# Welcome to **star**

Where you have access to 10,000+ professional hotel reviews and 300 cruise ship reviews.  The following steps will show you how to properly set up your profile and begin researching and recommending hotels and cruise ships that best meet your clients' needs.
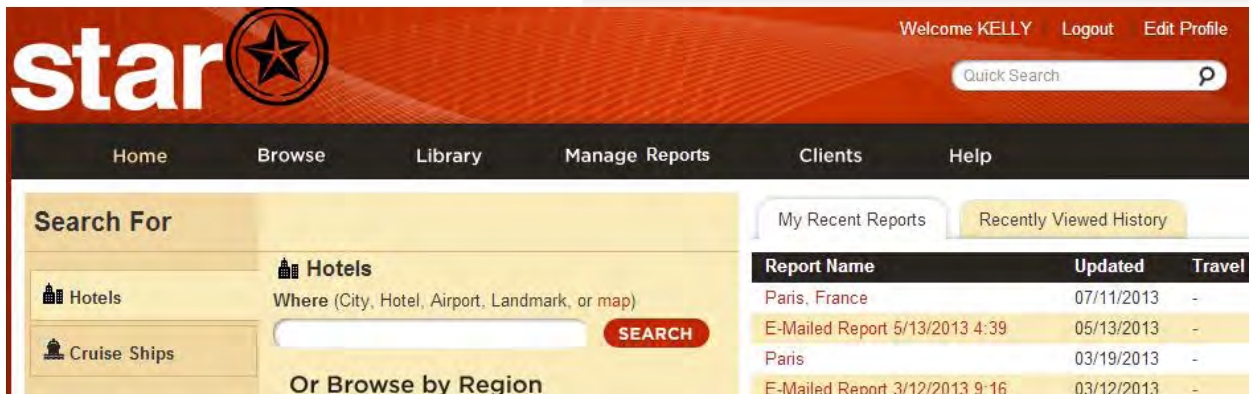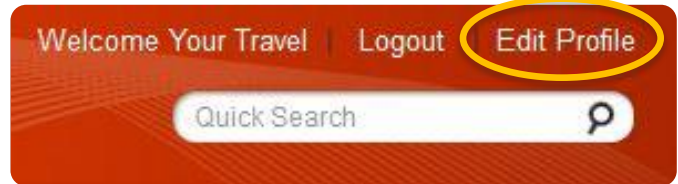
# QUICKSTART

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

# 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**



**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.

**Business Card** | **Preferences** | **Manage Account**

**Preferences**
SAVE

**Client View Preferences**

Client View
Report Items
Email
Search
Sharing Options

The items below control the **default** values that are used when displaying a report for your client. Each item may be changed per report based on the needs of the client.

Agent Comments Header: Your Travel Agent Adds:
Suggested Retail Price:
Options: ☑ Include Business Card  ☑ Include Cover Page
Report Comment:

## Report Items

Set up your default values for the items displayed within a report, ie: specific content for hotels and ships.

**Business Card** | **Preferences** | **Manage Account**

**Preferences**
SAVE

**Report Item Preferences**

Client View
Report Items
Email
Search
Sharing Options

The items below control the **default** content included as you add a destination, hotel, or ship to a report. You may change the included content option for any item after it's added.

**Destinations**
Template: Full Guide

**Hotels**
Content: ☑ Show STAR Review  ☑ Include Images in Review  ☑ Show Hotel Profile
☑ 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.

**Business Card** | **Preferences** | **Manage Account**

**Preferences**
SAVE

**Email Preferences**

Client View
Report Items
Email
Search
Sharing Options

The items below control the **default** value on an email you send to your client. You may change the value for each email you send.

Subject: Your Travel Agent has sent you a travel42 report!
Copy Me: ☐
Personal Message:

## Search

Set your default Search values for:
• Home Page
• Sort Order of displayed items

**Business Card** | **Preferences** | **Manage Account**

**Preferences**
SAVE

**Hotel Search Preferences**

Client View
Report Items
Email
Search
Sharing Options

The items below control the **default** search presented on the home page.

Search For: Hotels
  Hotels
  Destination Reports
The items below control the **default** sear  Cruise Ships

Sort Order: Name
Show Only Hotels with STAR Reviews: ☐

## Sharing Options

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

**Business Card** | **Preferences** | **Manage Account**

**Preferences**
SAVE

**Sharing Preferences** *i*

Client View
Report Items
Email
Search
Sharing Options

The items below control the **default** sharing option of each item.

☐ Share Trips
☐ Share Library Items

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

# SINGLE USER ACCOUNT

## My User Information

Check and/or update your First Name, Last Name, Email Address, User ID and 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:** | Your Name |
| **Last Name:** | Goes Here |
| **Email Address:** | youremail@agency.com |
| **User ID:** | youruserid |
| **Password:** | •••••••• |
| **Retype Password:** | •••••••• |

**SAVE**

If you have any questions or problems, please contact our Customer Care department at 888-238-0043 (in the US) or 336-714-3164 (outside the US) or email starserviceonline@ntmllc.com.

