WIZ Travel SYSTEM

USER MANUAL

Version 1. Issued September 2014

Access to the system

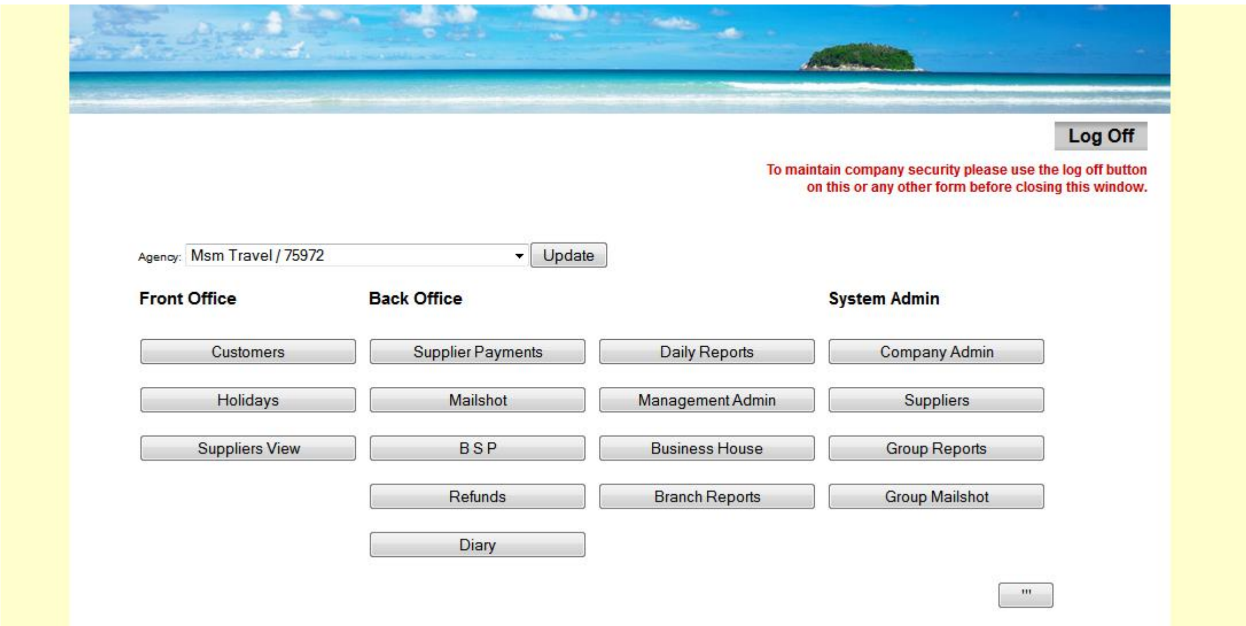
In order to access the system you will need your own user name and password. Your name and password will be issued to you. You should keep these secure and not disclose them to another member of staff of person.

Getting around the system

As a general rule the pages you navigate through appear at the top of the page. The Log Off' button appears at the top right on all pages. As you move into different areas from the front screen these areas will appear next to Log Off button, from right to left. So you are able to go back or move to a different page just by clicking on the tabs at the top of the page.

Welcome screen

When you log on to the system you will reach the welcome screen (as below).



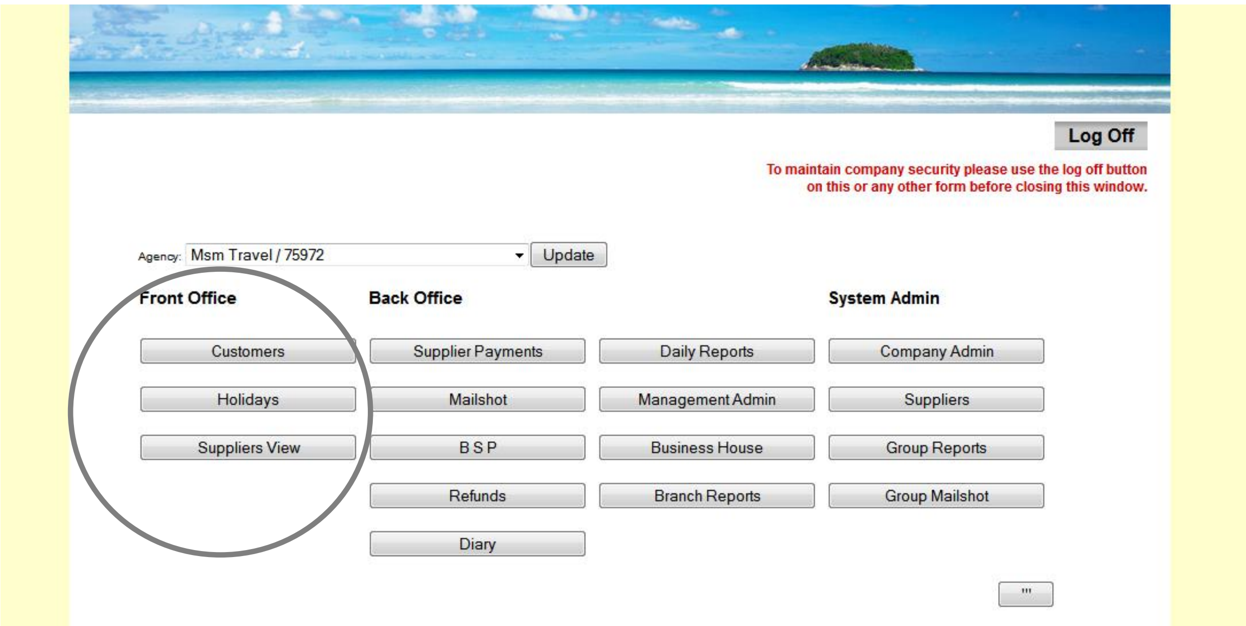
Log Off button 

Important point– this system is an online system. All information is stored remotely. So think of it like a web site. You need to log in and log off. You pay for use on the basis of the number of people using the system at the same time. There are a limited number of people who can use the system at any one time. So when you are not using the system log off. Logging off also ensures security for sensitive client information. You should log off whenever you are away from your desk. You should also log off when you are not using the system so that other users can do so. **If you are logged on and not using the system for a period, the system will close your session, but this will not log you off the system automatically. You should log back in and then log off using the Log Off button.**

Important point – when you make a change or enter new information the system does not automatically update. In order to update you need to press the add or update button on each page.

The system has three areas
Front office- Go to page 3
For all customer facing functions. This is the area you will use when making bookings, issuing receipts to clients and administering travel booking files.
Back office– Go to page 15
This area is where you go when you want to pay suppliers, obtain reports or undertake marketing and database activities.
System admin– Go to page 21
This area is used by head office to control system parameters. Access to this area is limited to authorised administrators.

Front Office Area

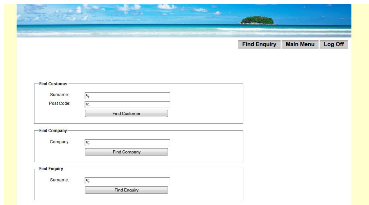


The Front Office Area is accessed through three buttons on the left of the welcome screen page as shown above.

Use to check

1. If a customer is already on the database. **Always do this first to avoid duplication of entries.**
2. If a company is on the database.
3. To find an enquiry on the database.

When you click the customer button it takes you to this screen. See page 4.



Use to find a holiday file

1. By file number.
2. By departure date.
3. By traveller surname and initial. NB does not need to be the lead traveller.

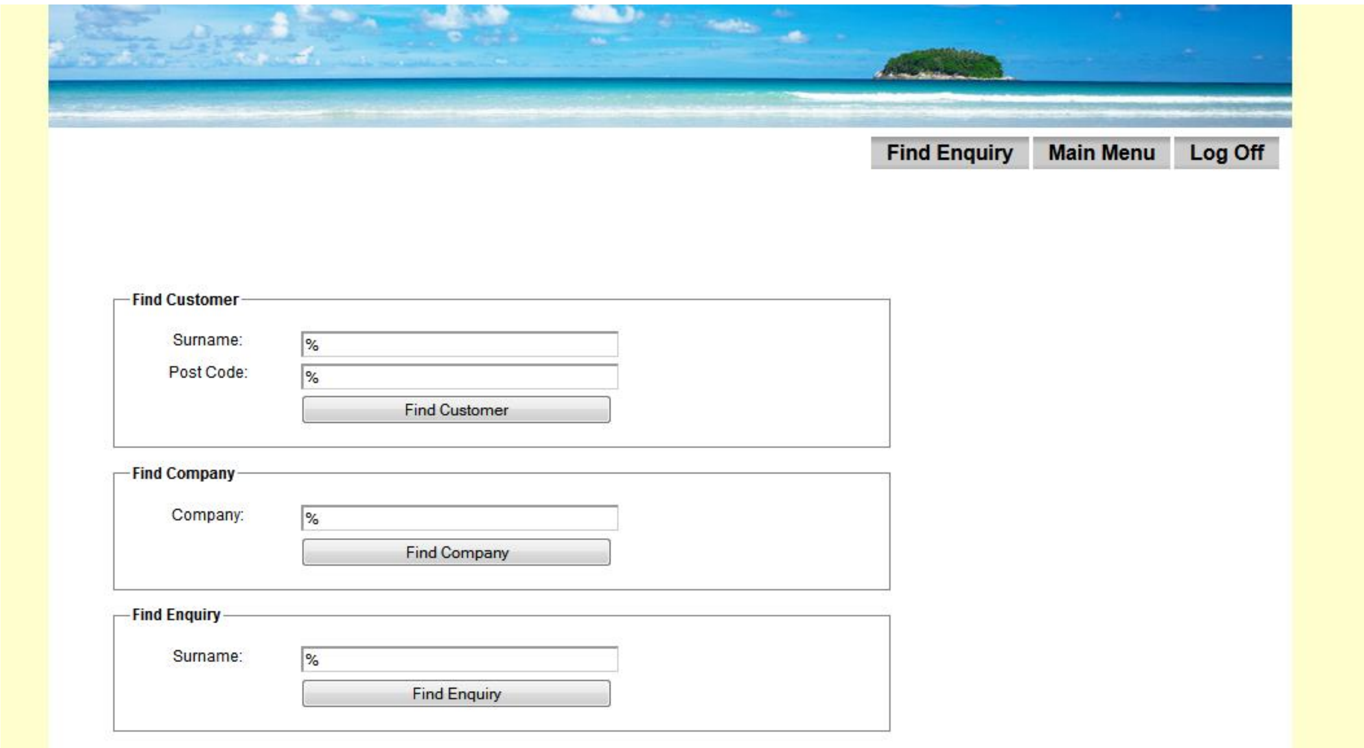
When you click the holidays button it takes you to this screen. See page xx.

Use to find supplier information

To find information on suppliers (airlines, tour operators and more) – addresses, phone numbers, bonding, commission rates and so on.

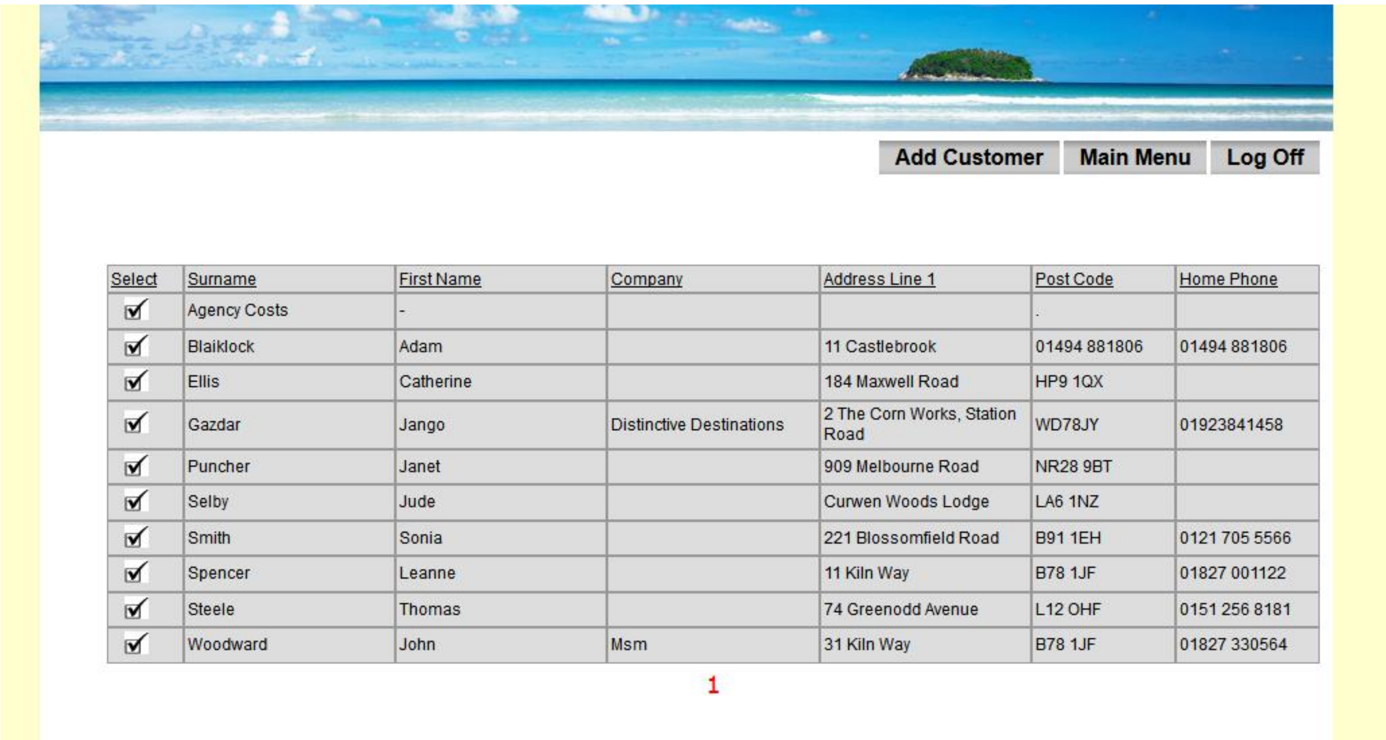
When you click the suppliers view button it takes you to this screen. See page xx.

Customer Screen



When a client wants to book the first thing you need to do is check whether they are on the database of not. You should enter the surname and or post code in to the correct field on screen and click the Find Customer button.
The % sign is the wild card character, you can use it on its own to find all customers, at the beginning %smith, in the middle sm%th, or at the end smith% of a name to help capture a wider spelling of name. If you enter a post code as well this will further narrow down the list of matching customers, Or you could enter just a postcode with a % in the name to return all customers in a specific postcode.

A list of customers with that surname will be produced as shown below. Find the one that is the one that you Want by matching their surname with the post code that they have given you.



