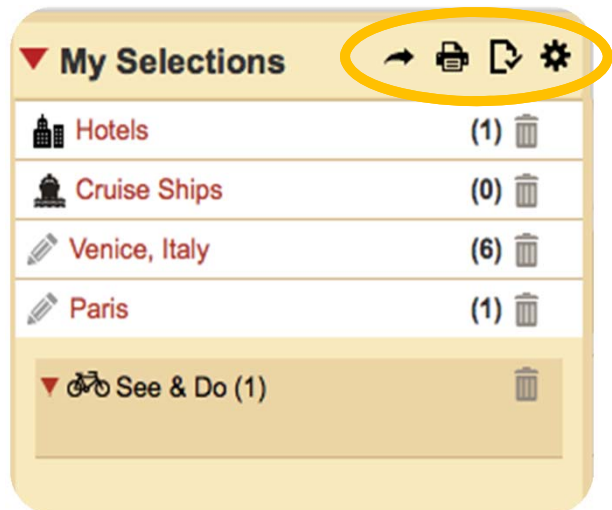


As you add Hotels, Cruises or Destination information to **My Selections**, they are viewable by expanding the toolbar (click on the red arrow) 



You can use the 4 icons in the toolbar to perform the following functions:

-  Email everything in **My Selections** to an email address
-  Print out a copy of all of the items in **My Selections**
-  Add the items to a Trip for a client
-  Add the items to your Library for future use, Download selected items, or erase everything in your selections and start over







Add the items in **My Selections** to your Library

Download the items in **My Selections** to an Adobe PDF file

Clear **My Selections** box to begin a new report

Send to Client

To  'Send' a report to your client:


My Selections    

Send to Client Close

Enter recipient's name or email address.
yourclient@mailbox.com
 Send me a copy

Enter a subject for your email message (optional)
Crystal Hughes has sent you a travel42 report!

Add a personal message (optional)



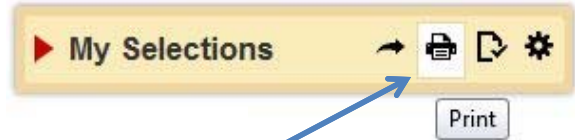
- 1) Click the black arrow in your 'My Selections' box
- 2) Type your client's email address in the top box
(If you haven't added your client's email before, be sure to click on 'Add "your client's email" to list and clients')
- 3) Check the box next to 'Send me a copy' if you want to receive a copy of your client's email in your email box

NOTE: Using this feature will prevent your email address from being tracked in the opened or delivered statistics

- 1) The subject line will auto-populate with the text you set up in 'My Profile' or you can delete that text and enter a new subject line
- 2) You also have the opportunity to add a personal message to the email
- 3) Click if you want to review the report before sending
- 4) Click when you're ready to email