**NOTE:  Be sure to click  SAVE  before exiting 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.



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

# 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: | kmcpherson@ntmllc.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:** | kmcpherson@ntmllc.com |
| **User ID:** | kmcpherson |
| **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 tabs, if applicable**

# Setting Up Your Profile – Manage Account Tab

## Billing History

This displays all past invoices and other payment details.



## Payment Method

This displays all information regarding your method of payment.



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

# Setting Up Your Profile – Manage Account Tab

## Subscription

This displays information regarding your subscription terms and details.

### Subscription Terms & Details

| Business Card | Preferences | Manage Account |

**Manage Account**

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

To cancel your subscription, change your number of user licenses, or change your plan, please call 866-566-8137 (in the US) or 336-896-0712 (outside the US).

If you have any questions or problems, please contact our Customer Care department at 888-238-0043 (in the US) or 336-714-3164 (outside the US) or email starserviceonline@ntmllc.com.

## 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. *i*

| Email | User ID | Status | User Name | User Type |

🗑 Delete Checked      ✉ Send New License Invitations      **CREATE USER >**

**Open Invitation link:** /User/Join?tnid=Ky4QEgXhe%2b88So2oYX8YH5Z5gT0%2bK%2b44&hsm=MXhAaLc3pGs%3d&csm=f98&p=KLwoQ63FiLmlfXKKoADSFw%3d%3d
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 |
|-------|---------|--------|-----------|-----------|
| shojer@ntmllc.com | 730568-002 | Deleted | SUSAN HOJER | User |
| KELLY.MARLOW@LEONARDO.COM | 730568-005 | Deleted | KELLY MARLOW | User |
| smcilhenny@ntmllc.com | 730568-009 | Deleted | SCOTT MCILHENNY | User |
| kim.hall@yahoo.com | khall | Deleted | Kim Hall | User |
| william.mcpherson@wellsfargo.com | wolfpack | 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@ntmllc.com.

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

# How to Search for a Hotel

Once logged in, you can search for **Hotels** by clicking on the "Hotels" 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 Hotels you're interested in viewing. If you see the Hotel 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.

# Researching Hotels

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

| Home | Browse | Library | Manage Trips | Clients | Resource Center | Help |

## Search For

### 🏨 Hotels

**🏨 Hotels**
🏛 Cruise Ships

**Where** (City, Hotel, Airport, Landmark, or map)

[                                        ] **SEARCH**

### Or Browse by Region

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

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

**Filter Paris Hotels**                    Zoom | Show hotels in suburban area | Hide Filters

**174 Matching Hotels**

Sort | Reverse Sort
[STAR Rating ▼]
Name
**STAR Rating**
Amenity Rating
Agent Rating
Rate
City
Commission
Distance

Hotel Name | By Letter
[        ] GO

Chain/Hotel Rep
[<Any Chain or Rep>  ▼]

Hotel Preferences
☐ Pays Commission
☐ In-Room Internet
☐ Pool
Show more ↓

⭐ Show only STAR hotels ☑
★ STAR Rating *i*
  ☑ Any ☐1 ☐2 ☐3 ☐4 ☐5
✓ Amenity Rating *i*
  ☑ Any ☐1 ☐2 ☐3 ☐4 ☐5

LIST VIEW    MAP VIEW    COMPARE

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

**Sort | Reverse Sort**
STAR Rating
Name
**STAR Rating**
Amenity Rating
Agent Rating
Rate
City
Commission
Distance

Once your hotel list is refined, you can review them by any of 3 options:
- List View
- Map View
- Compare

LIST VIEW    MAP VIEW    COMPARE

# Researching Hotels

**Filter Paris Hotels**

Zoom | Show hotels in suburban area | Hide Filters

**13 Matching Hotels**

Sort | Reverse Sort
Name

☐ Only Show Checked Hotels
(0 selected )

Hotel Name | By Letter
[        ] GO

Chain/Hotel Rep
<Any Chain or Rep>

Rooms
No Preference

Hotel Preferences
☐ Pays Commission
☐ In-Room Internet
☐ Pool
Show more ↓

⊛ Show only STAR hotels ☑
★ STAR Rating 𝒊
☐ Any ☐ 1 ☐ 2 ☑ 3 ☑ 4 ☑ 5
✓ Amenity Rating 𝒊
☐ Any ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☑ 5

Displaying 13 of 13

LIST VIEW    MAP VIEW    COMPARE

☐ ⊛ **Hotel de Crillon** | Add to My Selections

10, Place de la Concorde, Paris, France 75008
Phone: 1-4471-1500
Situated next door to the U.S. Embassy in the 8th
arrondissement, this property inhabits Paris' Top 10 list
when it comes to opulent traditional
hotel...Read Full Review »

Commission: 10%
147 Rooms
$760-$10,559 (USD)

STAR Rating: ★★★★★
Amenity Rating: ✓✓✓✓✓
Agent Rating: ☆☆☆☆☆

🔻 See on Map

Add items to your report by clicking "**Add to My Selections**."