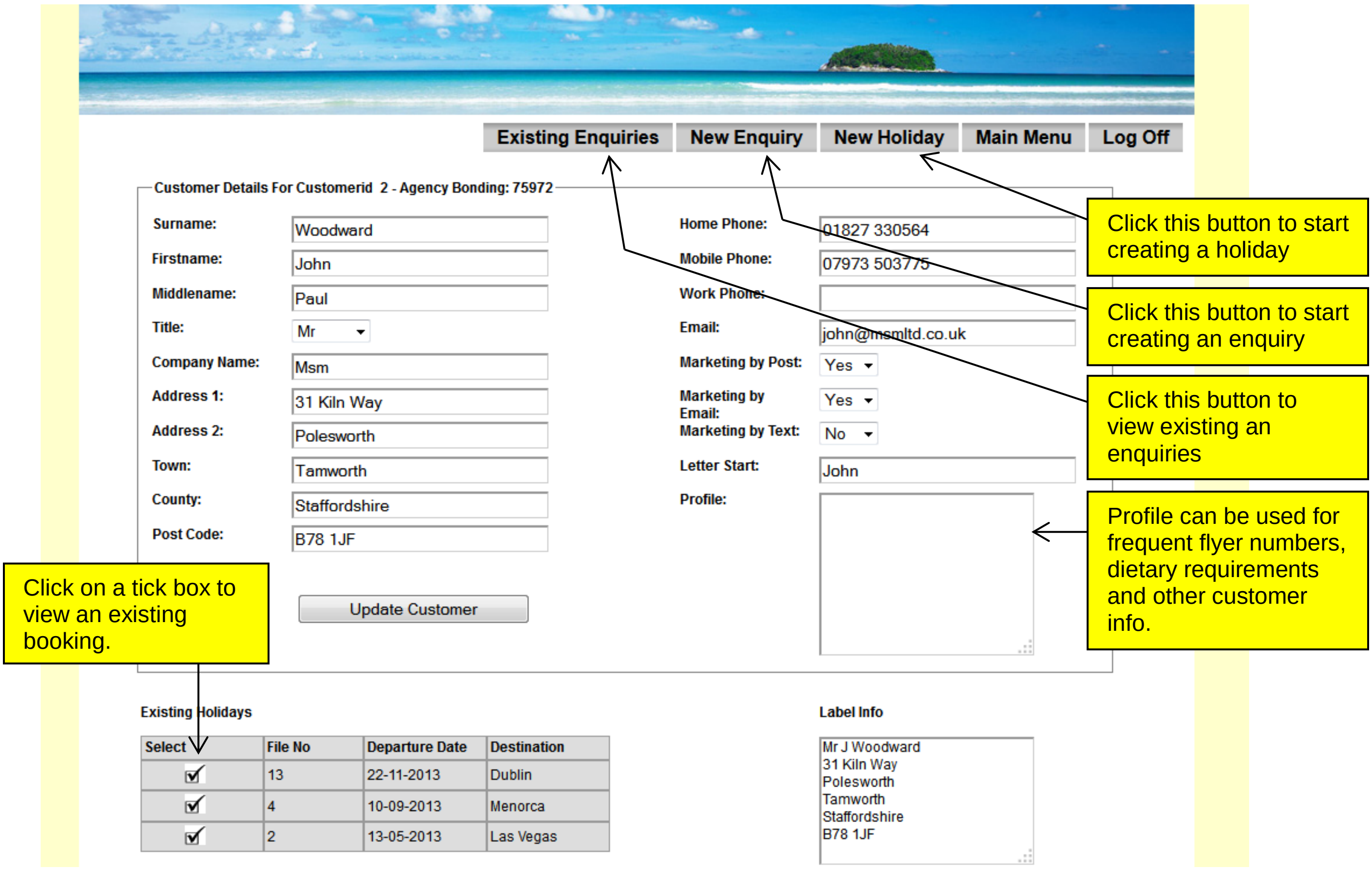
Select	Surname	First Name	Company	Address Line 1	Post Code	Home Phone
✓	Agency Costs	-			.	
✓	Blaiklock	Adam		11 Castlebrook	01494 881806	01494 881806
✓	Ellis	Catherine		184 Maxwell Road	HP9 1QX	
✓	Gazdar	Jango	Distinctive Destinations	2 The Corn Works, Station Road	WD78JY	01923841458
✓	Puncher	Janet		909 Melbourne Road	NR28 9BT	
✓	Selby	Jude		Curwen Woods Lodge	LA6 1NZ	
✓	Smith	Sonia		221 Blossomfield Road	B91 1EH	0121 705 5566
✓	Spencer	Leanne		11 Kiln Way	B78 1JF	01827 001122
✓	Steele	Thomas		74 Greenodd Avenue	L12 OHF	0151 256 8181
✓	Woodward	John	Msm	31 Kiln Way	B78 1JF	01827 330564

1

If their name is on the list hover your cursor over the 'Select file' tick box and left click to access their files.

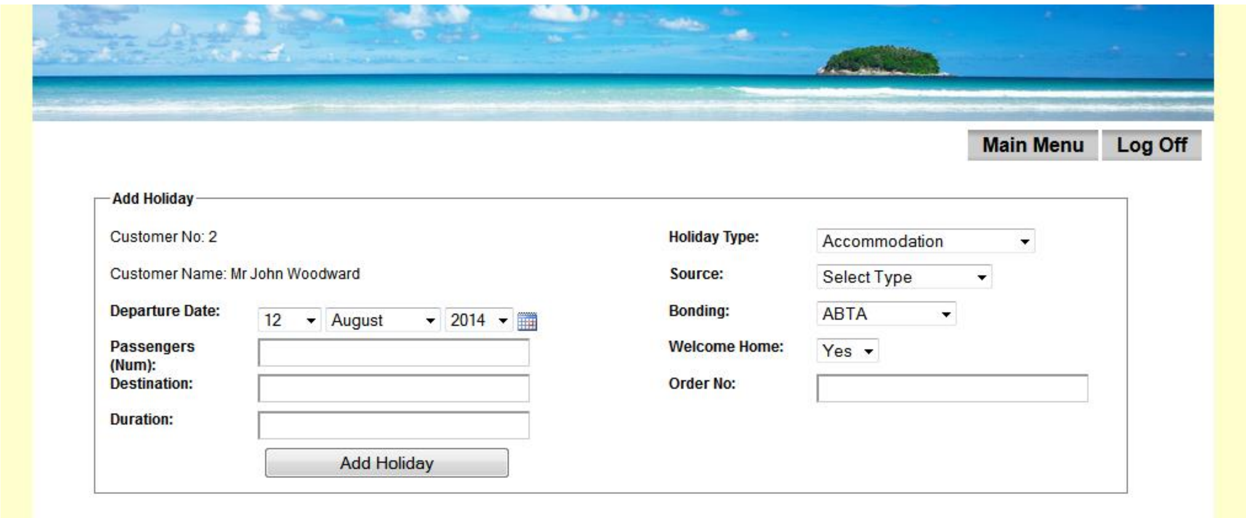
This will bring up their details on screen (see below) showing their address details. If you need to change these do so.

Important note - For any changes to be saved you need to hit the update customer button. Update Customer



Add a new holiday

When to click the button to add a new holiday for aclient on the database you will see this screen.



Notes on completing the add holiday screen
Date - choose from drop down lists or calendar.
Passengers – number of passengers enter as a figure- 2, 3, 4 …
Destination - enter a country, city, or holiday destination.
Duration - enter holiday length in nights for foreign and days for UK, or to suite.
Holiday type - select from drop down list
Source - select from drop down list.
Bonding - select from drop down list.

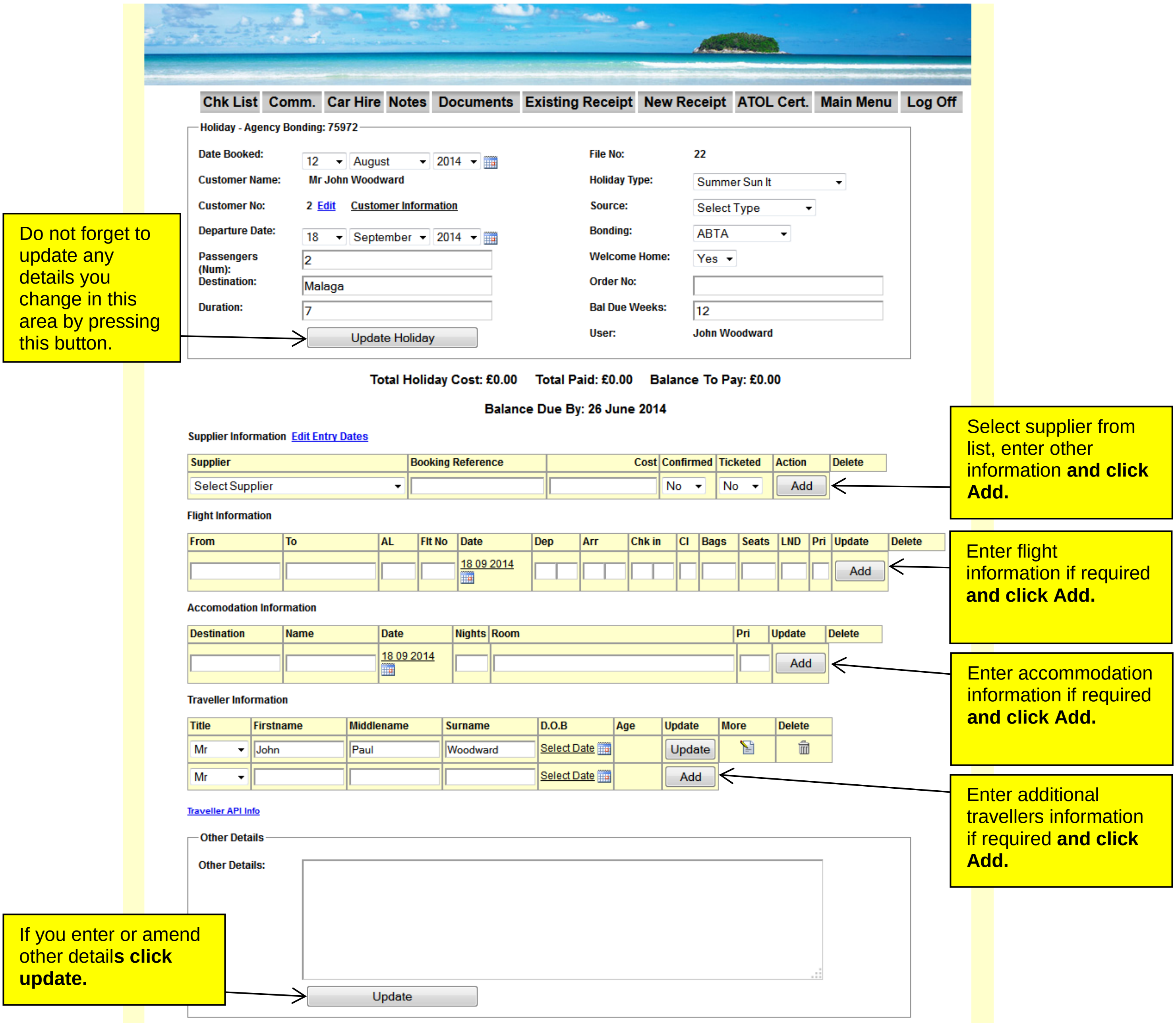
Order number - for use by Business Accounts if required.

Holiday type is used to categorize holidays for marketing, mailshots etc.
Source is optional and is used to monitor where business has come from i.e. website, recommendation, advertising.

Bonding – Important This is how YOU are bonding the booking. If you are an ABTA agent and you have bought a package from a supplier like Funway, then YOU are bonding it using your ABTA bonding, so leave the bonding on ABTA. The same applies for accommodation and flight only through a bonded supplier. If you have your own ATOL license and are creating your own package bonding it with YOUR ATOL license, then choose package or flight-plus. Flight-only is if you buy a flight only and you are bonding it using YOUR ATOL license.

Once you have completed the information above click the Add Holiday button.
Note – you can change the information that you have entered later if you need to.

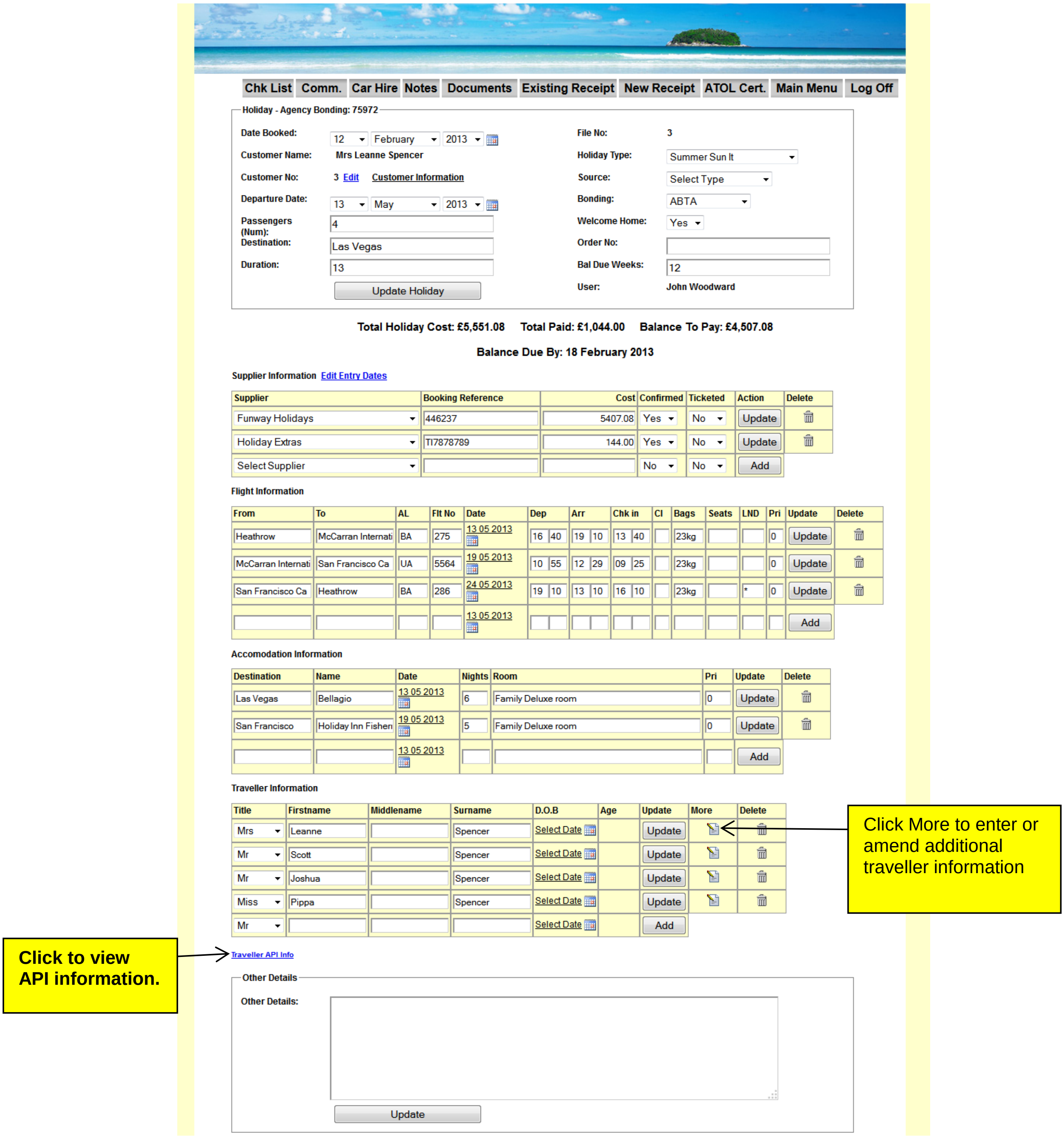
When you click [Add Holiday] the screen below will appear. The details you have just entered will be shown at the top of the screen. The remaining details of the holiday still need to be entered.



Note Total Holiday Cost is entered automatically only once you have entered costs AND PRESSED THE ADD BUTTON.
Important note – you can only enter information one line at a time. If you try to enter more the first time you press the Add button on one line all other lines will be lost.