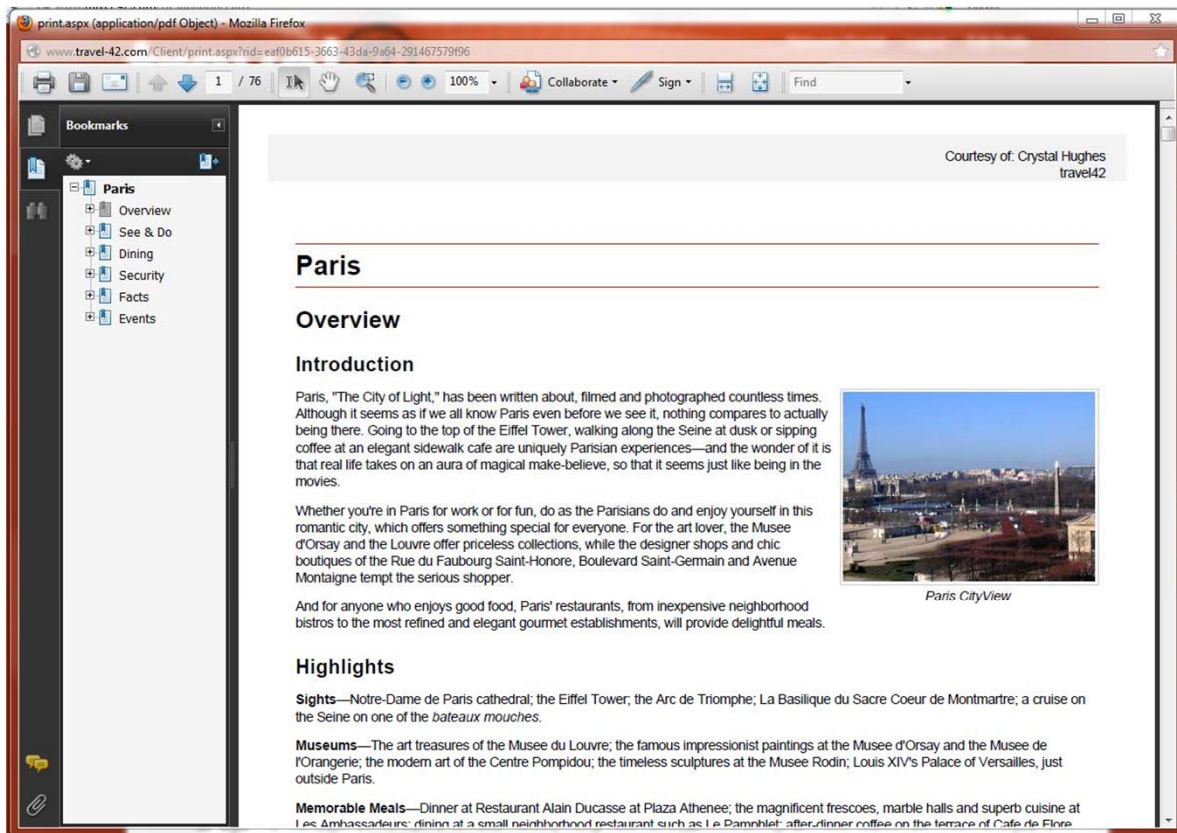
Print Items in 'My Selections'

To  'Print' a report for your client:



- 1) Click the printer icon in your 'My Selections' box
- 2) This creates a PDF file that will allow you to print, save or email

Note: It may take a few seconds for the PDF file to load, you should see 'Generating Report . . .' at the top of the pop-up window



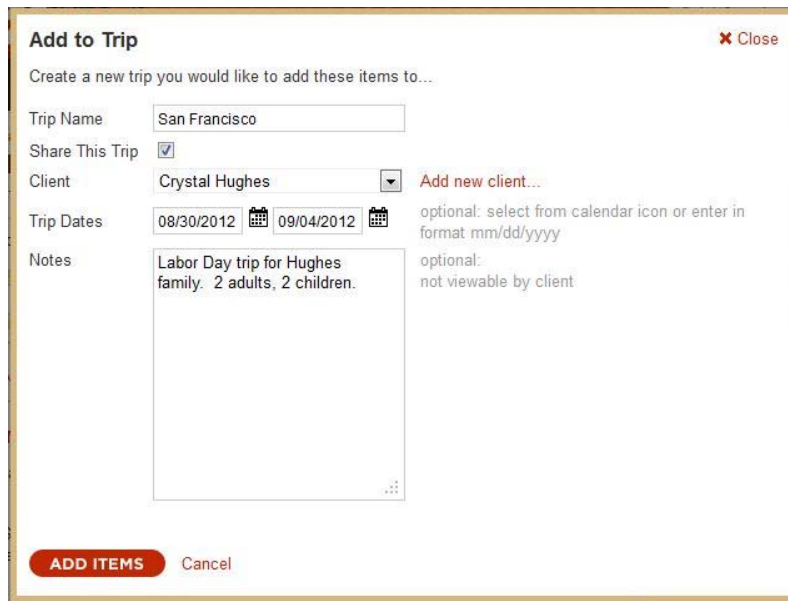
Note: To print a cover page with your report, you must print from a 'Trip.' Printing from your 'My Selections' or 'Quick Print' options will not print your cover page/business card information.

