Welcome to travel42

Congratulations! You've just made a great step in improving your travel business. Our team of global correspondents personally investigates hotels and destinations so you don't have to! We'll show you how to access this information, and white label our content for your agency. Start plannig insighful, world-class vacations with ease today! Check out our tutorial videos; www.travel-42.com/tutorials and participate in our free weekly webinars; www.travel-42.com/webinars to learn more about our product.

QUICK START GUIDE

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- **Setting up your profile**
- **Searching for items**
- **How to use Quick Email/Print**
- **Sending from My Selections**
- **Starting a Trip and Creating an Itinerary**
- **Using the Library**

SETTING UP YOUR PROFILE — Business Card Tab

After logging in, click Edit Profile on the top right of the screen.

From here you can add information about yourself. Be sure your contact information and address are correct — this will appear on the cover page of your Trips.

To upload your logo and headshot the CANVAS and image size must exactly match the specs listed.

We will help you with this! Email: mhaberer@ntmllc.com

**Be sure and hit SAVE before exiting the Business Card tab.*

SETTING UP YOUR PROFILE — Preferences Tab

From this area you can also control the default settings within travel42 on the Preferences tab.
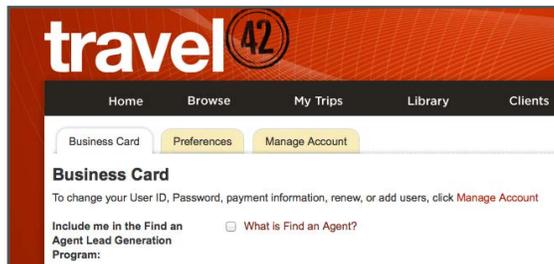
Client View

This will set up what your clients see on the Trip Plan Cover.
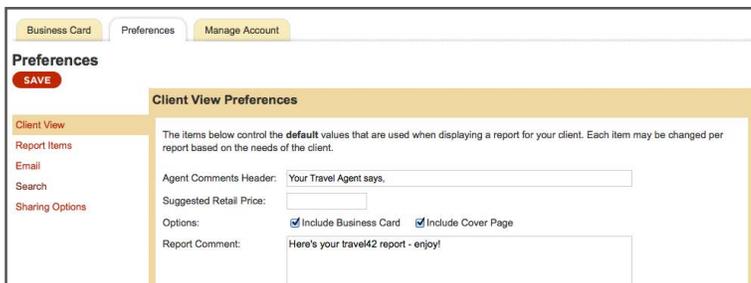
Report Items

This will change what is automatically included within the content of the report. Remove hotel pricing, contact info and more.
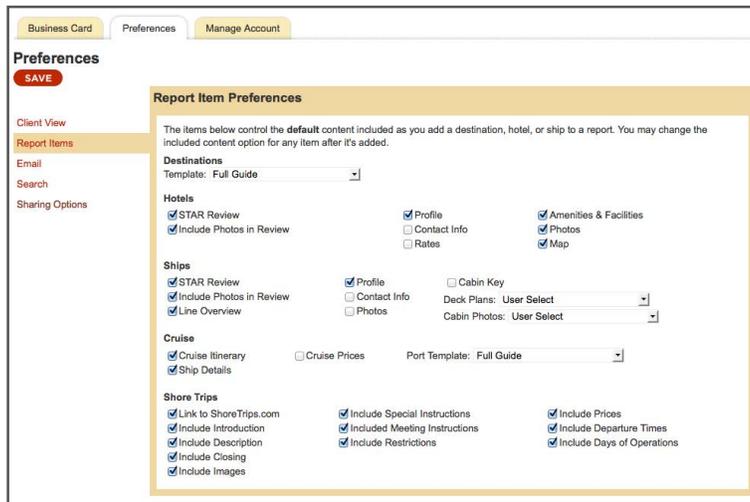
SETTING UP YOUR PROFILE — Preferences Tab

Email

This will set up the subject line, body message, and closing in the emails you send directly from travel42.

Search

This will modify how search results appear within travel42. For instance, you can change the default setting to only show STAR-rated properties.

Sharing Options

If you have a multi-agent account you can choose to share Trips or Library Items with other members on your travel42 account.

**Be sure and hit SAVE before exiting the Preferences tab.

Manage Account for Single User Accounts

This tab is where you can update your user id, password and sign up for our eNewsletter.

Manage Account for Multi-User Accounts

If you are the Administrator for the account, this is where you can make changes to all levels of your account; change credit card information, look up monthly invoices, and add users.