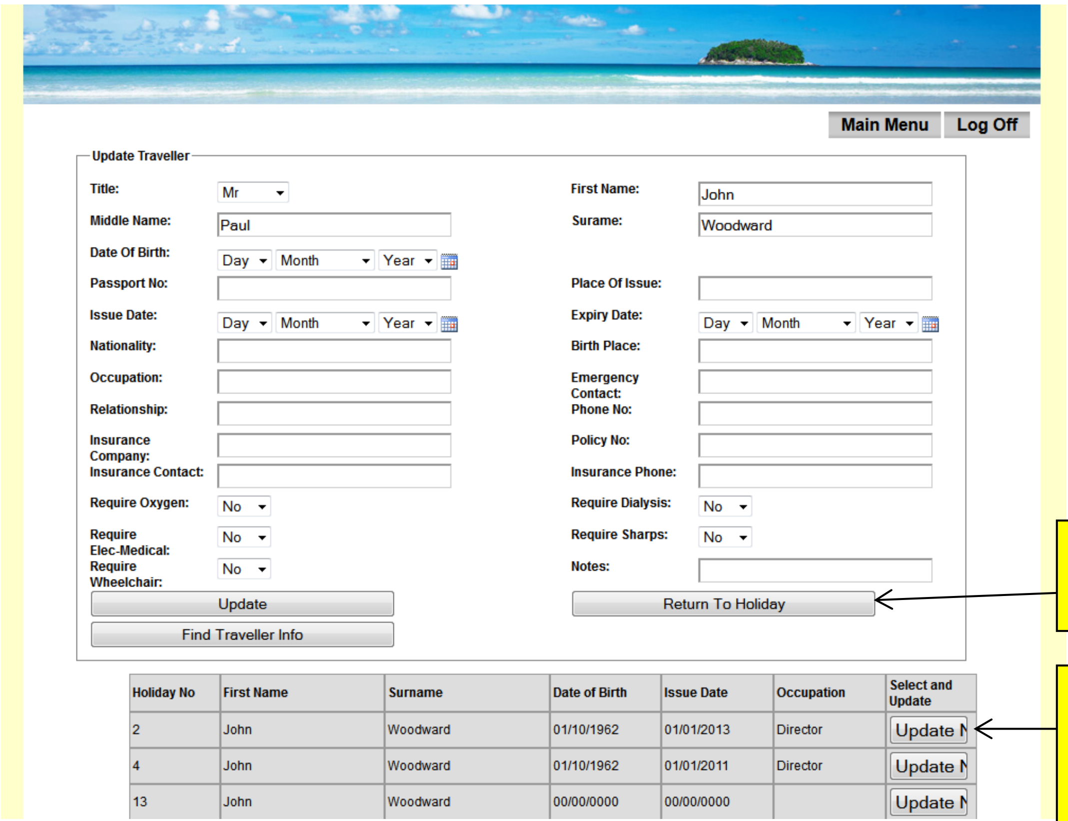
You can add as many lines as you like for multiple suppliers - for example for insurance, car hire, attractions and so on.
If you make a mistake you can change a line but make sure you hit the Update button.
If required you can delete a whole line after it has been added using the delete button at the end of the line.

Flight, Accommodation and Traveller information
Enter in boxes provided as shown
Note you can enter as many lines under each category as you require as long as you press Add button at the end of every line.
Confirmed and ticketed default to 'No'. When you receive a confirmation and tickets you should change the drop down list entries to 'Yes' (otherwise the booking will appear on awaiting confirmation and awaiting ticket lists that can be accessed in Daily Reports area.



When you press the More button you reach the screen below.

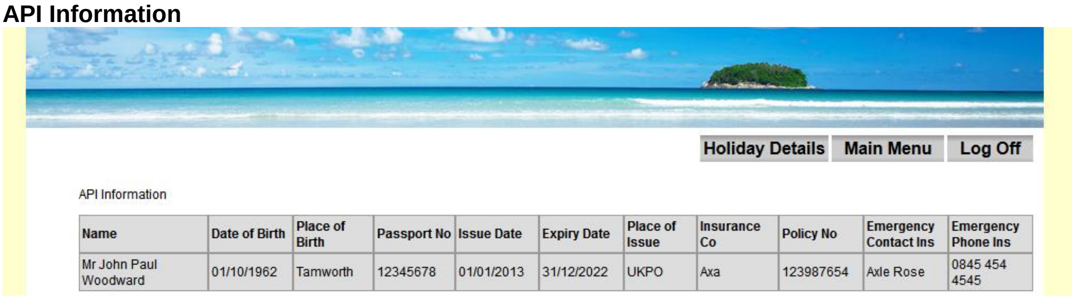
Important Note – if the client has travelled before and their API information has been provided you should press the Find Traveller Info button. This will give you a list of clients with the same surname. If the traveller you want is shown you can use the information already stored in the database to populate the traveller information on this new booking and save time and mistakes by retyping it.
IMPORTANT - remember to check with the clients that no information has changed since they last travelled. If information has changed ensure that you update the information held with any changes, for example, passport number or medical requirements.



Click this button to return the the holiday screen.

If the traveller is listed click Update to load stored information in the current booking.

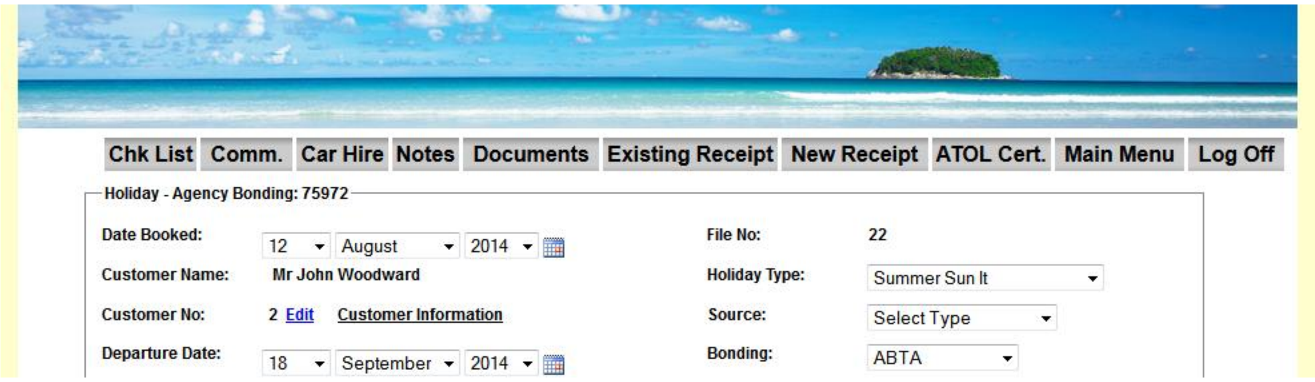
API Information



You do not enter API information in this form. You can use it to view the information and can select/highlight with your mouse then copy (Ctrl + C) and paste (Ctrl + V) into another document or email to send to the suppliers.

Additional booking functionality

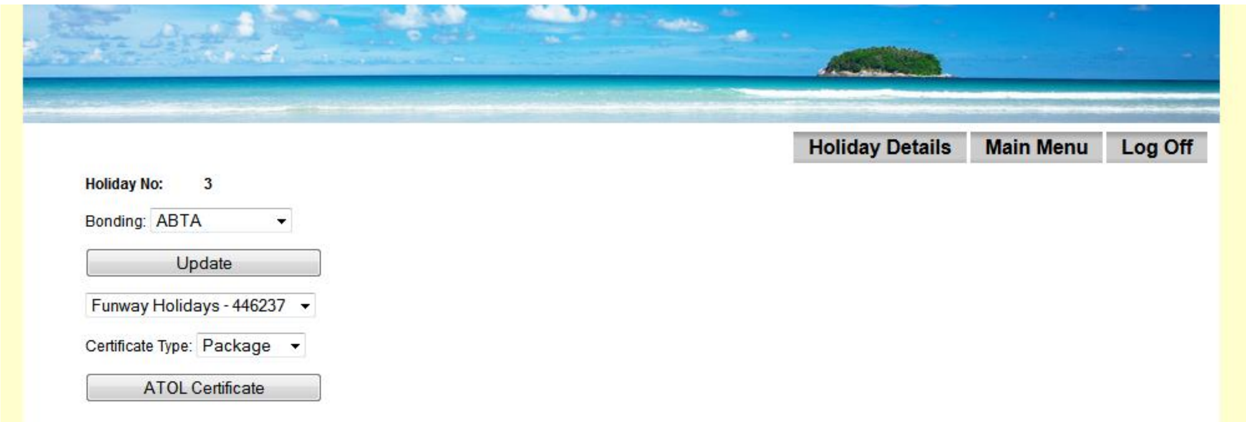
Via the buttons at the top of the screen.



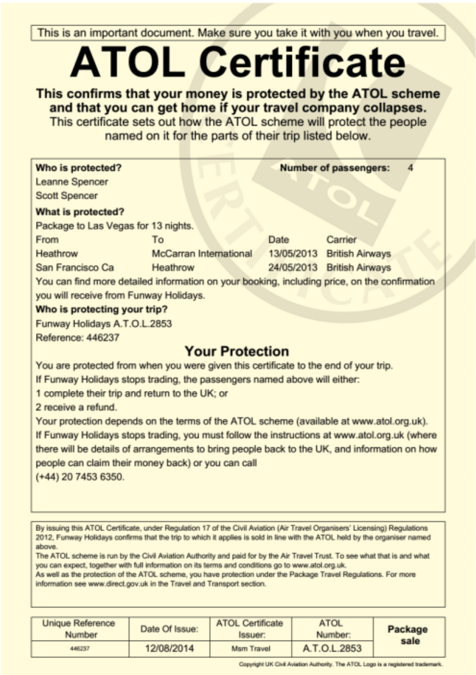
The flow of the buttons is from right to left, so once the booking is created you might want to print an ATOL certificate (if the supplier has not provided you with one), then you might create a new receipt, then print other documents….

ATOL Cert. Gives you access so you can print an ATOL certificate.

If you have sold a package using your ABTA license and the supplier has not sent you a certificate you will be presented with the page below.



Leave the Bonding on ABTA, select the supplier you wish to create the certificate on behalf of, select the certificate type, either Package or Flight-only, and click the ATOL Certificate button.



This is an important document. Make sure you take it with you when you travel.

ATOL Certificate

This confirms that your money is protected by the ATOL scheme and that you can get home if your travel company collapses.
This certificate sets out how the ATOL scheme will protect the people named on it for the parts of their trip listed below.

Who is protected? **Number of passengers:** 4
Leanne Spencer
Scott Spencer
What is protected?
Package to Las Vegas for 13 nights.

From	To	Date	Carrier
Heathrow	McCarran International	13/05/2013	British Airways
San Francisco Ca	Heathrow	24/05/2013	British Airways

You can find more detailed information on your booking, including price, on the confirmation you will receive from Funway Holidays.
Who is protecting your trip?
Funway Holidays A.T.O.L.2853
Reference: 446237

Your Protection

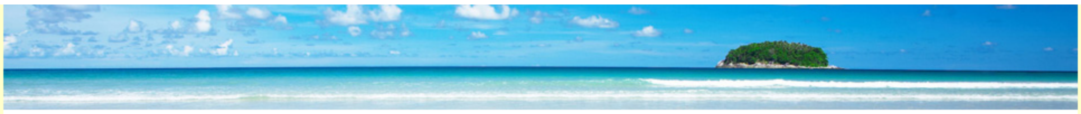
You are protected from when you were given this certificate to the end of your trip.
If Funway Holidays stops trading, the passengers named above will either:
1 complete their trip and return to the UK; or
2 receive a refund.
Your protection depends on the terms of the ATOL scheme (available at www.atol.org.uk).
If Funway Holidays stops trading, you must follow the instructions at www.atol.org.uk (where there will be details of arrangements to bring people back to the UK, and information on how people can claim their money back) or you can call
(+44) 20 7453 6350.

By issuing this ATOL Certificate, under Regulation 17 of the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, Funway Holidays confirms that the trip to which it applies is sold in line with the ATOL held by the organiser named above.
The ATOL scheme is run by the Civil Aviation Authority and paid for by the Air Travel Trust. To see what that is and what you can expect, together with full information on its terms and conditions go to www.atol.org.uk.
As well as the protection of the ATOL scheme, you have protection under the Package Travel Regulations. For more information see www.direct.gov.uk in the Travel and Transport section.

Unique Reference Number	Date Of Issue:	ATOL Certificate Issuer:	ATOL Number:	**Package sale**
446237	12/08/2014	Msm Travel	A.T.O.L.2853	

Copyright UK Civil Aviation Authority. The ATOL Logo is a registered trademark.

If you have sold a package using your ATOL license you will be presented with the page below.



Holiday Details | Main Menu | Log Off

Select Package, Flight-Plus, or Flight-only.

Holiday No: 2

Bonding: Package

Suppliers

Supplier	Booking Reference	Cost	ATOL
BA Flights	8ig365	1642.00	Yes
Travel 2	1h555	1210.00	Yes
Travel 2	2h555	750.00	Yes
United Airlines	UA1234	300.00	Yes
Holiday Extras	TI4546877	41.30	No
Atol Charge		5.00	Yes

Select which elements are bonded under your ATOL and which are not.

Flights

From	To	Flight	Date	Supplier
Heathrow	McCarran International Ap	BA275	13/05/2013	BA Flights - 8ig365
McCarran International Ap	San Francisco Ca	UA5564	19/05/2013	United Airlines - UA1234
San Francisco Ca	Heathrow	BA286	24/05/2013	BA Flights - 8ig365

Select which supplier is supplying which element for Flight-plus and Flight-only.

Accomodation

Destination	Name	Date	Nights	Supplier
Las Vegas	Bellagio	13/05/2013	6	Travel 2 - 1h555
San Francisco	Holiday Inn Fishermans Wharf	19/05/2013	5	Travel 2 - 2h555

Update

ATOL Certificate

Then click update before clicking Atol Certificate.

This is an important document. Make sure you take it with you when you travel.

ATOL Certificate

This confirms that your money is protected by the ATOL scheme and that you can get home if your travel company collapses.
This certificate sets out how the ATOL scheme will protect the people named on it for the parts of their trip listed below.

Who is protected? **Number of passengers:** 2
John Woodward
Janet Kempson

What is protected?
Package to Las Vegas for 12 nights.

From	To	Date	Carrier
Heathrow	McCarran International	13/05/2013	British Airways
San Francisco Ca	Heathrow	24/05/2013	British Airways

You can find more detailed information on your booking, including price, on the confirmation you will receive from Msm Travel.

Who is protecting your trip?
Msm Travel ATOL No 1122
Reference: 2

Your Protection

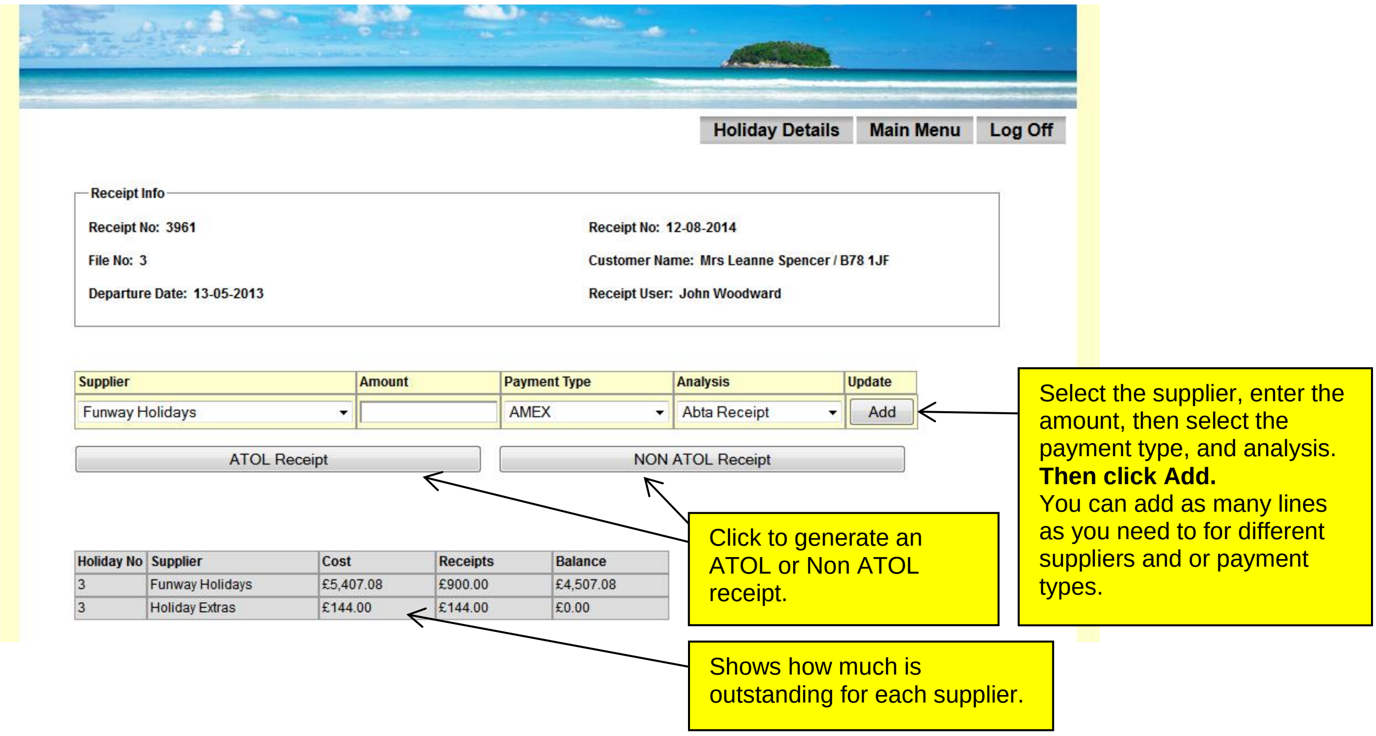
You are protected from when you were given this certificate to the end of your trip.
If Msm Travel stops trading, the passengers named above will either:
1 complete their trip and return to the UK; or
2 receive a refund.
Your protection depends on the terms of the ATOL scheme (available at www.atol.org.uk).
If Msm Travel stops trading, you must follow the instructions at www.atol.org.uk (where there will be details of arrangements to bring people back to the UK, and information on how people can claim their money back) or you can call
(+44) 20 7453 6350.