To remove an item from your report, click ⊛ Remove Item  or click the 🗑
trashcan icon next to the item in **My Selections.**

As you add items to your report, they will appear in **My Selections** at the top
right of your screen; we often refer to this as your "Shopping Cart."

You can expand or close this list by clicking the red arrow
next to **My Selections**.

Displaying 9 of 9

1 ⊛ **Hotel de Crillon**
⊛ Remove Item
Prestigious hotel, a former private
residence originally built in the 18th
century, located at the famous Place de
la Concorde....Read Full Review »

2 ⊛ **Four Seasons Hotel George V
Paris**
Add to My Selections
1928 landmark building 1 block from
Champs-Elysees - Rooms feature
architectural detail, crystal chandeliers
and private terraces....Read Full
Review »
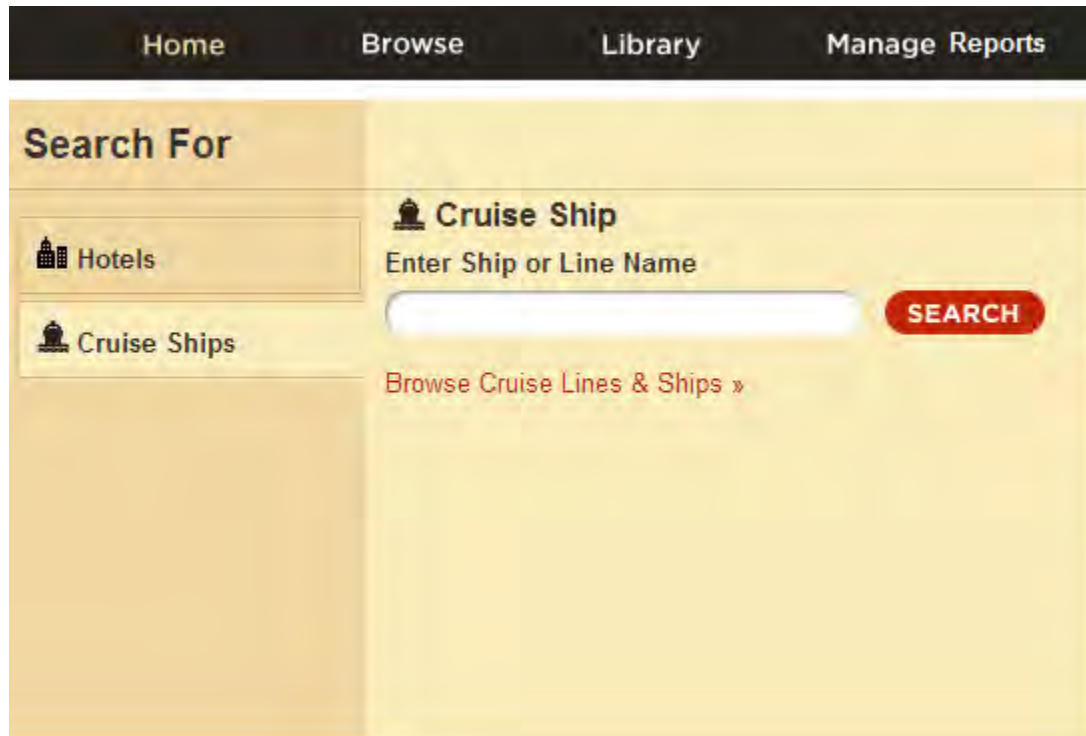
Show Nearby: ■ See & Do    ☐ Dining    ■ Airports

Update Items
on Map?    Road   Aerial

▼ **My Selections**    ➔ 🖨 🗎 ⚙

🏨 Hotels                          (1) 🗑

Hotel de Crillon                    🗑

🔔 Cruise Ships                   (0) 🗑

✎ Paris                           (0) 🗑

# How to Search for a Cruise Ship

Once logged in, you can search for **Cruise Ships** by clicking on the "Cruise Ships" 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 Cruise Ships you're interested in viewing. If you see the Cruise Ship 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 a Hotel or Cruise Ship 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 STAR, without having to save item to a trip.

✉️ **Quick Send:** Use this function when you want to quickly email an item from STAR, without having to save item to a trip.

| Home | Browse | Library | Manage Reports | Clients | Help |

Home > Browse > France > St Tropez > Hotels > Hotel  
View All St Tropez Hotels »  ▶ My Selections  → 🖨️ 🗗 ⚙️  
⭐ Hotel Benkirai  
🖨️ ✉️ | Add to My Selections

| Overview | Hotel Profile | Amenities & Facilities | Photos/Videos | Nearby Hotels | Agent Reviews |

---

🖨️ 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: KELLY MCPHERSON
NORTHSTAR TRAVEL MEDIA LLC

## Hotel Benkirai

✉️ 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 drop-down option which says: "Add email to list and clients."