Add Items To a Trip in 'My Selections'

To  'Add Items To a Trip':



Click the white paper with black check in your 'My Selections' box, you will see the pop-up window below:

A screenshot of a pop-up window titled 'Add to Trip' with a 'Close' button in the top right corner. The window contains the following fields:

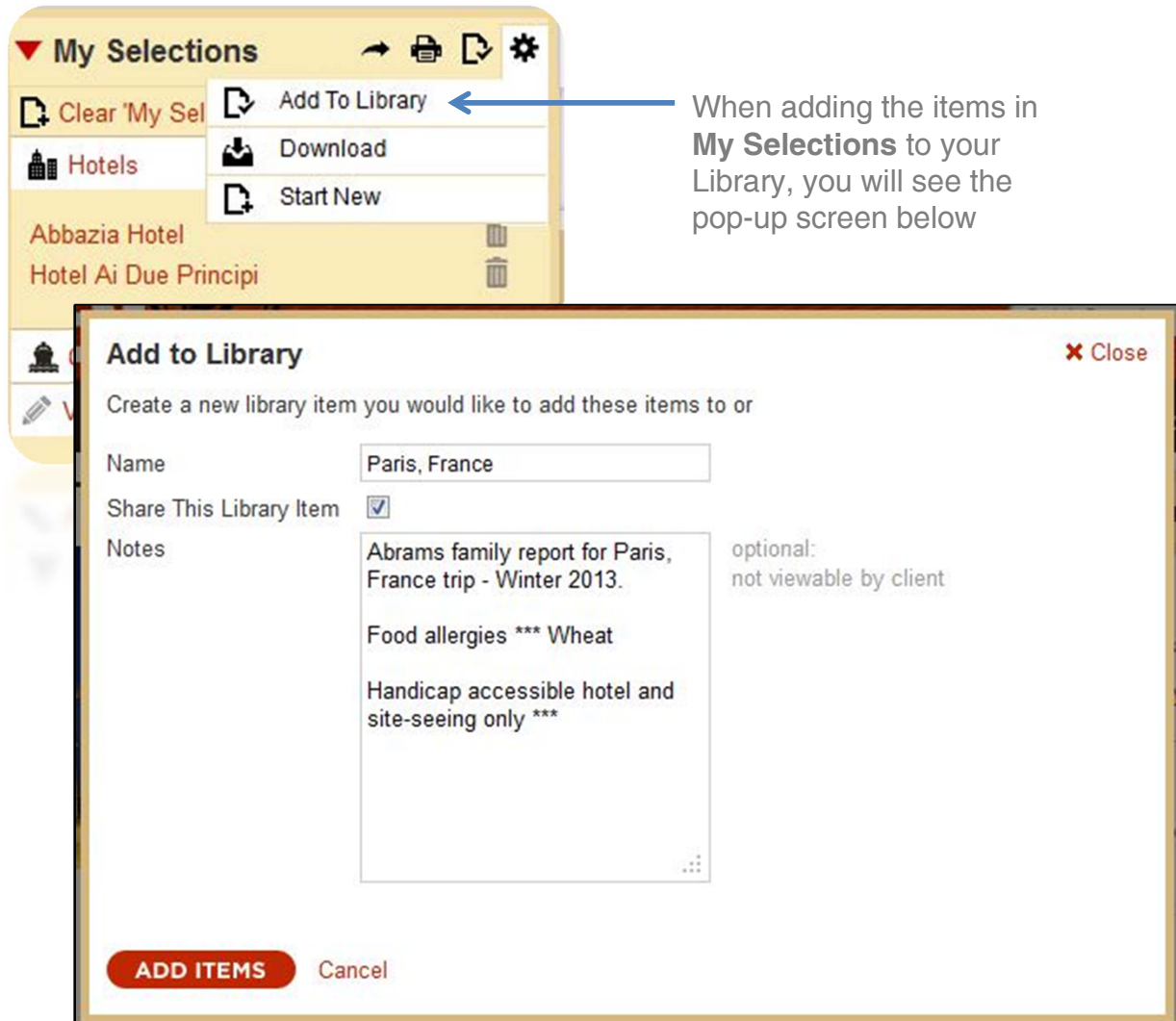
- Trip Name: San Francisco
- Share This Trip:
- Client: Crystal Hughes (with a dropdown arrow and a link 'Add new client...')
- Trip Dates: 08/30/2012 (with a calendar icon) to 09/04/2012 (with a calendar icon). Below this is the text: 'optional: select from calendar icon or enter in format mm/dd/yyyy'
- Notes: Labor Day trip for Hughes family. 2 adults, 2 children. Below this is the text: 'optional: not viewable by client'

At the bottom of the window are two buttons: 'ADD ITEMS' (in a red rounded rectangle) and 'Cancel'.