By issuing this ATOL Certificate, under Regulation 17 of the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, Msm Travel confirms that the trip to which it applies is sold in line with the ATOL held by the organiser named above. The ATOL scheme is run by the Civil Aviation Authority and paid for by the Air Travel Trust. To see what that is and what you can expect, together with full information on its terms and conditions go to www.atol.org.uk.
As well as the protection of the ATOL scheme, you have protection under the Package Travel Regulations. For more information see www.direct.gov.uk in the Travel and Transport section.

Unique Reference Number	Date Of Issue:	ATOL Certificate Issuer:	ATOL Number:	**Package sale**
2	12/08/2014	Msm Travel	1122	

New Receipt

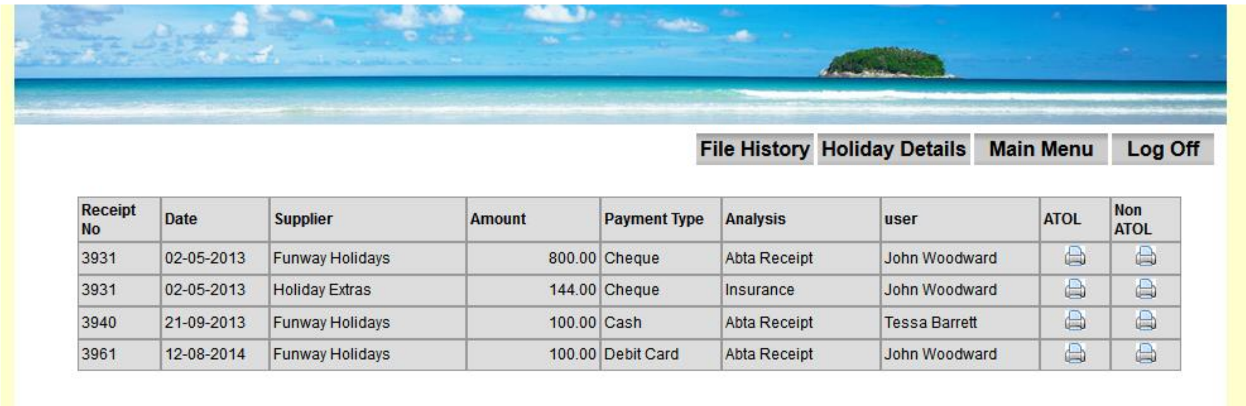
If you are taking money from the customer use this button.



Holiday No	Supplier	Cost	Receipts	Balance
3	Funway Holidays	£5,407.08	£900.00	£4,507.08
3	Holiday Extras	£144.00	£144.00	£0.00

Existing Receipt

Access previously issued receipts, and view the financial history of a file.



Receipt No	Date	Supplier	Amount	Payment Type	Analysis	user	ATOL	Non ATOL
3931	02-05-2013	Funway Holidays	800.00	Cheque	Abta Receipt	John Woodward		
3931	02-05-2013	Holiday Extras	144.00	Cheque	Insurance	John Woodward		
3940	21-09-2013	Funway Holidays	100.00	Cash	Abta Receipt	Tessa Barrett		
3961	12-08-2014	Funway Holidays	100.00	Debit Card	Abta Receipt	John Woodward		

File History From the existing receipts page. View a snapshot of booking values, receipts and supplier payments.

Existing Receipt | Main Menu | Log Off

File No: 2

Total Holiday Cost	Total Receipts	Total Gross Payments	Total Commission
£3,948.30	£1,441.30	£600.00	£21.00

Booking Values

Supplier	Booking Ref	Cost
BA Flights	8ig365	£1,642.00
Travel 2	1h555	£1,210.00
Travel 2	2h555	£750.00
United Airlines	UA1234	£300.00
Holiday Extras	TI4546877	£41.30
Atol Charge		£5.00

Receipts

Receipt No	Receipt Date	Supplier	Receipt Amount	Payment Type
1	12/02/2013	BA Flights	£500.00	Debit Card
3	12/02/2013	United Airlines	£300.00	Debit Card
3	12/02/2013	Holiday Extras	£41.30	Debit Card
3938	06/08/2013	Travel 2	£600.00	Cash

Supplier Payments

Pay Date	Cheque No	Supplier	Gross	Comm.	VAT	Net	Payment Type	Payment Type
12/02/2013		United Airlines	£300.00	£21.00	£4.20	£274.80	Direct Debit	Supplier ATOL
06/08/2013		Travel 2	£300.00	£0.00	£0.00	£300.00	Direct Debit	Supplier ABTA

Documents Generate letters and forms to send to your customer or supplier.

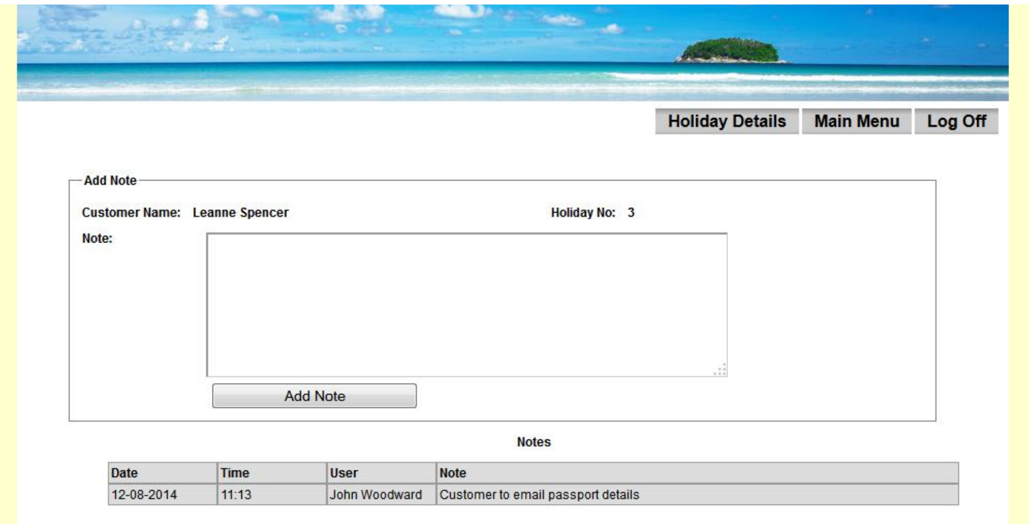
Print Log | Holiday Details | Main Menu | Log Off

Funway Holidays

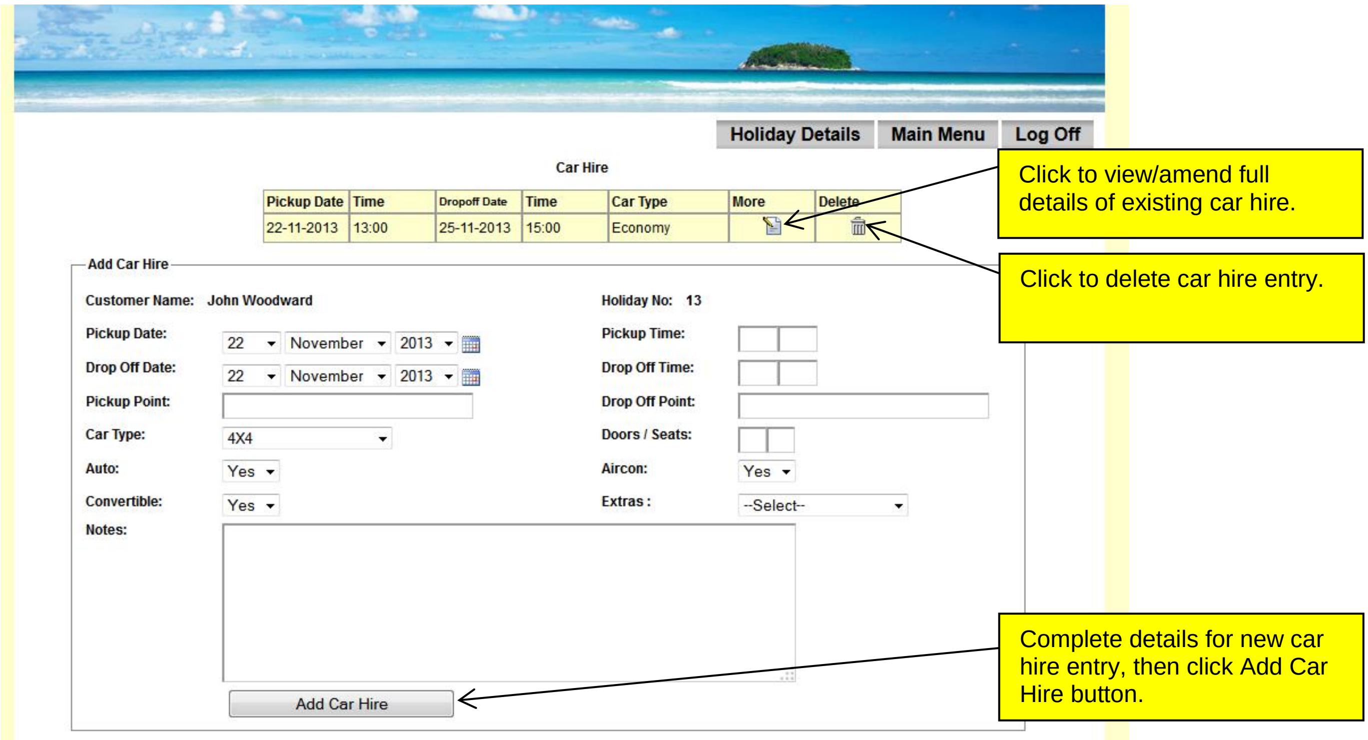
leannespencer@hotmail.co.uk

Balance Reminder	Booking Authorisation	Cancellation	Confirmation / Invoice
Confirmation Overseas	Confirmation Uk	Credit Note	Customer Complaint
File Front	Final Demand	Hotel Voucher	Insurance Disclaimer
Itinerary	Operator Changed	Statement	Tickets Posted
Tickets Ready	Tod	Usa Disclaimer	Welcome Home

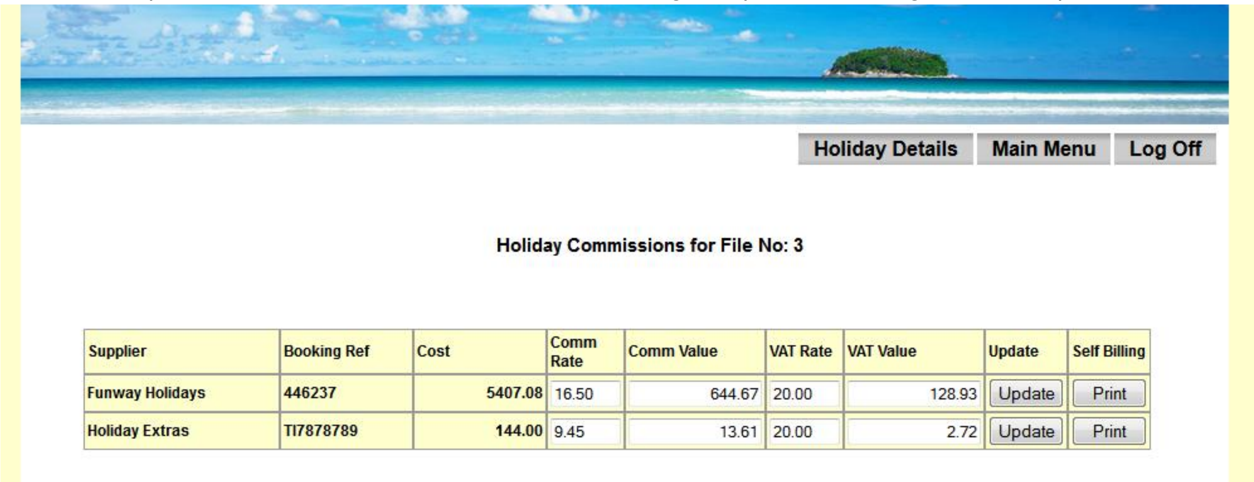
Notes enter notes on the booking to keep track of what is happening.



Car Hire Add or amend car hire details on the booking.

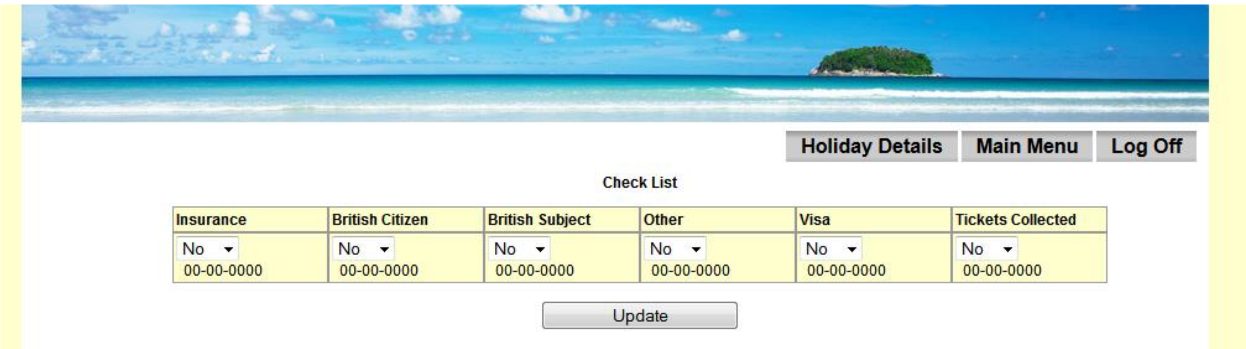


Comm. Update commission and VAT values for the booking, and print a self billing invoice if required.



Supplier	Booking Ref	Cost	Comm Rate	Comm Value	VAT Rate	VAT Value	Update	Self Billing
Funway Holidays	446237	5407.08	16.50	644.67	20.00	128.93	Update	Print
Holiday Extras	TI7878789	144.00	9.45	13.61	20.00	2.72	Update	Print

Chk List Update the checklist for insurance, passports, visas, and tickets collected/posted.