**Send to Client** ✖ Close

Enter recipient's name or email address.
yourclient@email.com

Add yourclient@email.com to list and clients  ☑ Send me a copy

Enter a subject for your email message (optional)
Michaela Haberer has sent you a STAR Review

Add a personal message (optional)

**SEND TO CLIENTS**  **PREVIEW >**  Cancel

# How to Add an Item to My Selections

You can compile multiple Hotels or Cruise Ships into **My Selections** to send to your client. Once you have searched for the item of your choice, simply click on the red "Add to My Selections" link to the right of the item.



Once the item is added to **My Selections**, a black "Remove Item" bubble will appear next to the item. You can continue adding as many Hotels or Cruise Ships as you like in this way. If you need to search for a new location, simply go back to Home and browse for the new Item. Your items will remain in **My Selections** until you clear it out.

# Using the My Selections Toolbar

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

| Home | Browse | Library | Manage Trips | Clients | Resource Center | Help |
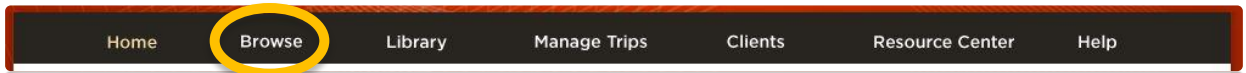
As you add Hotel or Cruise Ship information to **My Selections**, they are viewable by expanding the toolbar (click on the red arrow).

▶ My Selections  → 🖶 🗗 ⚙
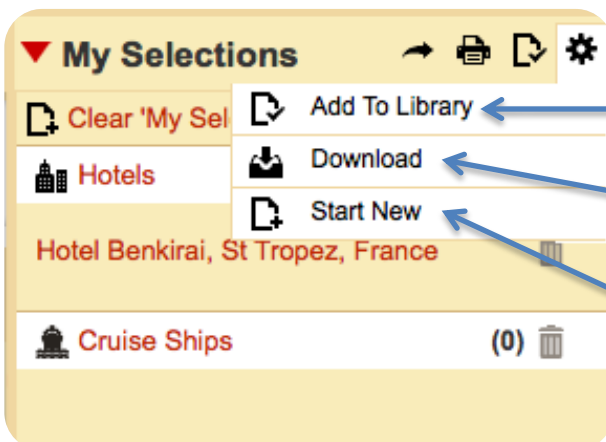
---

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 Report for a client.

⚙  Add the items to your Library for future use, download selected items, or erase everything in your selections and start over.

▼ **My Selections**  → 🖶 🗗 ⚙

🗗 Clear 'My Selections'

🏢 Hotels                                    (1) 🗑

Hotel Benkirai, St Tropez, France        🗑

🏛 Cruise Ships                          (0) 🗑

---

▼ **My Selections**  → 🖶 🗗 ⚙

🗗 Clear 'My Sel
🏢 Hotels

Hotel Benkirai, St Tropez, France

🏛 Cruise Ships                  (0) 🗑

🗗 Add To Library
📥 Download
🗗 Start New

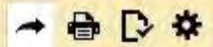Add the items in **My Selections** to your Library

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

## Send to Client                                    ✖ Close

Enter recipient's name or email address.

yourclient@mailbox.com

[ Add yourclient@mailbox.com to list and clients ]          ☐ 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)

[                                                    ]

[ **SEND TO CLIENTS** ]   ( **PREVIEW >** )   Cancel
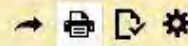
1) Click the black arrow in your **My Selections** box.

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.

1) The subject line will auto-populate with the text you set up in Edit

   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 ( **PREVIEW >** ) if you want to review the report before sending.