- 1) Enter your 'Trip Name'
- 2) Check if you want to 'Share This Trip' with other members of your company on the same subscription
- 3) Choose your client's name from the drop-down menu or click on **Add new client . . .** to enter the client's First Name, Last Name and email address
- 4) Type in 'Trip Dates' if applicable (optional)
- 5) Type any 'Notes' you may want to include (optional)
- 6) Click **ADD ITEMS** button to complete this step

Adding Items to the Library in 'My Selections'

Note: You cannot print or send directly from a library item. You must first save it to a trip.

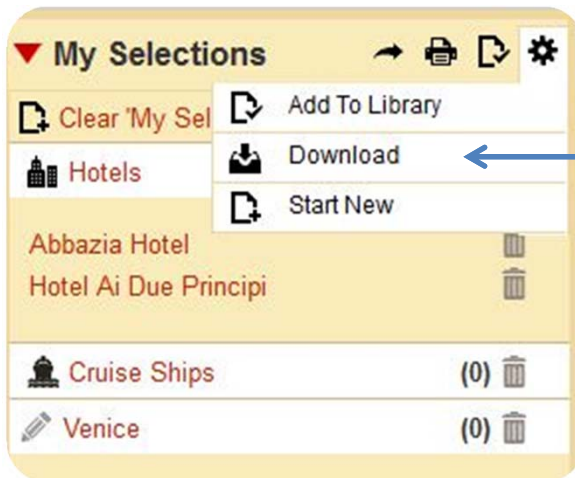


The image shows a mobile application interface. At the top, there is a yellow header with a red triangle icon and the text 'My Selections'. Below this, there is a list of items under the heading 'Hotels'. Two items are visible: 'Abbazia Hotel' and 'Hotel Ai Due Principi'. A menu is open over the 'Hotels' section, showing options: 'Add To Library', 'Download', and 'Start New'. A blue arrow points from the 'Add To Library' option to the right, towards a text box. Below the main interface, a pop-up window titled 'Add to Library' is shown. It has a red 'Close' button in the top right corner. The text inside the pop-up says: 'Create a new library item you would like to add these items to or'. There are three input fields: 'Name' with the value 'Paris, France', 'Share This Library Item' with a checked checkbox, and 'Notes' with the text 'Abrams family report for Paris, France trip - Winter 2013.', 'Food allergies *** Wheat', and 'Handicap accessible hotel and site-seeing only ***'. To the right of the 'Notes' field, it says 'optional: not viewable by client'. At the bottom of the pop-up, there are two buttons: 'ADD ITEMS' (in a red rounded rectangle) and 'Cancel'.

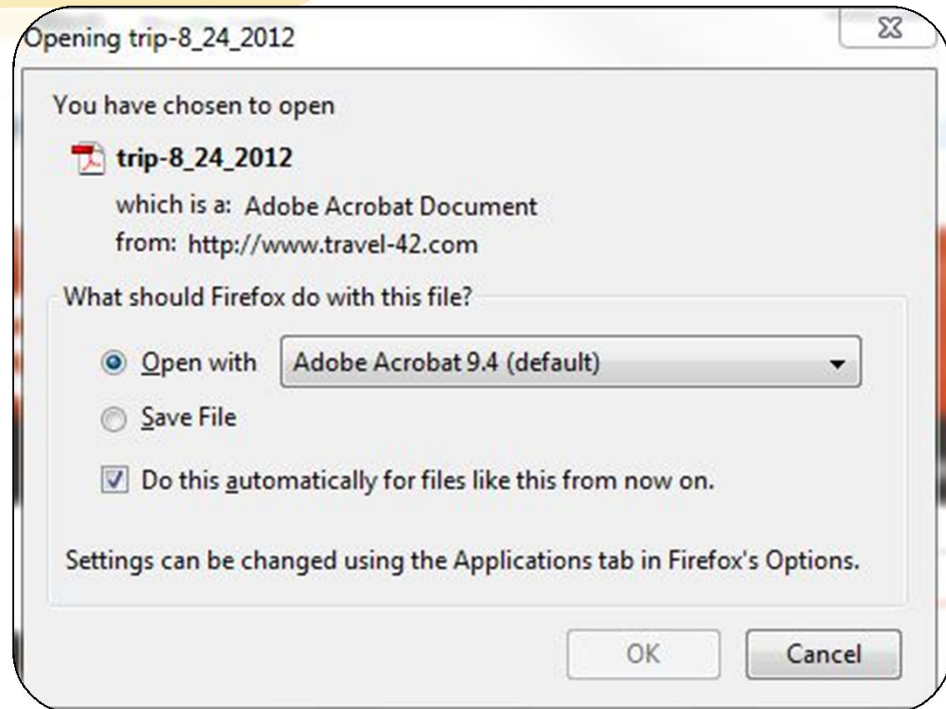
When adding the items in **My Selections** to your Library, you will see the pop-up screen below