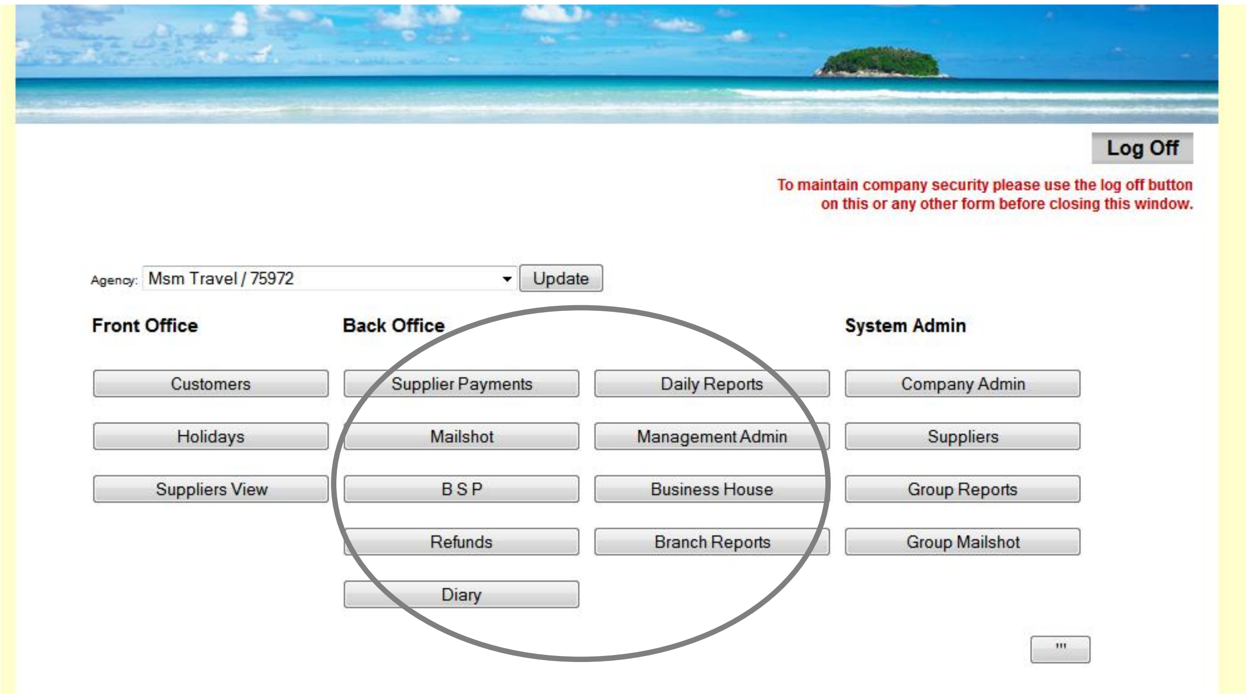


Insurance	British Citizen	British Subject	Other	Visa	Tickets Collected
No 00-00-0000	No 00-00-0000	No 00-00-0000	No 00-00-0000	No 00-00-0000	No 00-00-0000

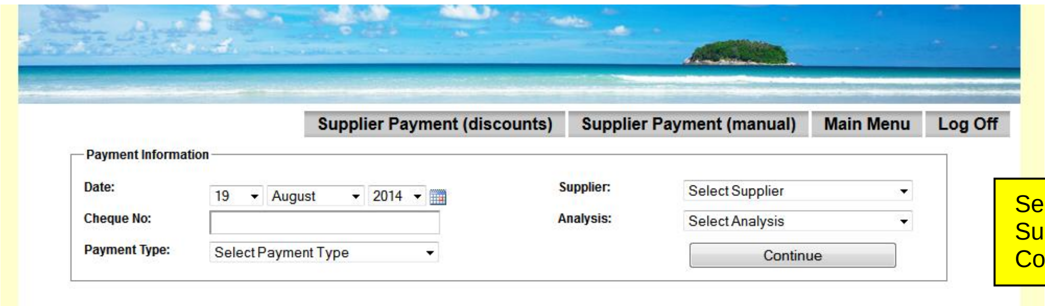
Update

Back Office Area

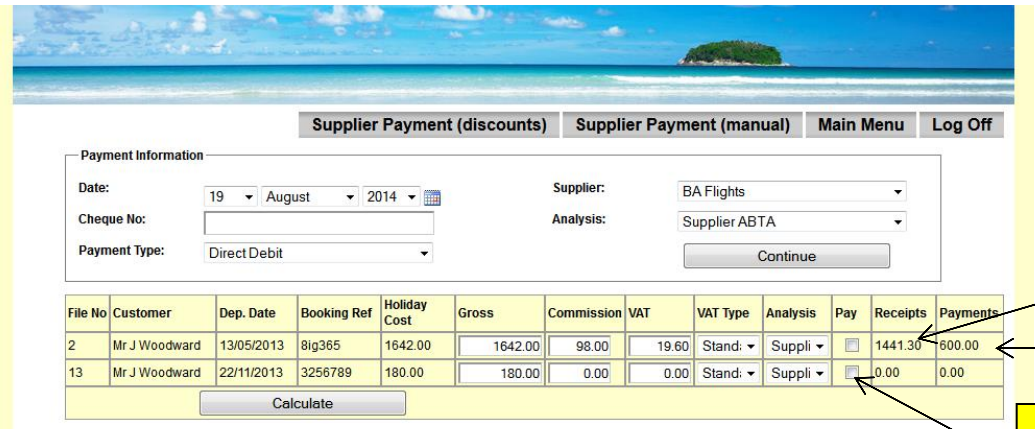
There are nine areas of back office functions that can be accessed by buttons from the Welcome page.



Supplier Payments For when you want to pay a supplier.

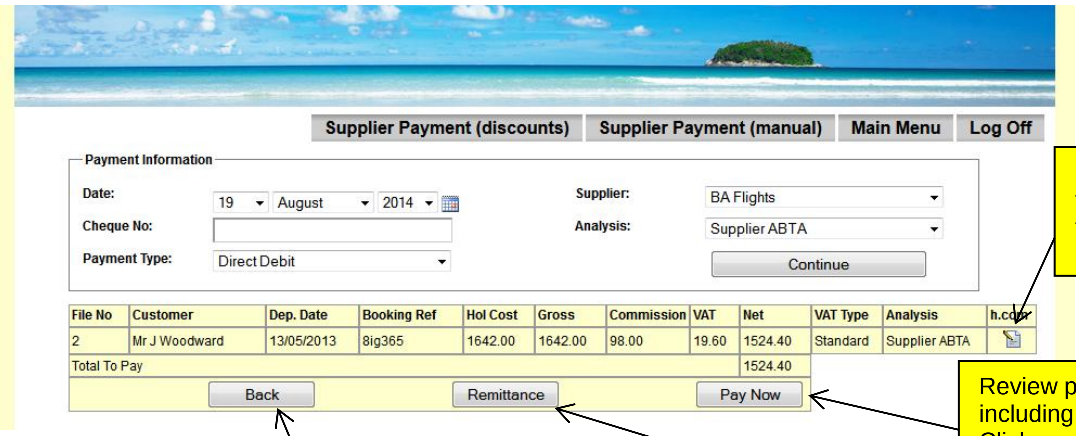


Select Date, Payment Type, Supplier & Analysis then click Continue.



Displays total receipts and total Gross paid on this file so far

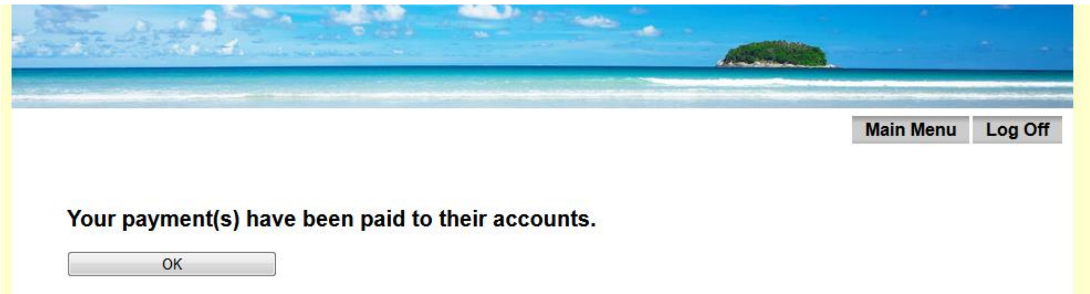
Amend Gross, Commission & VAT if required and tick the rows you want to pay. Then click Calculate.



Opens a new tab allowing you to amend the commission on the holiday file.

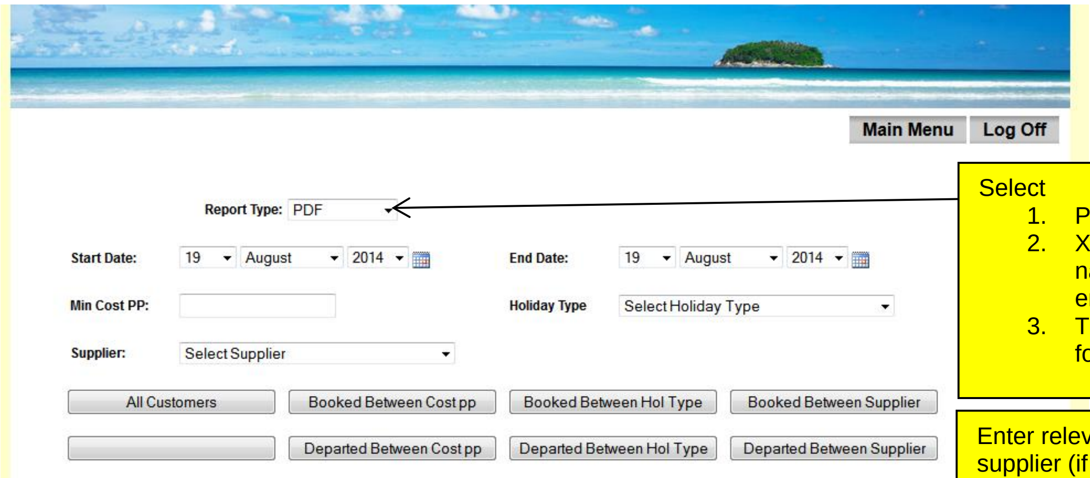
Review payment info, including total net to supplier. Click remittance if you want to print one. Must be done before you pay. Pay Now pays the payments out on the system.

If you want to go back to amend a payment use the Back button provided. This will preserve the information. The back button built in to the browser will not.



You can use the Supplier Payment (discount) button to pay off the discounts on the file in the same way.

Mailshot Takes you to a screen to create data for mail shots.

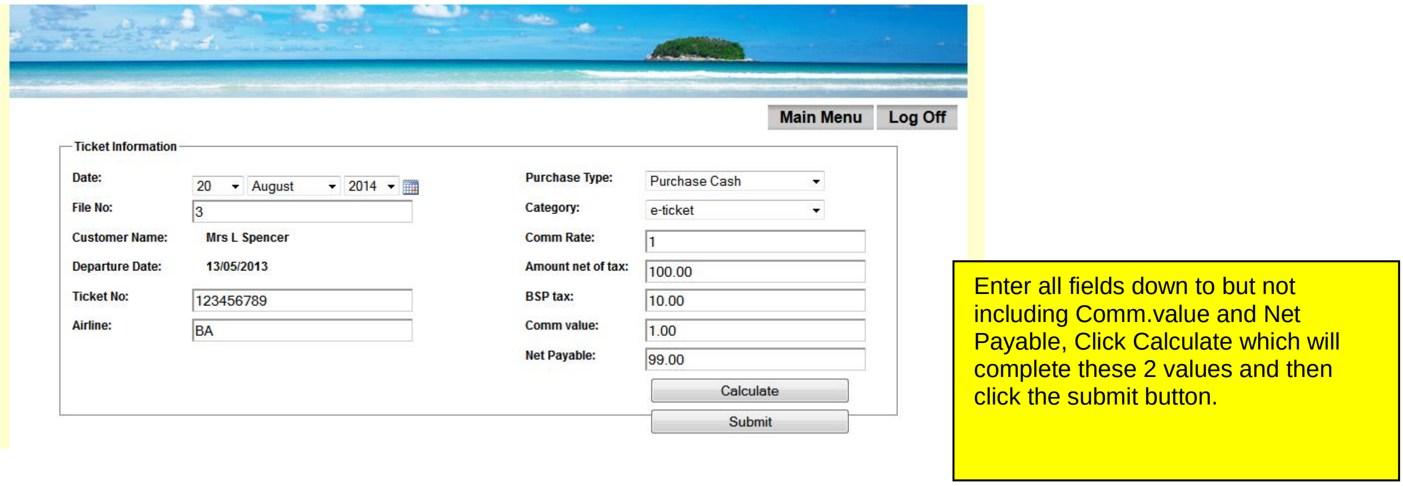


Select

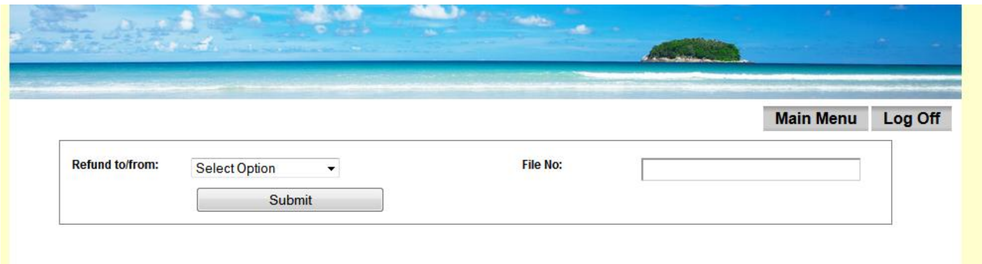
1. PDF for Labels
2. XLS for spreadsheet with names addresses, and emails.
3. TXT for email addresses formatted for Eshot.

Enter relevant dates, holiday type or supplier (if required), then click the appropriate button.

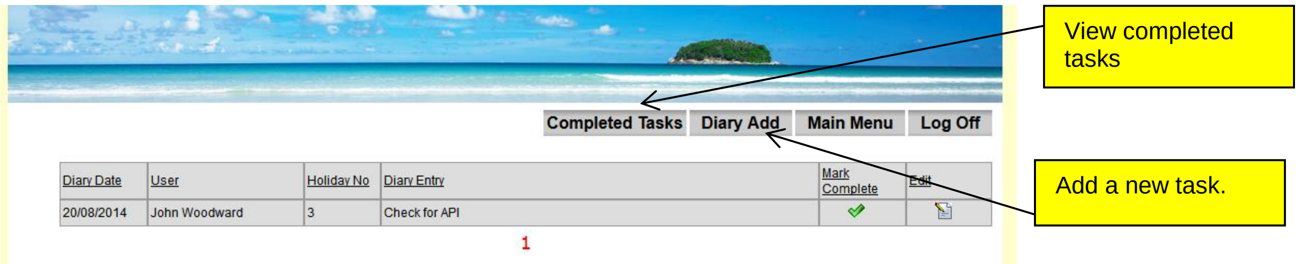
B S P Takes you to a screen to enter your IATA tickets which can be used to reconcile.



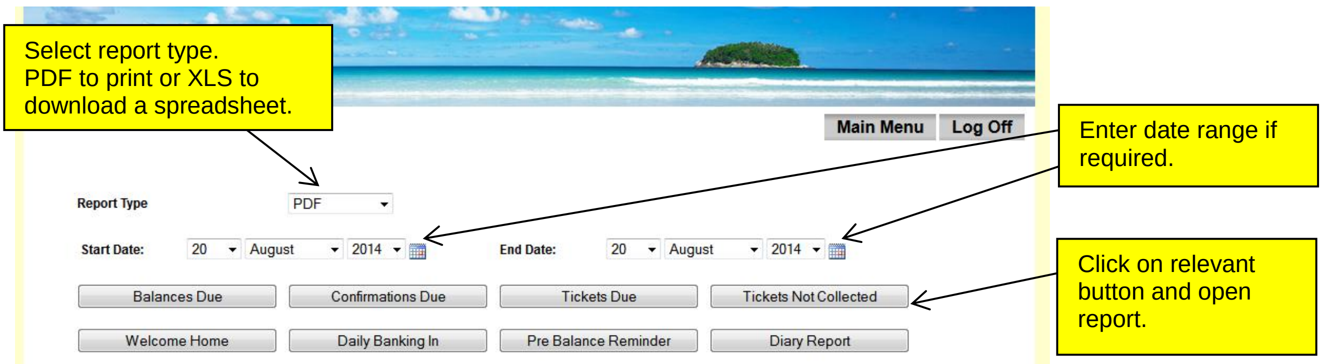
Refunds Takes you to a screen to help handle refunds. To be updated.