4) Click ( **SEND TO CLIENTS** ) when you're ready to email.
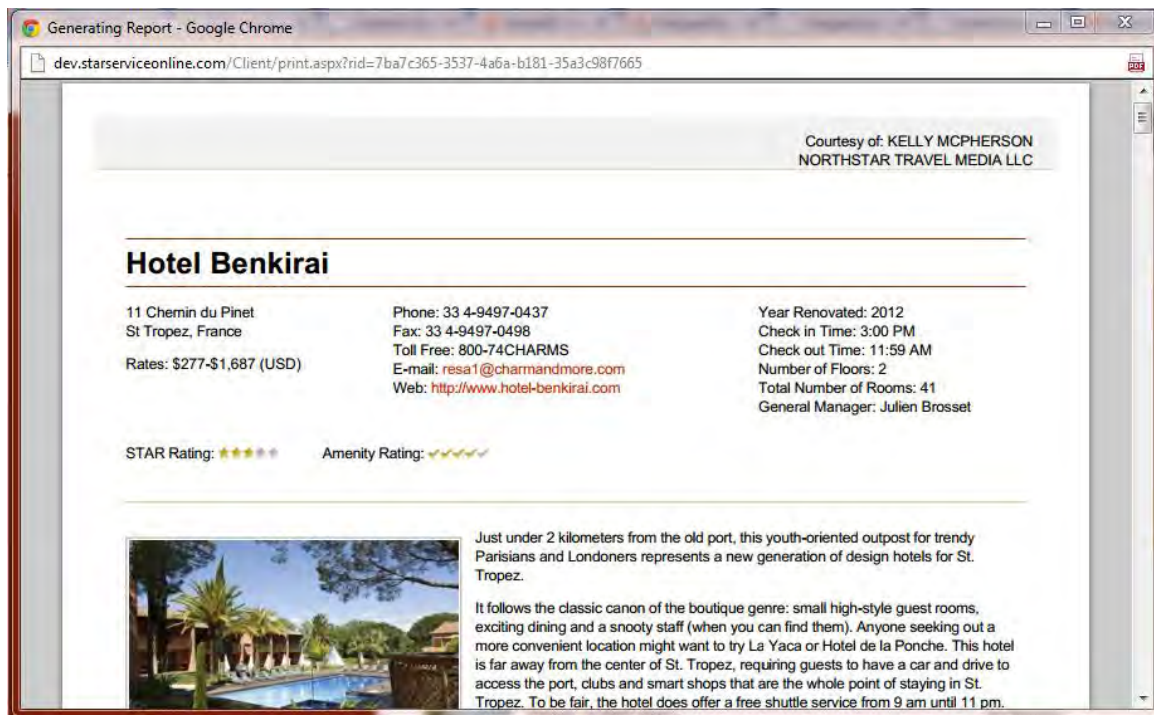
# Print Items in My Selections

To 🖨 'Print' a report for your client:



1) Click the printer icon in your **My Selections** box.

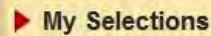2) This creates a PDF file that will allow you to print, save or email.

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 Report, printing from My Selections or Quick Print options will not print your cover page/business card information.**
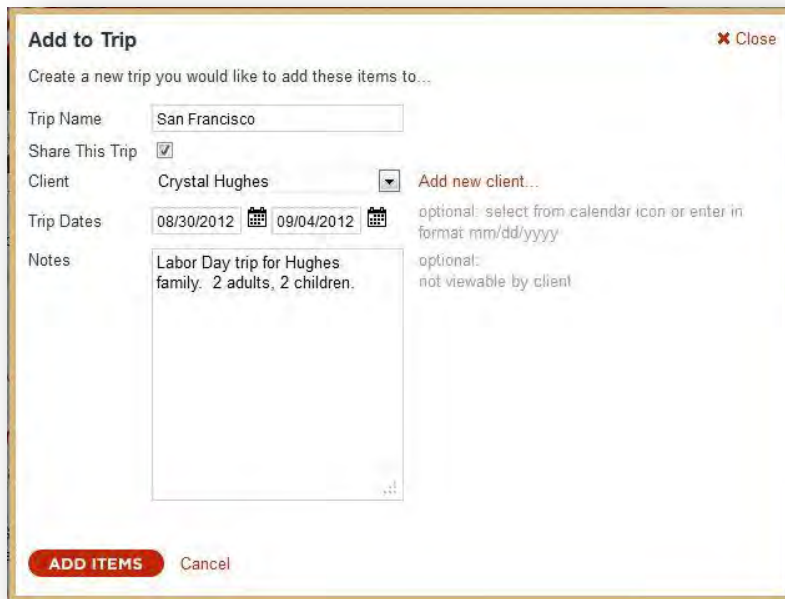
# Add Items to a Trip in My Selections

To  "Add Items To a Report":

My Selections   ➜ 🖨 🗋 ⚙

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:



1) Enter your Report Name.

2) Check if you want to Share This Report 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 Report.

**▼ My Selections**    → 🖨 🗅 ⚙
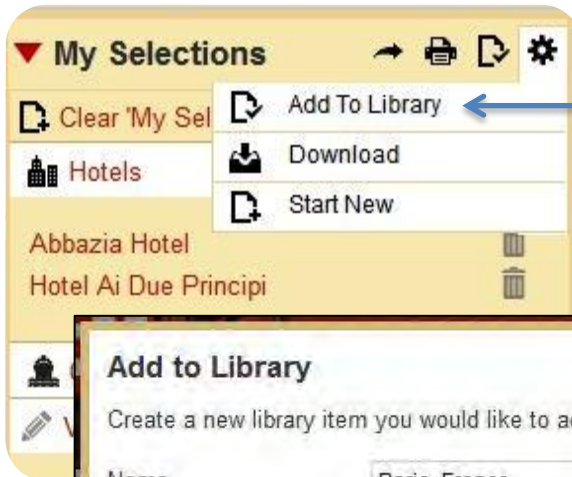
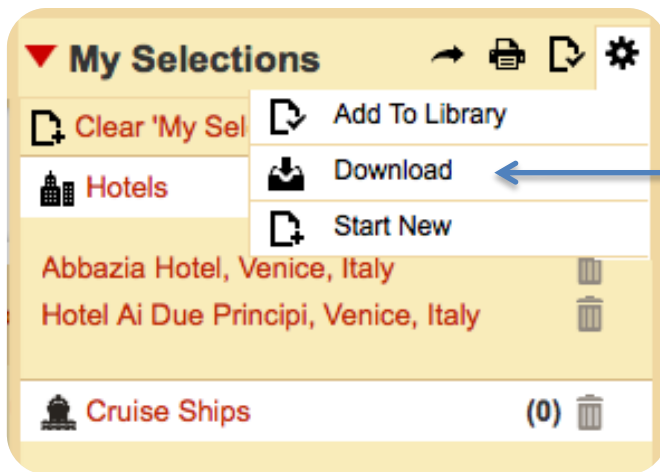🗅 Clear 'My Sel        🗅 Add To Library    ◄ ——————— When adding the items in **My Selections** to your Library, you will see the pop-up screen below.