Name your library item first. You have the option to 'Share This Library Item' if you have a multi-user account; otherwise, disregard this feature. The 'Notes' section is for your reference only, your client will not be able to view this information. When you're done, make sure to click **ADD ITEMS** to successfully add the item to your Library.

Download item(s) from 'My Selections'

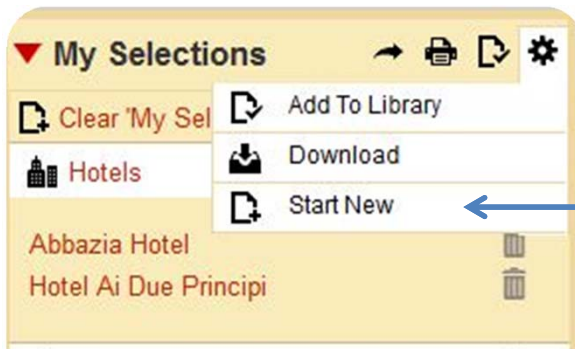


When downloading the items in **My Selections**, you will see the pop-up screen below



If you haven't saved the items in the **My Selections** box to a trip or the library, it will automatically name the file '**trip-date of download**', see example above. You will have two options, one to 'Open with' in Adobe Acrobat, one to 'Save File'. Make your selection and then click OK.

Start New in 'My Selections'



When starting a new report in **My Selections**, you will see the pop-up screen below

Starting a new report will clear your current My Selections items and start a new list. Saved Trips and Libraries are not affected. This action cannot be undone. Are you sure you want to start a new report?

OK

Cancel

'Start New' clears all items in the box so you can begin a new report/trip and returns you to the Home page of the website

If you are sure you've saved all of the items in **My Selections** or don't need them anymore, click OK. If you feel you have chosen this option in error, click Cancel



You can also click '**Clear 'My Selections'**' to begin a new report



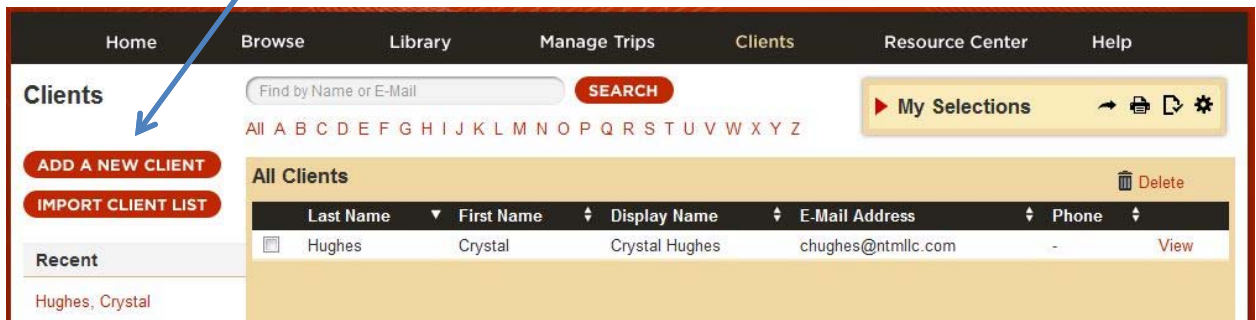
Once you have cleared **My Selections** the box should display **(0)** next to Hotels and Cruise Ships and no other items will be listed in the drop down