Summary

This displays all account and subscription information. Click on the red words in each category to update or view more.

Billing History

This displays all past invoiced and other payment details.

Payment Method

This displays all information regarding your method of payment. You can enter a new payment method or update the existing credit card expiration date.

User Admin

This displays all user information. You can add a user by clicking on Create User. Delete a user by checking their name and clicking Delete. You can also invite new users via email.

SEARCHING FOR ITEMS

From the logged-in Home Page you can search by **Hotel**, **Destination Reports,** or **Cruises**.You can also search by clicking on the map and browsing by region.
The **Quick Search** in the top right corner is another popular search method.

Searching for a Hotel

With Hotels highlighted type in the city, specific hotel or landmark for which you would like to search near-by hotels and select it from the drop-down.

If you select Paris in the example to the right it will give you all hotels in Paris. If you select a particular hotel in Paris it will give you the full STAR report on that particular property. If you select a Point of Interest in Paris it will plot the hotels within closest proximity to that particular landmark.

Search For

Hotels

Destination Reports

Cruises

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

Paris   **SEARCH**

Destinations
Paris, France
Paris, Arkansas
Paris Crossing, Indiana
Paris, Idaho
Paris, Illinois
Paris, Kentucky
Hotels
Champs Elysees Plaza - **Paris**, France
Hotel Lyon Bastille - **Paris**, France
Hotel Villa Margaux - **Paris**, France
Ibis **Paris** Bastille Rue de Reuilly - **Paris**, France
Marriott Rive Gauche Hotel & Conf Ctr - **Paris**, France
Paris Bastille - **Paris**, France
Paris Bercy Hotel - **Paris**, France
Paris Bruxelles - **Paris**, France
See & Do
Paris City Vision - **Paris**, France
Paris Cycles - **Paris**, France
Can't find what you are looking for? Click here for more.

Recent "Tipster"

10 tips for families visiting D
We all love an authentic trav
immerses us in another cultu

5 alternative destinations in
The state of Florida is a vaca
I'd be willing to bet there isn'

Asheville, NC: Seeing the C
Asheville, NC has long been associated with

SEARCHING FOR ITEMS

Searching for a Destination

With Destination Reports highligted type in the name of the destination you would like to search for and select it from the drop-down.

Searching for a Cruise

With Cruises highligted you can search for a sailing by Destination, Line, Ship, Length, Date and Departure. You can also click Browse by Line and Ship to view cruise categories (like River) or lines (like Seabourn).

Searching using Quick Search

Quick Search is like a universal search. You can find Hotels, Destinations, Cruises and Points of Interest.

HOW TO USE QUICK EMAIL/QUICK PRINT

While looking at the correct hotel or destination, easily send the full review or destination guide to your client by utilizing Quick Email. You can also print the full review or report. A branded cover page will not appear when you send or print from this area.
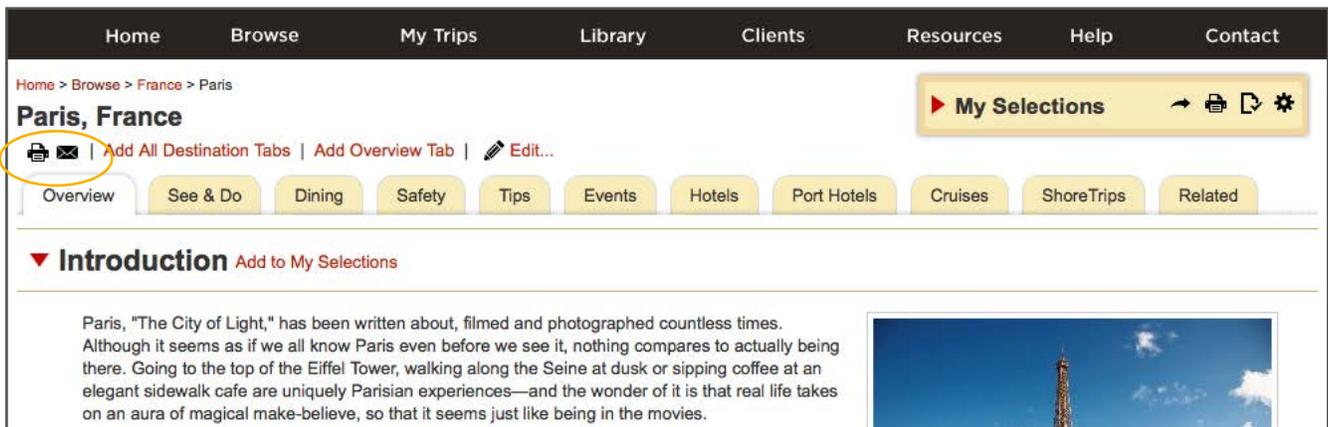
🖨 By clicking the printer icon, it will download the full guide as a PDF for you to then print. We define the full guide as the first six tabs within the destination guide. Everything from Overview to Events.