🏢 Hotels              📥 Download

                       🗅 Start New

Abbazia Hotel          🗑
Hotel Ai Due Principi  🗑

**Add to Library**                                    ✖ Close

Create a new library item you would like to add these items to or

Name                   Paris, France

Share This Library Item ☑

Notes                  Abrams family report for Paris,        optional:
                       France trip - Winter 2013.            not viewable by client

                       Food allergies *** Wheat

                       Handicap accessible hotel and
                       site-seeing only ***

**ADD ITEMS**   Cancel

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

## My Selections

Clear 'My Sel...

**Add To Library**

**Download**

**Start New**

🏢 Hotels

Abbazia Hotel, Venice, Italy

Hotel Ai Due Principi, Venice, Italy

⚓ Cruise Ships      (0)

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

---

### Opening trip-8_24_2012

You have chosen to open

📄 **trip-8_24_2012**

which is a: Adobe Acrobat Document
from: http://www.travel-42.com

What should Firefox do with this file?

- ◉ <u>O</u>pen with   Adobe Acrobat 9.4 (default) ▾
- ◯ <u>S</u>ave File

☑ Do this <u>a</u>utomatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

OK     Cancel

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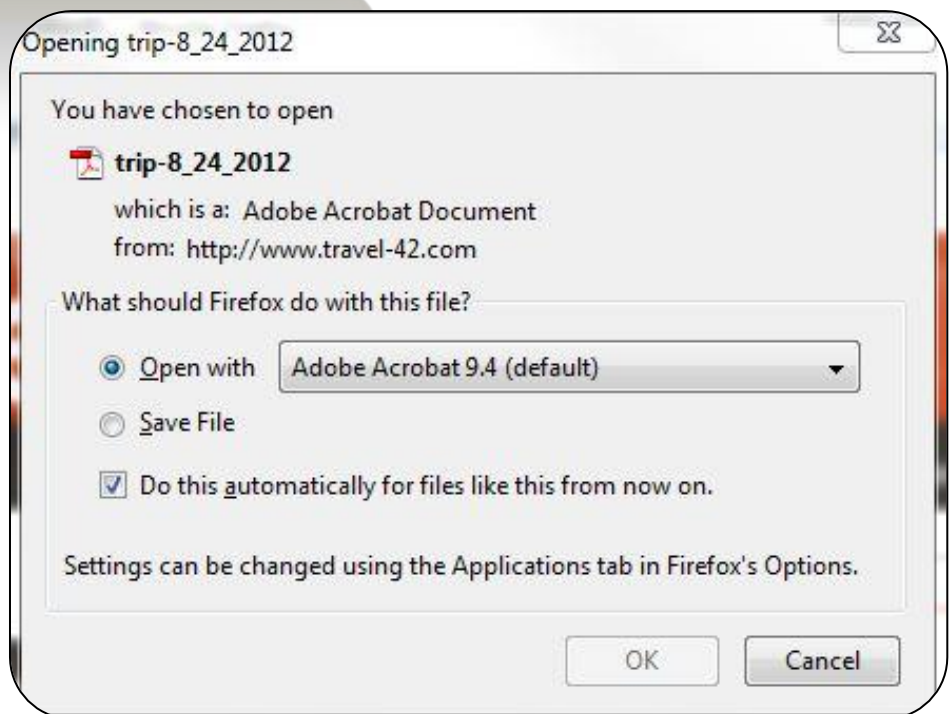
If you haven't saved the items in the **My Selections** box to a trip or the library, it will automatically name the file "**trip-date of download**;" see example above. You will have two options, one to "<u>O</u>pen with" in Adobe Acrobat, one to "<u>S</u>ave File". Make your selection and then click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

▼ **My Selections**       → 🖨 🗋 ⚙

🗋 Clear 'My Sel   🗋 Add To Library

🏢 Hotels      📥 Download

            🗋 Start New

Abbazia Hotel      🗑

Hotel Ai Due Principi   🗑

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.