Adding a New 'Client'

Click on 'Clients' in the menu bar



Click the 'ADD A NEW CLIENT' button

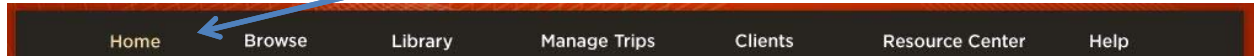
A screenshot of the 'Create New Client' form. The title is 'Create New Client' with a 'Close' button. There are five tabs: 'Basic Info', 'Contact', 'Special Needs', 'Family Info', and 'Miscellaneous'. The 'Basic Info' tab is selected. The form has four input fields: 'First Name *' with the value 'Your', 'Last Name *' with the value 'Client', 'Email Address *' with the value 'yourclient@mailbox.com', and '"Display As" Name' with the value 'Your Client'. Below the fields is a red asterisk and the text '* Required'. At the bottom left, there are two buttons: 'SAVE CHANGES' and 'Cancel'. A blue arrow points from the text to the right to the 'First Name' input field.

You have to add a First Name, Last Name and Email Address. You also have the ability to add contact info, special needs, family specifics and miscellaneous information as well, but it is not required

Make sure you click the **SAVE CHANGES** button

Researching Hotels

From any screen, click on the **Home** link on the top navigation bar.



Begin by typing a destination in the Search bar above the world map. From the Search Results page, you can now begin to refine your results



NOTE: The default settings of what shows in this area is defined in your 'Edit Profile' section

You can refine your search by any of the following options:



Once your hotel list is refined, you can review them by any of 3 options:

- List View
- Map View
- Compare



Building a Report using a Destination

Home > Browse > France > Paris

powered by

Paris, France

My Selections

Guide | See & Do | Dining | Safety | Facts & Tips | Events Calendar | Hotels | Related

▼ Introduction | Add to My Selections

As with selecting hotels, you can add items to your list by clicking **'Add to My Selections'**

▼ Bicycling | Add All to My Selections

Overview | Add to My Selections

Cycling is popular in Paris, as in most European cities; the high cost of fuel in Europe means that many people look for alternative transportation. Yet cycling in Paris is not just for the locals; it's also a wonderful way to experience the city as a visitor.

The City of Paris publishes a free brochure called *Plan des Itinéraires Cyclables* (available in the Tourist Offices) that lists all bicycle lanes in Paris. On Sunday 10 am-4 pm, the quayside streets are closed to car traffic between Place de la Concorde and Pont de Sully (Rive Droite), and Musee d'Orsay and Passerelle Debilly (Rive Gauche), and are great for biking along the Seine during this time. You cannot transport your bike in the metro.

► Show All Bicycling

► Golf | Add All to My Selections

▼ In-Line Skating | Add All to My Selections

Overview | Add to My Selections

In-line skating is a popular pastime, and there are several shops that rent skates.

► Show All In-Line Skating

▼ Swimming | Add All to My Selections

You can add all items at once or one by one:

Add all destination information by clicking **'Add All Destination Tabs'**

Add all specific tab information by clicking **'Add All "TAB NAME" Tab'**

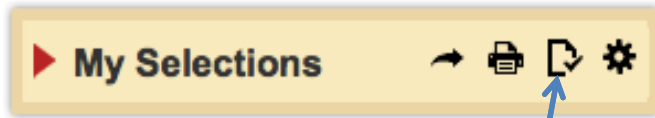
Add all category information by clicking **'Add All to My Selections'**

Add items one at a time by clicking **'Add to My Selections'**

To verify an item is included in your report you will see  **Remove Item**

If you see **'Add to My Selections'** next to an item, it has not been added to your trip information in 'My Selections'

Customizing Your Report



From 'My Selections' click the 3rd icon, a piece of paper with a black check mark in the lower right corner. This will begin the steps to creating a trip

Add to Trip ✕ Close

Create a new trip you would like to add these items to...