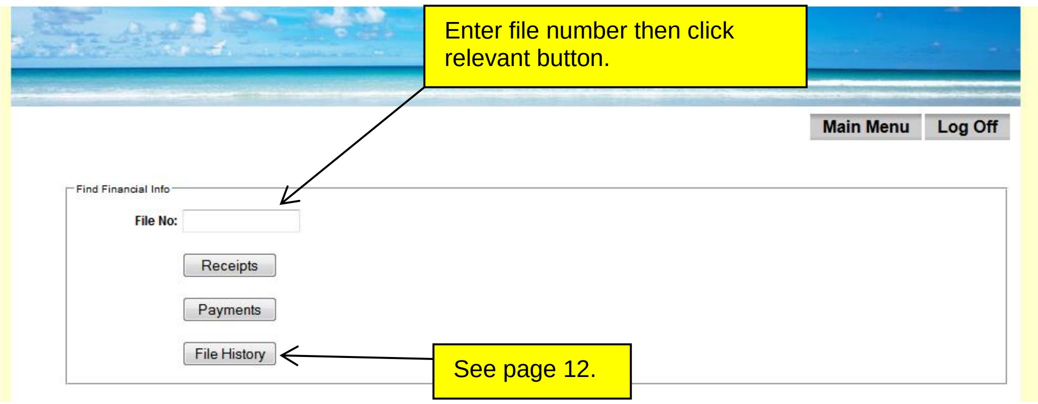
Diary The diary provides a list of outstanding tasks to be completed, as well as showing those that have already been completed.



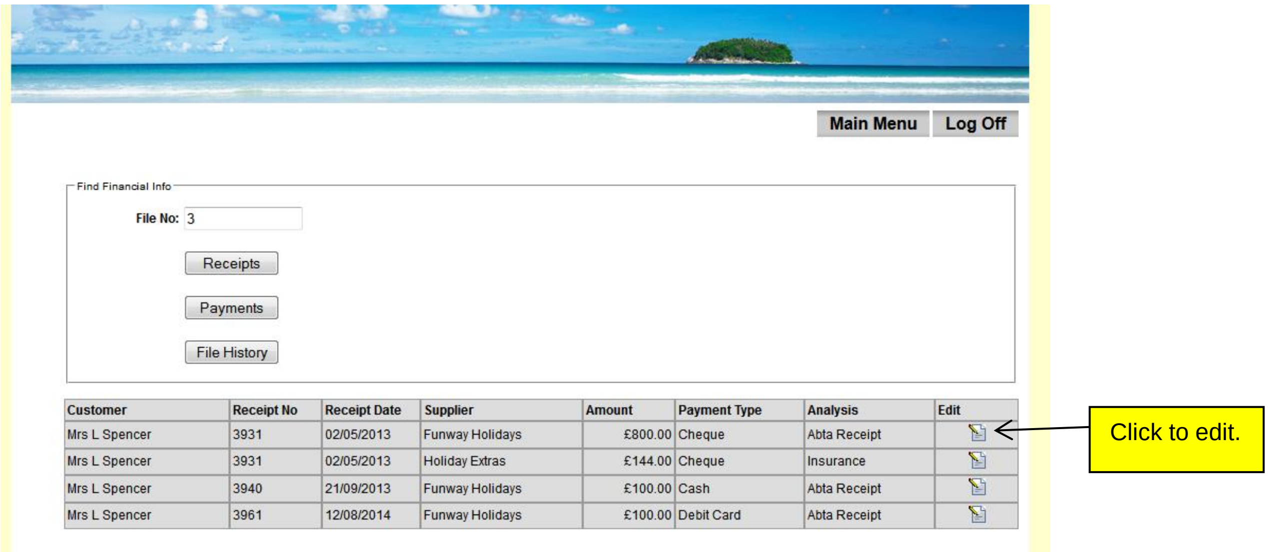
Daily Reports Gives you access to reports for front office staff like Balances due, ticket reports, diary report.



Management Admin Gives you access to a screen where you can amend receipts and supplier payments. You can also view a history for a chosen file.

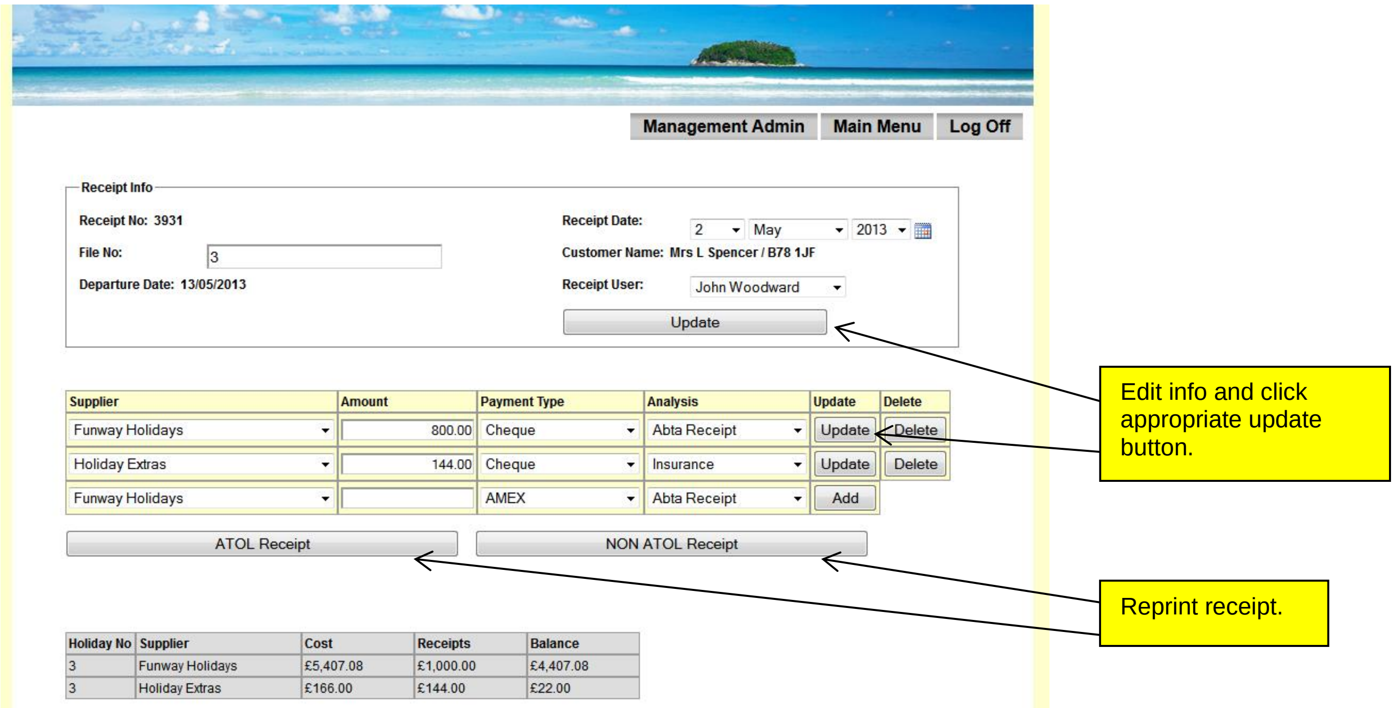


Customer receipts page.



Customer	Receipt No	Receipt Date	Supplier	Amount	Payment Type	Analysis	Edit
Mrs L Spencer	3931	02/05/2013	Funway Holidays	£800.00	Cheque	Abta Receipt	
Mrs L Spencer	3931	02/05/2013	Holiday Extras	£144.00	Cheque	Insurance	
Mrs L Spencer	3940	21/09/2013	Funway Holidays	£100.00	Cash	Abta Receipt	
Mrs L Spencer	3961	12/08/2014	Funway Holidays	£100.00	Debit Card	Abta Receipt	

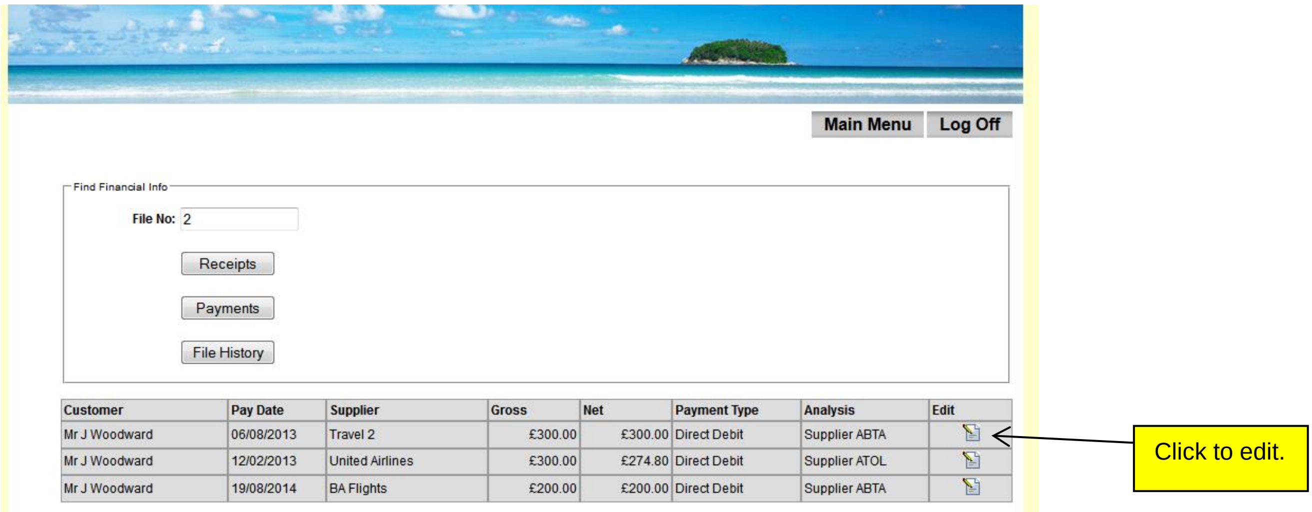
Customer Receipts Edit Page.



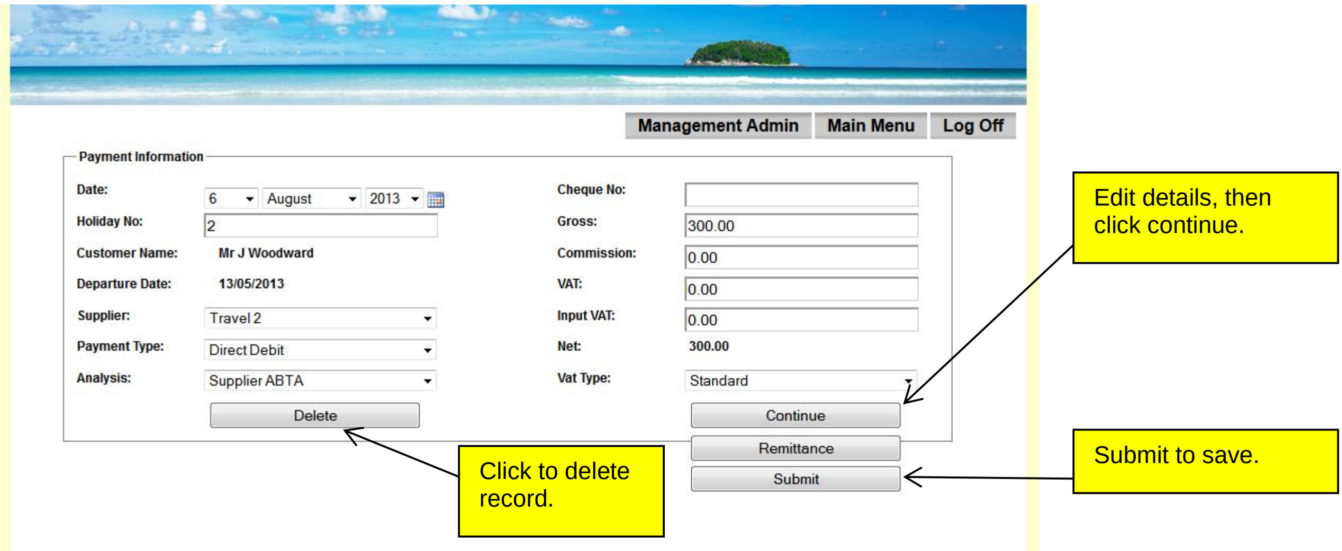
Supplier	Amount	Payment Type	Analysis	Update	Delete
Funway Holidays	800.00	Cheque	Abta Receipt	Update	Delete
Holiday Extras	144.00	Cheque	Insurance	Update	Delete
Funway Holidays		AMEX	Abta Receipt	Add	

Holiday No	Supplier	Cost	Receipts	Balance
3	Funway Holidays	£5,407.08	£1,000.00	£4,407.08
3	Holiday Extras	£166.00	£144.00	£22.00

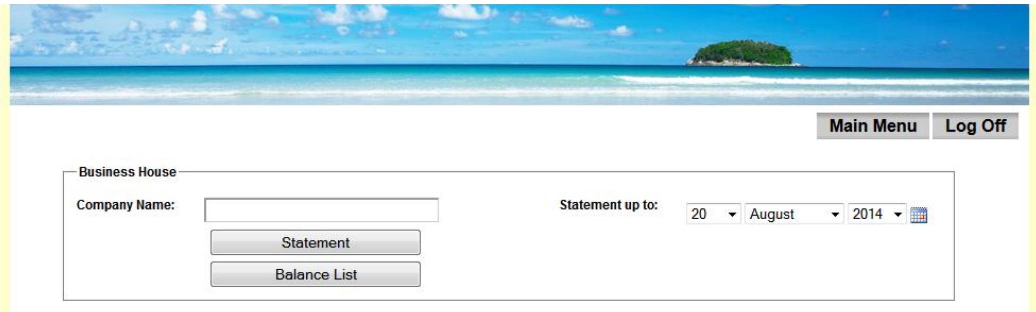
Supplier Payments page.



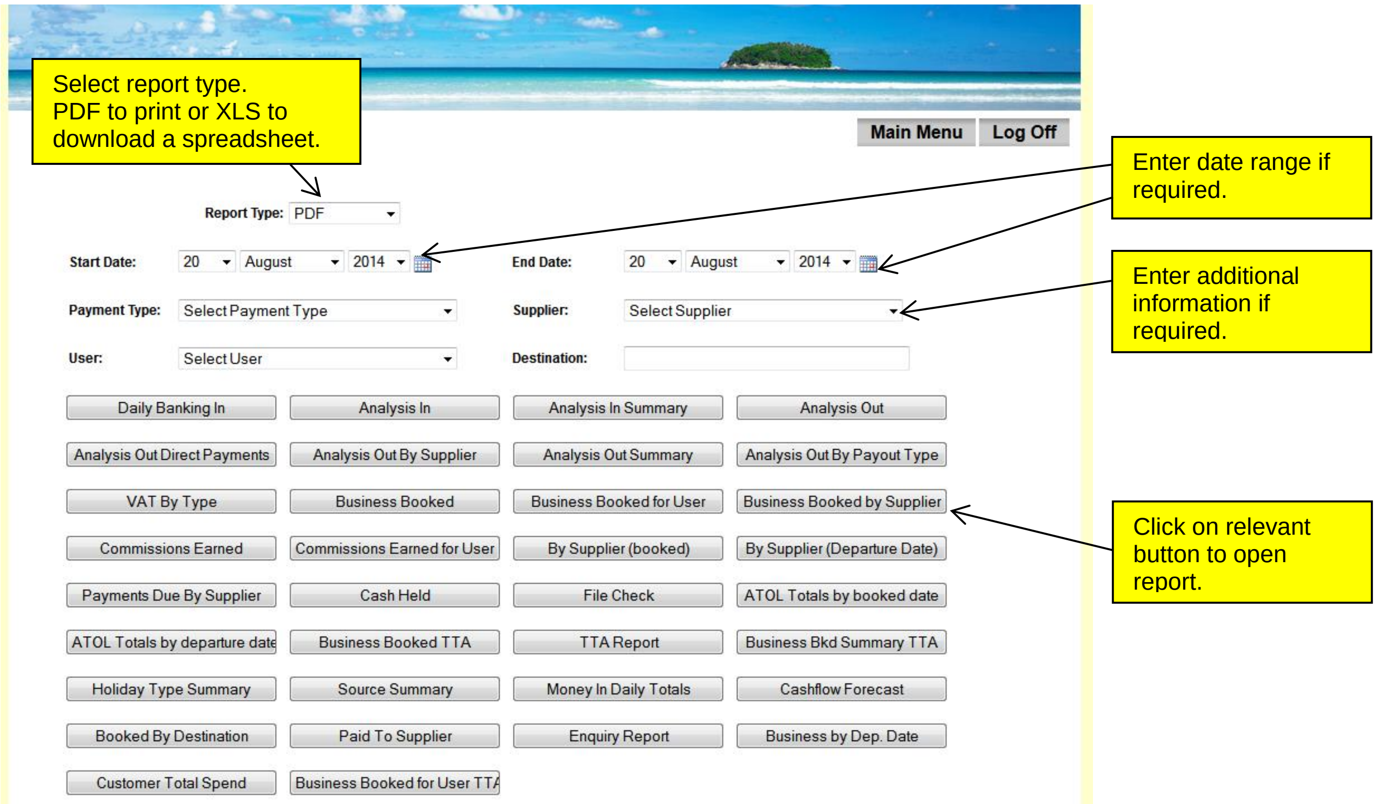
Supplier Payments edit page.