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.
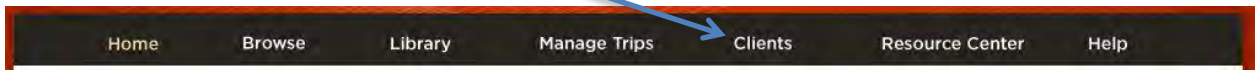
▼ **My Selections**       → 🖨 🗋 ⚙

🗋 Clear 'My Selections'

You can also click "Clear My Selections" to begin a new report.

▼ **My Selections**       → 🖨 🗋 ⚙

🗋 Clear 'My Selections'

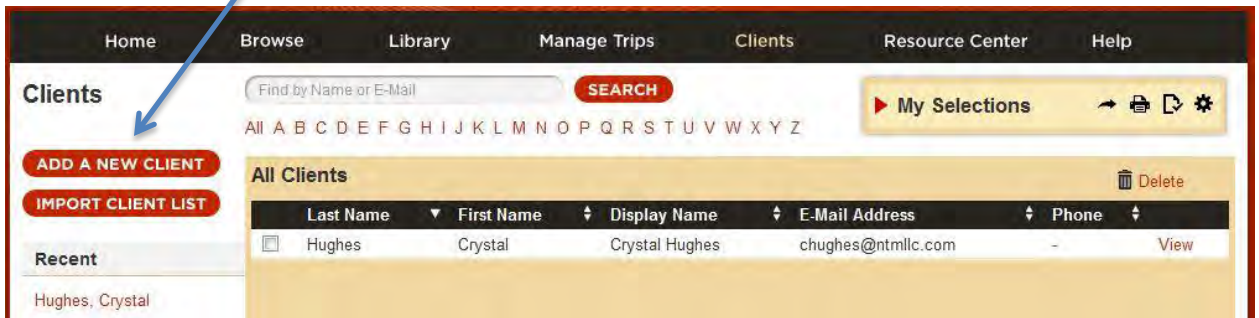🏢 Hotels      (0) 🗑

🚢 Cruise Ships  (0) 🗑

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.

| Home | Browse | Library | Manage Trips | Clients | Resource Center | Help |
|------|--------|---------|--------------|---------|-----------------|------|

Click the "ADD A NEW CLIENT" button

| Home | Browse | Library | Manage Trips | Clients | Resource Center | Help |
|------|--------|---------|--------------|---------|-----------------|------|

**Clients**

Find by Name or E-Mail    **SEARCH**

▶ **My Selections**   → 🖨 🗗 ⚙

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**ADD A NEW CLIENT**

**IMPORT CLIENT LIST**

**Recent**

Hughes, Crystal

**All Clients**   🗑 Delete

| | Last Name ▼ | First Name ⬍ | Display Name ⬍ | E-Mail Address ⬍ | Phone ⬍ | |
|---|-----------|------------|--------------|----------------|-------|---|
| ☐ | Hughes | Crystal | Crystal Hughes | chughes@ntmllc.com | - | View |

---

**Create New Client**     ✖ Close

| Basic Info | Contact | Special Needs | Family Info | Miscellaneous |

First Name *    Your

Last Name *    Client

Email Address *    yourclient@mailbox.com

"Display As" Name    Your Client

* Required

**SAVE CHANGES**   Cancel

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.

# Customizing Your Report

**▶ My Selections** → 🖶 🗎 ⚙

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 report.

**Add to Trip** ✕ Close

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

| | | |
|---|---|---|
| Trip Name | | |
| Client | Please Select ▾ | |
| Trip Dates | 📅 📅 | optional: select from calendar icon or enter in format mm/dd/yyyy |
| Notes | | optional: not viewable by client |

**ADD ITEMS**   Cancel

You will see a pop-up window requesting specific information for your new report. If you haven't created your client information for the report, 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?

✏ Customize & Deliver this trip to my client

🗐 Return to this trip to add or change items

🗎 I'm done with this trip. Start a new report

After you save the report, 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: Report Plan

● ○ ○



Edit Cover Page Slideshow

| | |
|---|---|
| Client: | Hughes, Crystal (chughes@ntmllc.com) |
| Report Dates: | - |
| Private Notes: | - |
| | |
| Created: | 7/11/2013 3:33:30 PM (eastern) |
| Modified: | 7/11/2013 3:41:42 PM (eastern) |
| Last Delivered to Client: | - |
| Last Viewed by Client: | - |

▶ **Paris, France**   → 🖨 📥 ⚙

📄 Save Copy As
📥 Save to Library
_____
→ Send Report
📥 Download Report
🖨 Print Report
📄 Preview Client Report
W Save to Word

## Report Contents

Edit | Remove

🏛 Agent Branded Report Cover                                         Edit | Remove

🏨 Hotel de Crillon, Paris, France                        💬 Comments | Edit | Remove

🏨 Hotel du Collectionneur Arc de Triomphe, Paris, France   💬 Comments | Edit | Remove

🏨 Four Seasons Hotel George V Paris, Paris, France       💬 Comments | Edit | Remove