Trip Name

Client

Trip Dates

Notes

optional: select from calendar icon or enter in format mm/dd/yyyy

optional: not viewable by client

You will see a pop-up window requesting specific information for your new trip. If you haven't created your client information for the trip, click 'Create New Client' and type their name and email address to continue

When done, click

ADD ITEMS

Add to Trip

Congratulations, your new Trip 'Appleseed Paris Trip' has been created and your items have been added to it!

You may access your saved Trip at anytime by clicking *Manage Trips* from the menu and then clicking on **Appleseed Paris Trip**.

What would you like to do next?

-
-
-

After you save the trip, this screen will appear that will give additional options

Click '**Customize & Deliver this report to my client**'

Customizing Your Report

From this screen, you can manage/verify items before sending on to your client:

Paris, France: Trip Plan



Edit Cover Page Slideshow

Client: Crystal (chughes@ntmlc.com)
Trip Dates: -
Private Notes: -
Created: 8/6/2012 10:28:00 AM (eastern)
Modified: 9/27/2012 2:28:11 PM (eastern)
Last Delivered to Client: -
Last Viewed by Client: -

Paris, France

Edit Details
Save Copy As
Save to Library

Send Trip
Download Trip
Print Trip
Preview Client Report
Save to Word

Trip Contents

Agent Branded Trip Report Cover	Edit Remove
Paris, France	Comments Edit Remove
9 Hotel, Paris, France	Comments Edit Remove
Hotel de Crillon, Paris, France	Comments Edit Remove
The Hotel Fouquet's Barriere, Paris, France	Comments Edit Remove
Versailles, France	Comments Edit Remove

Add Item To Trip... From Browse | From Library

CHANGE ORDER

- Edit the report details
- Save Copy As
- Save the report to your Library to reuse later
- Add additional items to the trip by clicking . . .
'From Browse' or *'From Library'*
- Reorder listed items by clicking **CHANGE ORDER**

(In the pop-up window, click on listed item, hold and drag each item to desired order, then click **SAVE**)


- Send Trip (sends email to client)
- Download Trip (pdf file)
- Print Trip
- Preview Client Report
- Save to Word (exports an editable file to Word)


NOTE: To get back to this screen, click the  then choose  **Customize**

Saving a Trip to Your Library

Note: You cannot print or send directly from a Library item





To add a trip to the Library:




Click  Save to Library



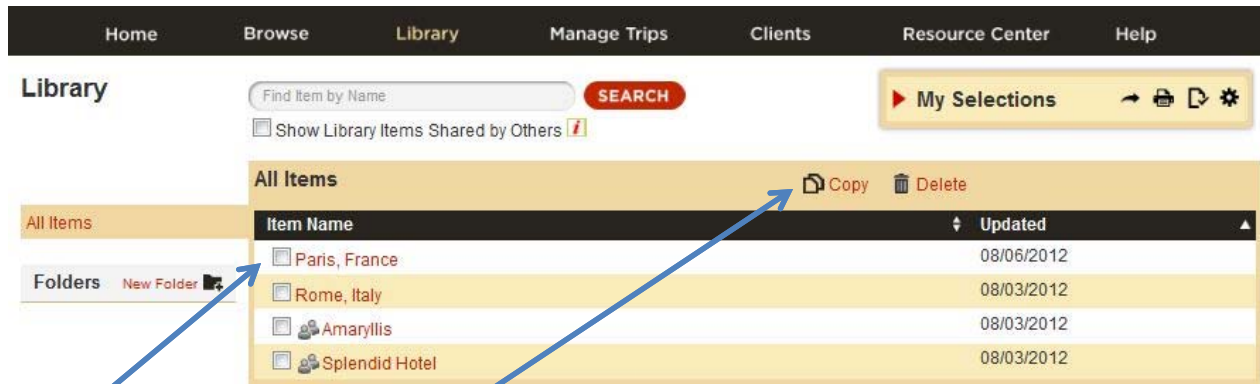
Paris, France: Trip Plan

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

Paris, France    


 Edit Details
 Save Copy As
 Save to Library



The Library is a great place to store your favorite reports and other specific items you've already customized to easily add to new reports in the future.