Business House Allows you to print a balance list or statement for business customers.

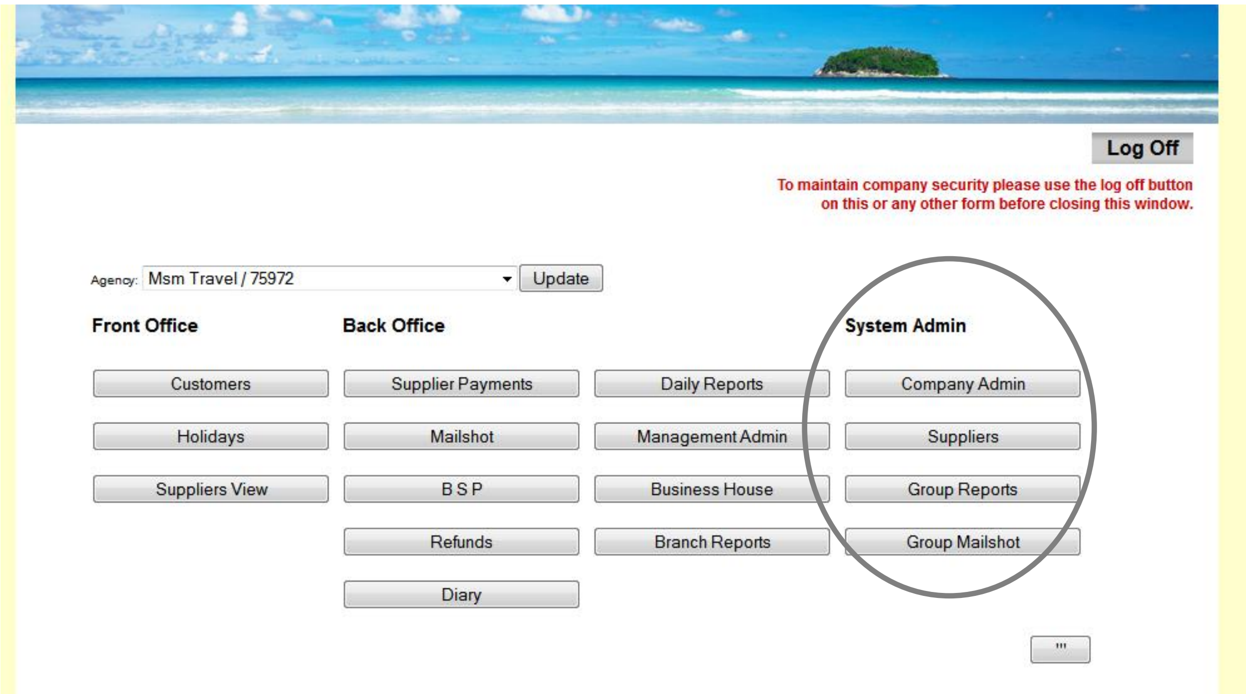


Branch Reports Allows you to access reports for the branch you are currently logged in to.

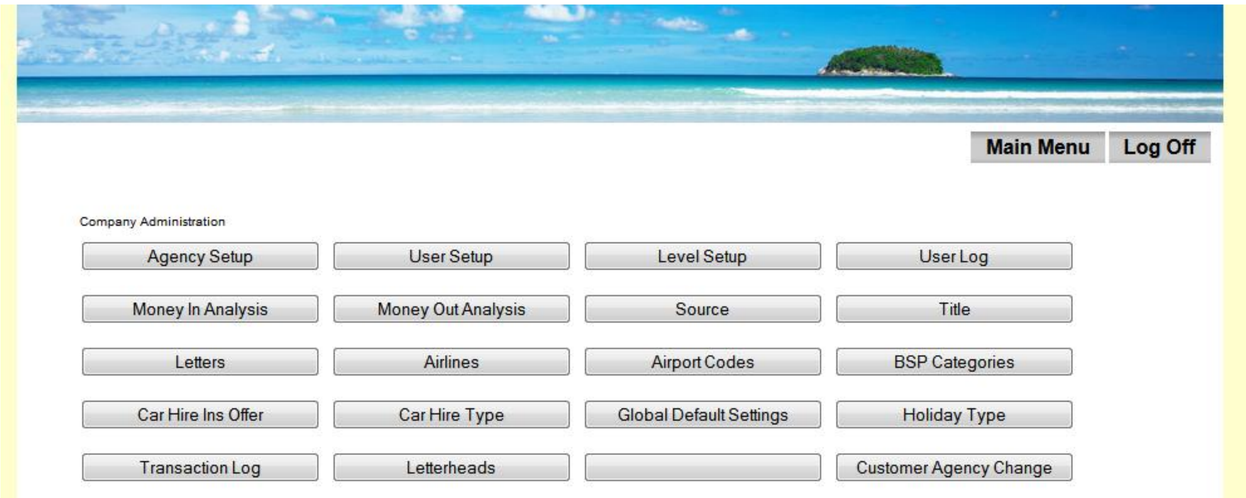


System Admin

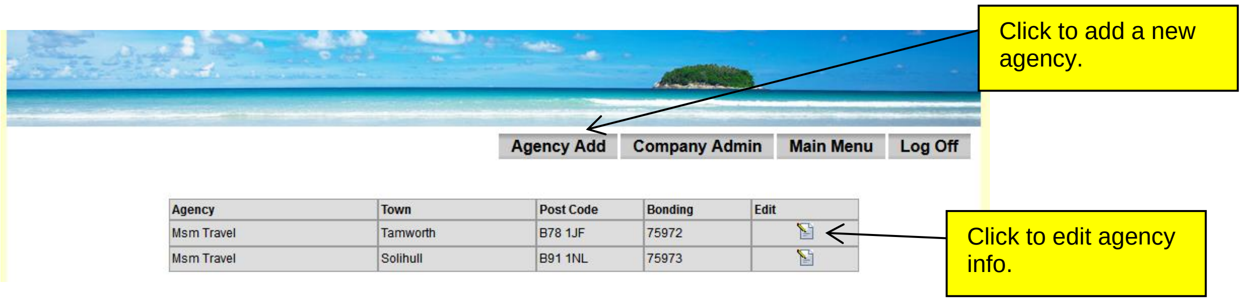
System admin and multi-branch (group) reports



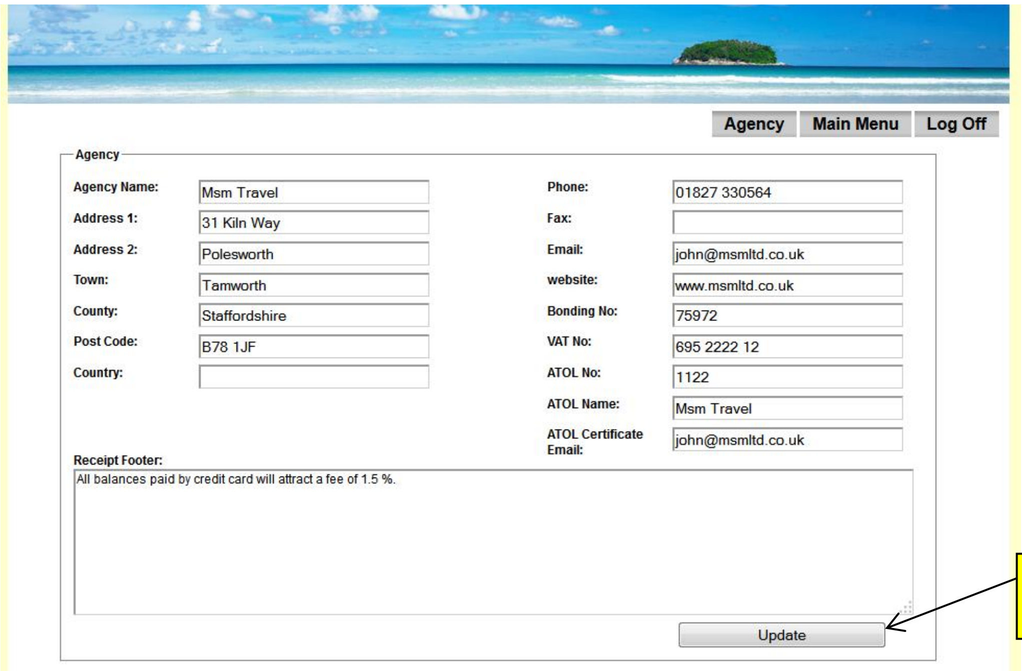
Company Admin For all branch, user, analysis types and more.



Agency Setup For adding and editing agency information.



Agency	Town	Post Code	Bonding	Edit
Msm Travel	Tamworth	B78 1JF	75972	
Msm Travel	Solihull	B91 1NL	75973	

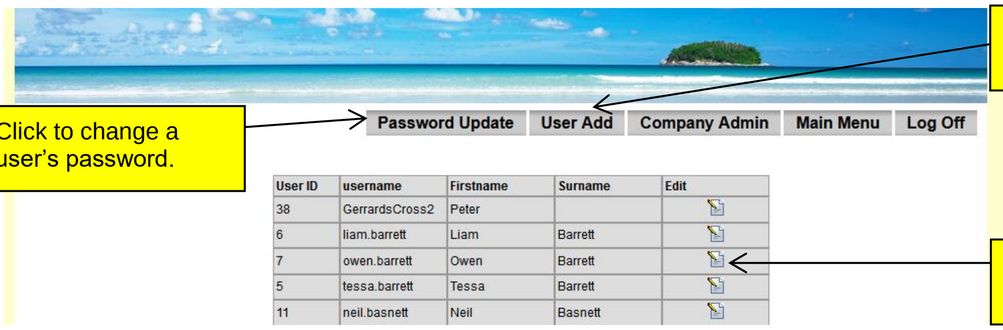


Update information and click update.

User Setup For adding and editing user information.

Click to add user information.

Click to change a user's password.

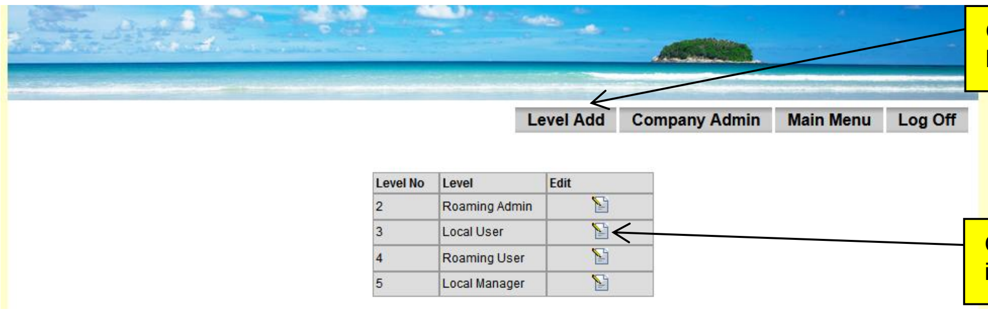


User ID	username	Firstname	Surname	Edit
38	GerrardsCross2	Peter		
6	liam.barrett	Liam	Barrett	
7	owen.barrett	Owen	Barrett	
5	tessa.barrett	Tessa	Barrett	
11	neil.basnett	Neil	Basnett	

Click to edit user information.

Level Setup For adding and editing levels which decide what people can access when they log in.

Click to add a new level.

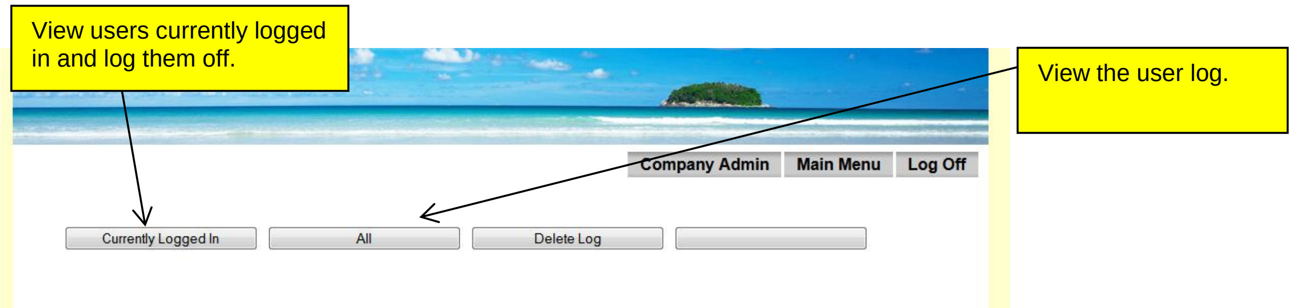


Level No	Level	Edit
2	Roaming Admin	
3	Local User	
4	Roaming User	
5	Local Manager	

Click to edit level information.

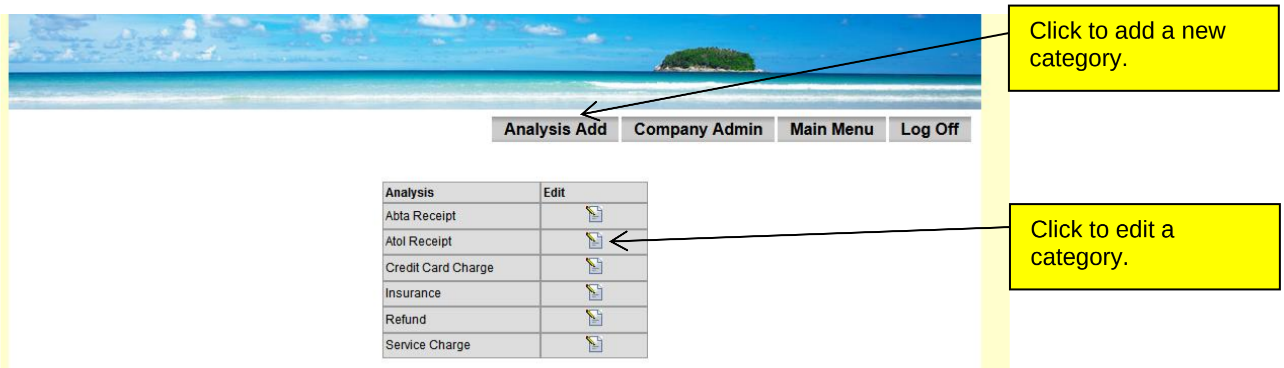
User Log

For viewing who logged in, when, and for logging users off the system.