*Add Item To Report... 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 report by clicking . . .
  *From Browse* or *From Library*
- Reorder listed items by clicking **CHANGE ORDER**
- Send Report (sends email to client)
- Download Report (pdf file)
- Print Report
- Preview Client Report
- Save to Word (exports an editable file to Word)

# 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: Report Plan**

● ○ ○

| | |
|---|---|
| Client: | Hughes, Crystal (chughes@ntmllc.com) |
| Report Dates: | - |
| Private Notes: | - |
| Created: | 7/11/2013 3:33:30 PM (eastern) |
| Modified: | 7/11/2013 3:41:42 PM (eastern) |
| Last Delivered to Client: | - |
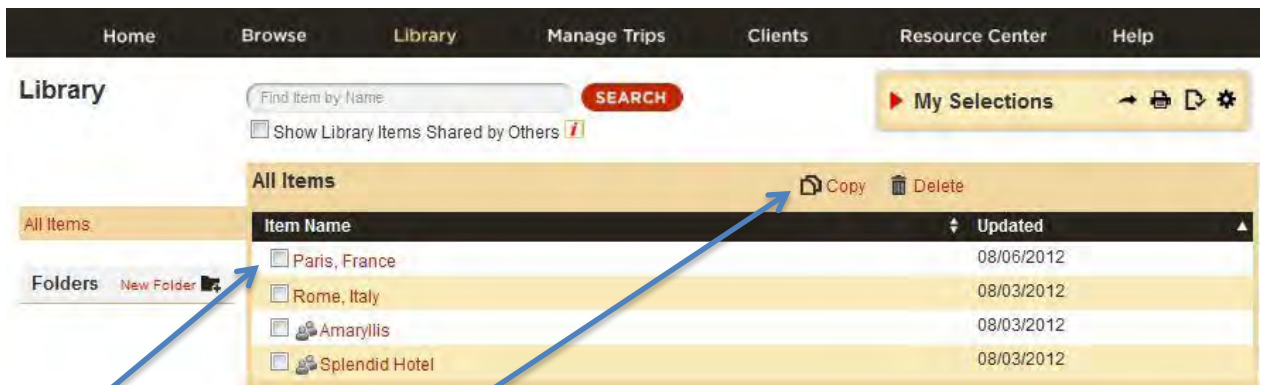
▶ Paris, France     ➔ 🖨 📥 ⚙

📄 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.
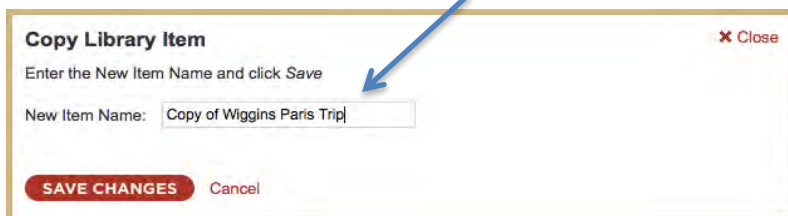
| Home | Browse | Library | Manage Trips | Clients | Resource Center | Help |
|------|--------|---------|--------------|---------|-----------------|------|

**Library**

Find Item by Name          **SEARCH**

☐ Show Library Items Shared by Others 🛈

▶ My Selections     ➔ 🖨 🗗 ⚙

**All Items**                               🗐 Copy    🗑 Delete

All Items

| Item Name | ⬍ | Updated | ▲ |
|-----------|---|---------|---|
| ☐ Paris, France | | 08/06/2012 | |
| ☐ Rome, Italy | | 08/03/2012 | |
| ☐ 👥 Amaryllis | | 08/03/2012 | |
| ☐ 👥 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**                                              ✕ Close

Enter the New Item Name and click *Save*

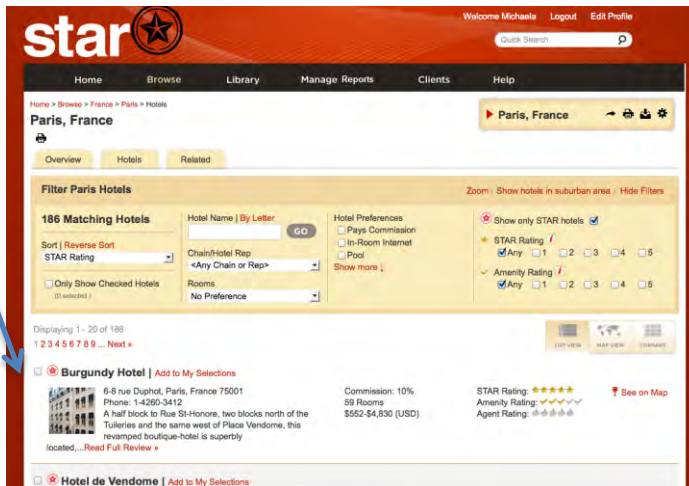New Item Name:  Copy of Wiggins Paris Trip

**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.



Click  **SAVE**