✉ Clicking the envelope icon will open a pop-up box. Here, enter your clients email address and select "add to list and clients". You can enter a subject line and personal message, or modify the one you already have saved as the default from Edit Profile.
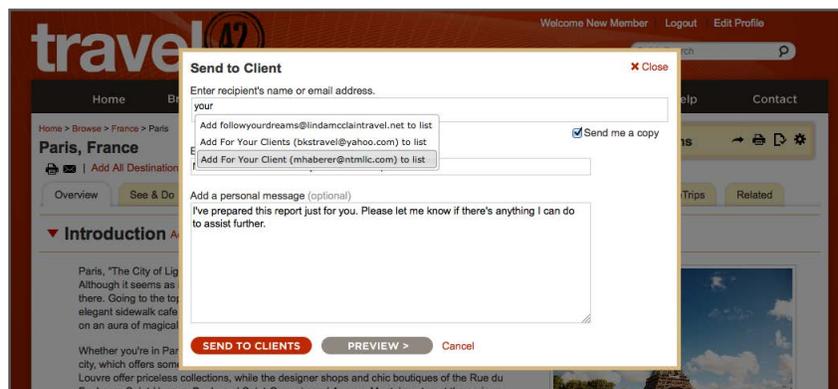
SENDING FROM MY SELECTIONS

To individually select content or to send a group of properties to a client you can opt to use the My Selections box without saving as a Trip. A branded cover page will not appear when you send or print from My Selections. After clearing My Selections your information will not be saved.

Add items into your My Selections box by clicking Add to My Selections next to any property name, destination information or cruise ship. The My Selections box, opened below by clicking on the red triangle next to My Selections, is currently empty.

Click Add to My Selections to add it into the My Selections box. Anything added into the My Selections box will be sent to your client. You can remove the items you've added by clicking on the trash can in the Selections box, or by clicking Remove Item.

SENDING FROM MY SELECTIONS

Once everything is added into the My Selections box, send to your client by clicking on the black arrow. It will open a pop-up box where you will enter your clients email address.

You can also Print the contents by clicking on the printer icon.
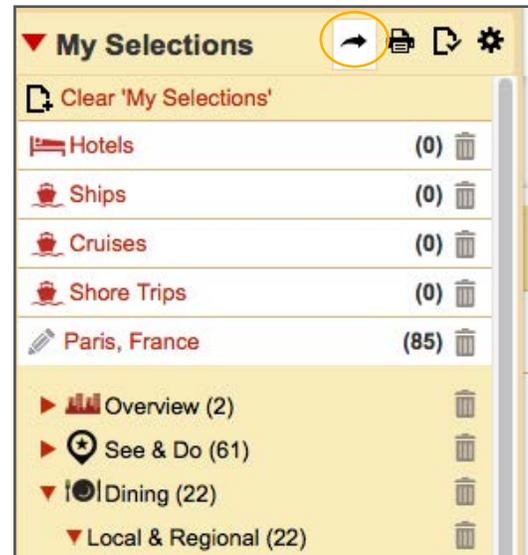
Clicking on the rectangle with a check mark saves this information as a Trip so your branded information appears and you can always pull it back up again.

By hovering over the gear on the far right side you can Add the content into a Library Item, Download to your computer or clear and start new.

STARTING A TRIP AND CREATING AN ITINERARY

We recommend starting a trip by clicking on My Trips in the top black navigation bar. From here, select Create New Trip.