Home Browse Library Manage Trips Clients Resource Center Help

Library Find Item by Name **SEARCH** **My Selections**    

Show Library Items Shared by Others 

All Items  Copy  Delete

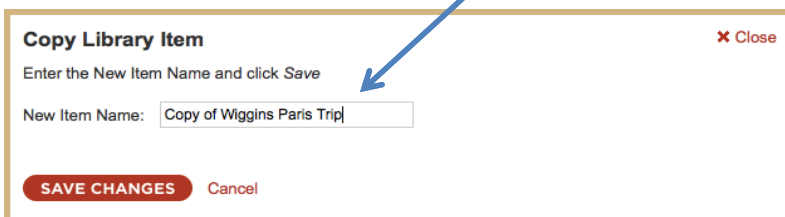
Item Name	Updated
<input type="checkbox"/> Paris, France	08/06/2012
<input type="checkbox"/> Rome, Italy	08/03/2012
<input type="checkbox"/> Amaryllis	08/03/2012
<input type="checkbox"/> Splendid Hotel	08/03/2012


Folders  New Folder

Select a specific library item by checking the box to the left of it

Click  Copy

Fill in the name of the new trip on the window that appears.



Copy Library Item 

Enter the New Item Name and click Save

New Item Name:

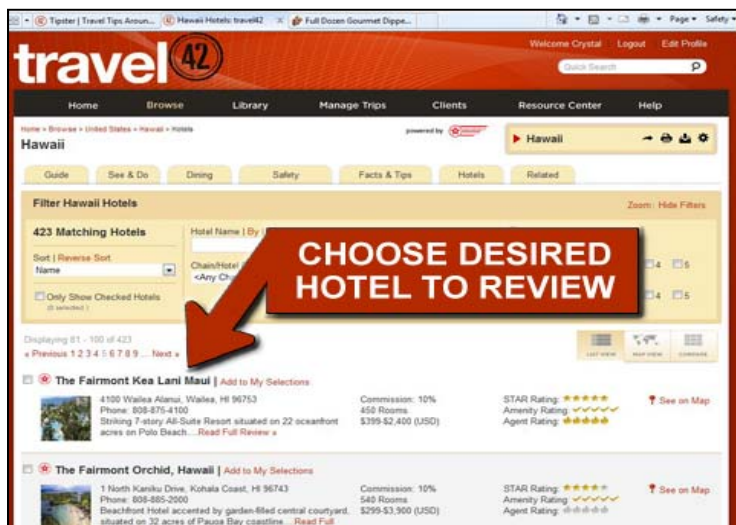
SAVE CHANGES Cancel

Click **SAVE CHANGES**

Note: After you copy a report and name it, you will be able to make changes to it prior to sending to your client.

How to Write an 'Agent Review'

Choose specific hotel to review:



Depending on if there is an agent review or not, you will see one of the following:



OR



Click **CREATE YOUR OWN REVIEW**

You should see this screen

Fill out each section by clicking on the appropriate check boxes

You may also add your personal comments regarding the property

Create a Detailed Review Close

Your Overall Rating: I would recommend this hotel:

Click the thumbs to rate all that may apply. Scores are based on a 1 (poor) to 5 (excellent) rating system.

Incentives & Commissions: **Ease of Booking:**

Customer Value: **Customer Satisfaction:**

[click learn more about each category](#)

This hotel is good for: (check all that you feel apply)

<input type="checkbox"/> Accessible to Public Transportation	<input type="checkbox"/> Adventure	<input type="checkbox"/> Beach
<input type="checkbox"/> Business/ Conference	<input type="checkbox"/> Eco Experience	<input type="checkbox"/> Family with Kids
<input type="checkbox"/> Fishing	<input type="checkbox"/> Gay/Lesbian	<input type="checkbox"/> Golfing
<input type="checkbox"/> Honeymoon/Romance	<input type="checkbox"/> Relaxation	<input type="checkbox"/> Singles/Individuals
<input type="checkbox"/> Skiing	<input type="checkbox"/> Spa	<input type="checkbox"/> Student/Spring Break

Your comments about the hotel:

Submissions will appear in the Agent Reviews section for all agents to see. Submissions are reviewed for appropriateness and content and may not appear immediately. By clicking save, you are agreeing to the Terms of Use.

CANCEL **SAVE**

Click **SAVE**