From here, a pop-up box appears where you are required to enter a Trip Plan name and select a Client from the drop down, or Add New Client. Dates and Notes are optional. Then click Create New Trip.
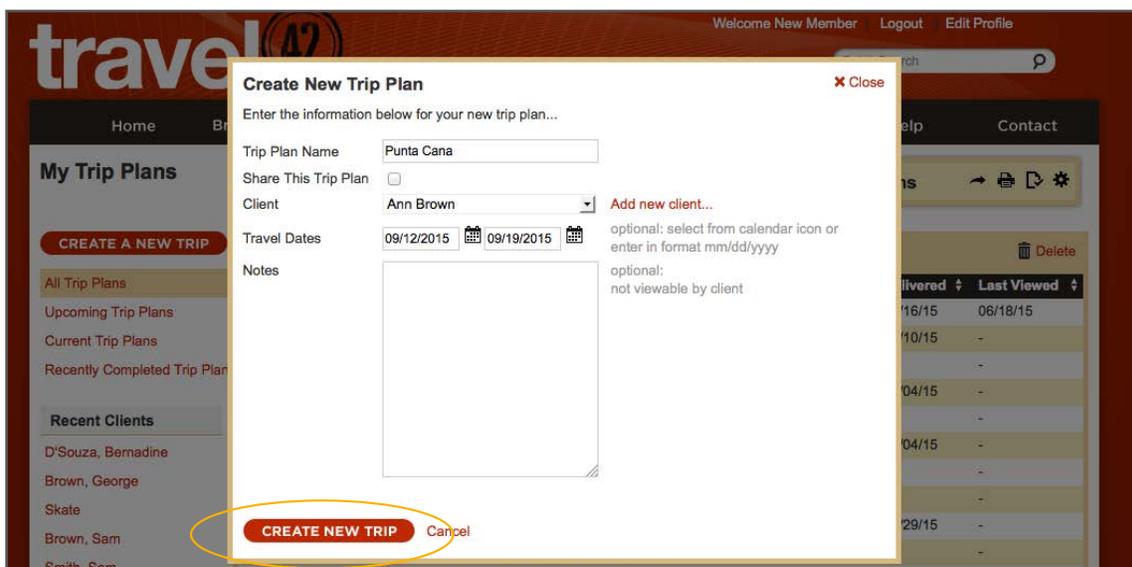
Now you are on the Customizable Trip Plan.
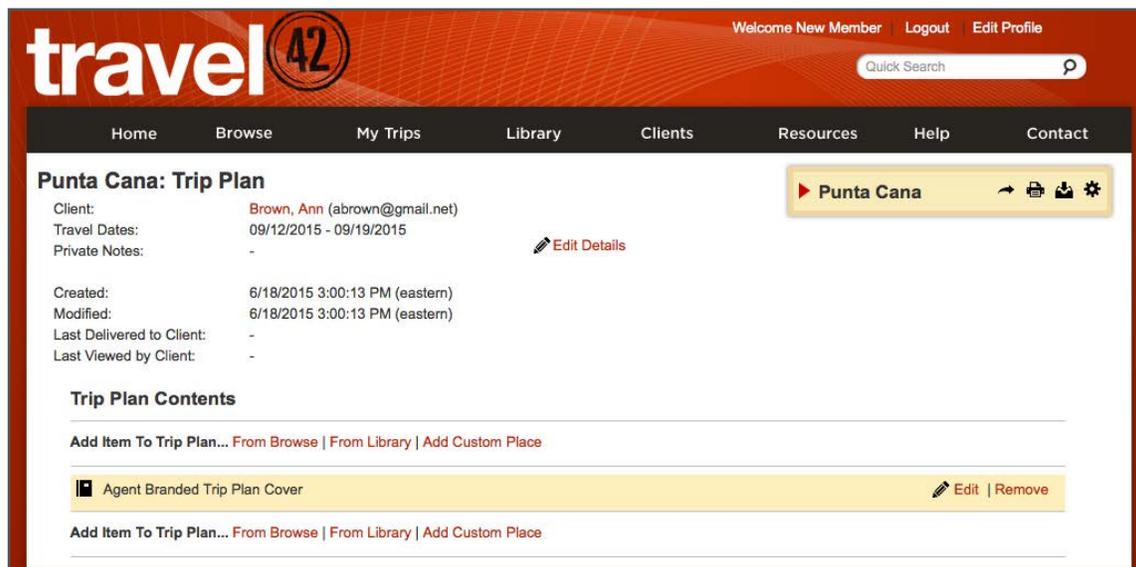
You can add content into your clients trip plan one of three ways.

From Browse will bring you back to home screen where you can type in your hotel, destination guide or cruise and click Add to Trip Plan to include into this trip.

From Library will take information you've saved from within your Library and allow you to add it into this Trip.

Add Custom Place will allow you to input information not included within travel42, like airline info and include in a Trip.

Once you've added everything into your clients Trip you can send, print, and download their Trip using the black icons (for more detailed information see Sending from My Selections).

Hovering over the gear on the far right side shows additional Trip options.

STARTING A TRIP AND CREATING AN ITINERARY

Clicking Customize will bring you back to the Customizable Trip Plan where the Trip was originally started. Here you can modify the Trip information, change the order of the information, edit the content, input special comments and more.

From here you can also create a day-by-day Itinerary for your clients. Drag and drop the unscheduled information from the left hand side added into your client's Trip to the correct day on the calendar. Click Back to Trip Plan when finished.

Now the Customizable Trip Plan contains a slightly different view with day-bay-day Itinerary.
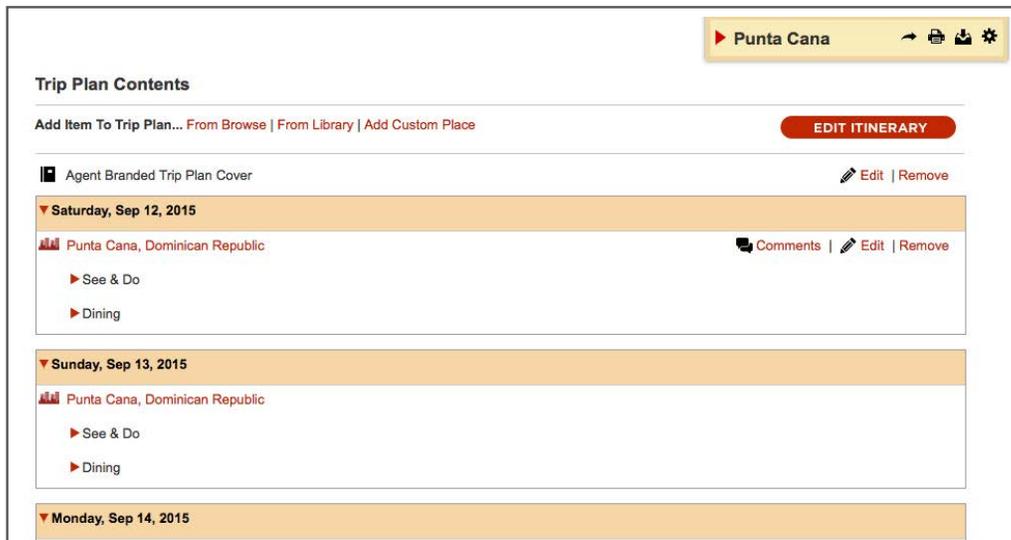
To send your Trip or Itinerary over to your client click Send Trip Plan. The email pop up box will appear.

Once you send your Trip, hover over the gear and click Start New to clear out that trip and start back from the My Selections box. Your Trip will forever live in the My Trips area of travel42.

You can also Preview the Client Report and Save to Word.
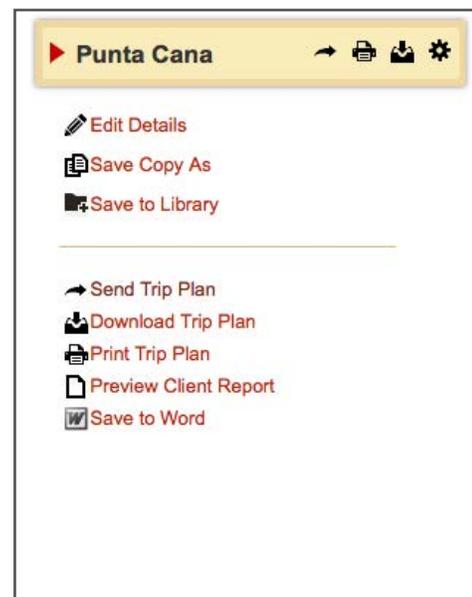
USING THE LIBRARY

The Library is filing system where you can store your favorite trips to use over and over again for multiple clients. You cannot print or send directly from the Library. You have to create a new Trip and add your Library Items into the new Trip each time.

To move items you've saved into your Library into a Trip you will start by creating a new Trip as outlined in Starting a Trip. Instead of adding content from Browse, you will click the red words, From Library.

This will open up all the Library Items you've stored. Click on the name of the trip you want to add into the new trip. NOTE: DO NOT put a check mark here, it will not add anything yet.

From here check the item you want to add into the new Trip. You can everything by clicking Check All, or check the portions you want.

Now click on ADD to add everything you've checked into the new Trip.

Everything you checked from the Library trip is now in your active Trip plan box in the top right. You can now send, customize, or add to this Trip.