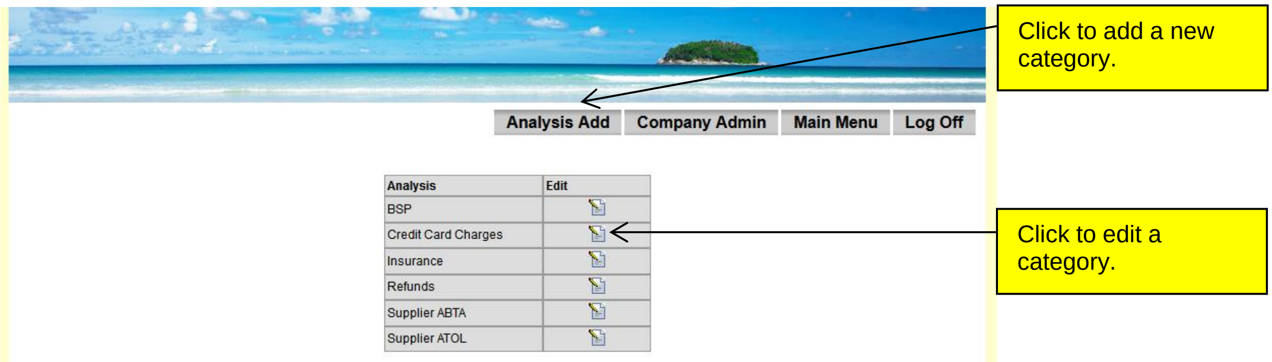
Money In Analysis

For adding and editing receipt analysis categories.



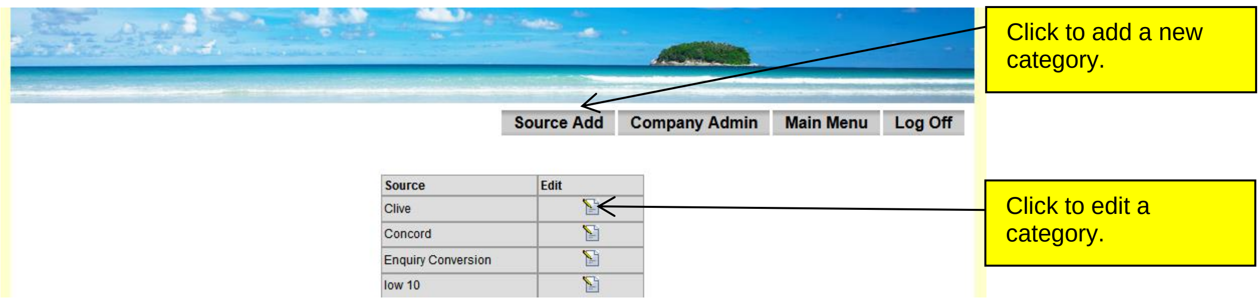
Money Out Analysis

For adding and editing supplier payment analysis categories.

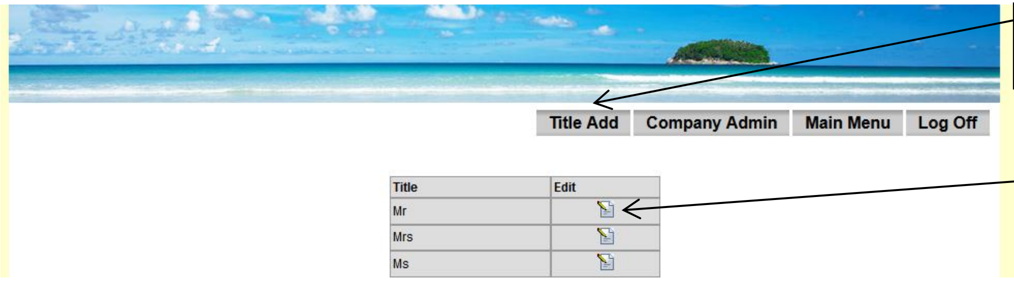


Source

For adding and editing holiday source categories.



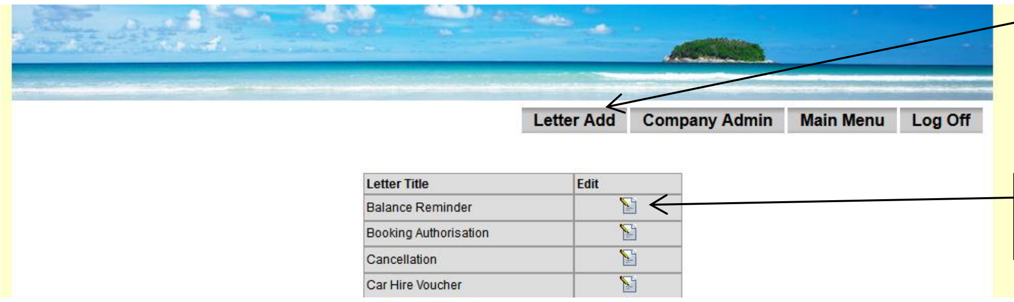
Title For adding and editing titles (i.e. Mr, Mrs).



Click to add new.

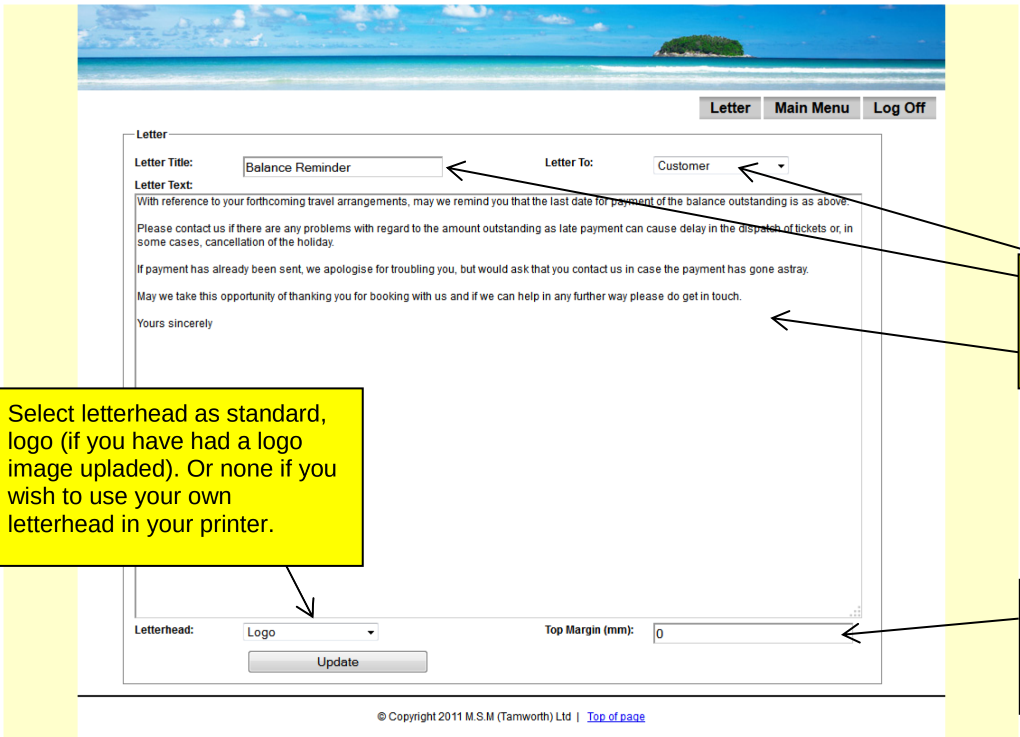
Click to edit.

Letters For adding and editing letters on the holiday documents page.



Click to add new.

Click to edit.



Enter a title, select who it goes to, and enter text.

Select letterhead as standard, logo (if you have had a logo image upladed). Or none if you wish to use your own letterhead in your printer.

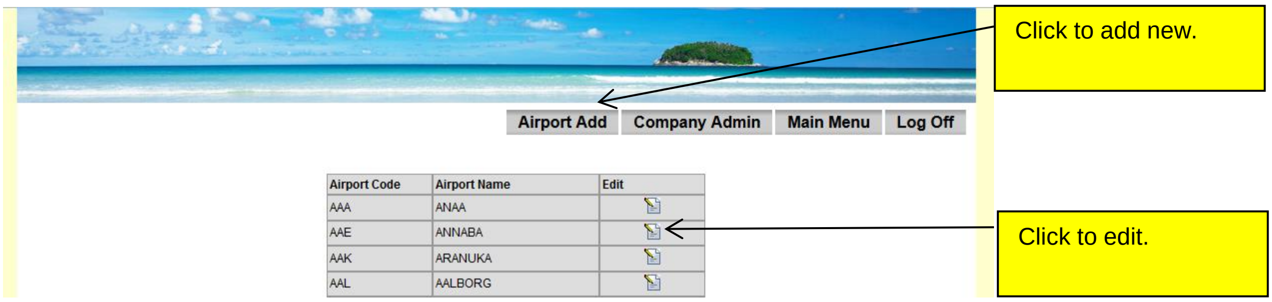
Set top margin if you use None as letterhead.

Airlines For adding and editing airline names and codes.

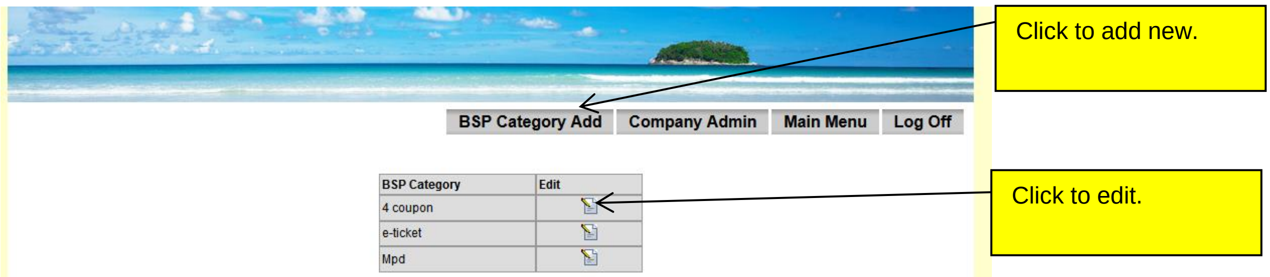
Click to add new.

Click to edit.

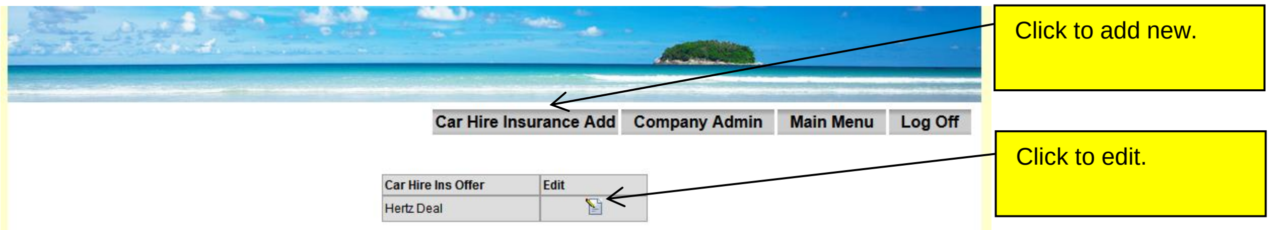
Airport Codes For adding and editing airport names and codes.



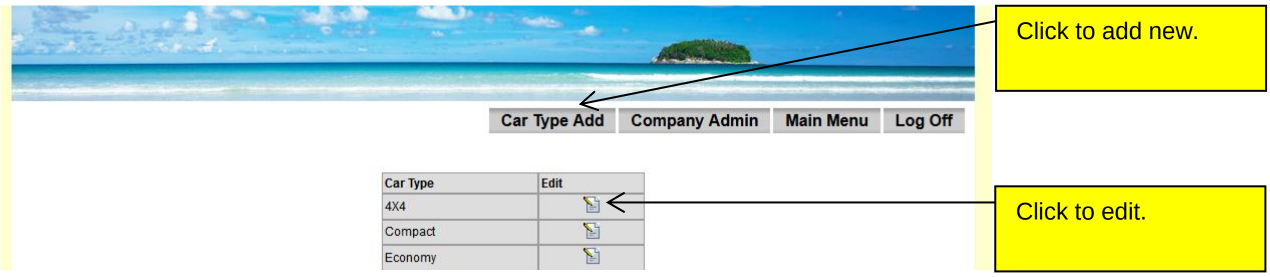
BSP Categories For adding and editing BSP categories.



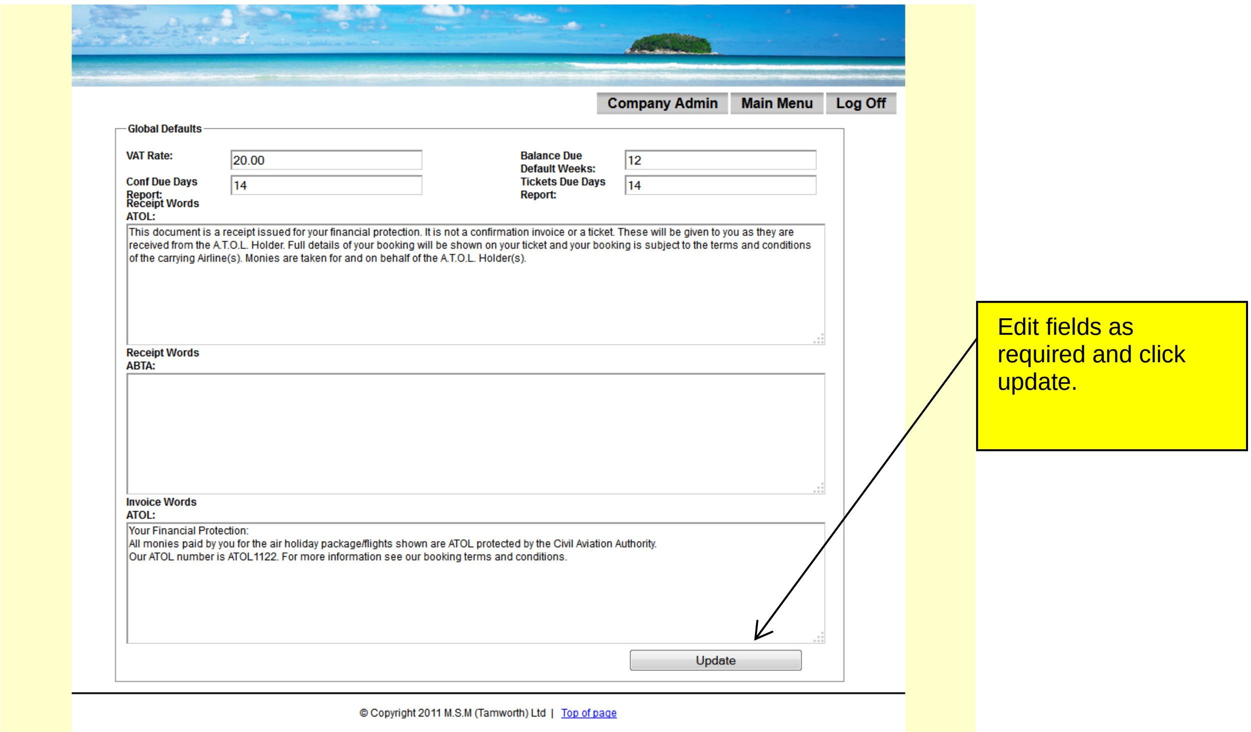
Car Hire Ins Offer For adding and editing car hire offer information.



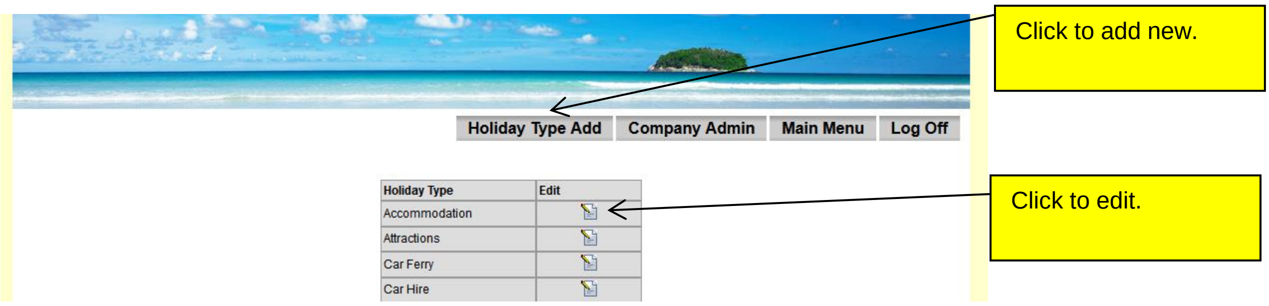
Car Hire Type For adding and editing car hire types.



Global Default Settings For editing global settings.

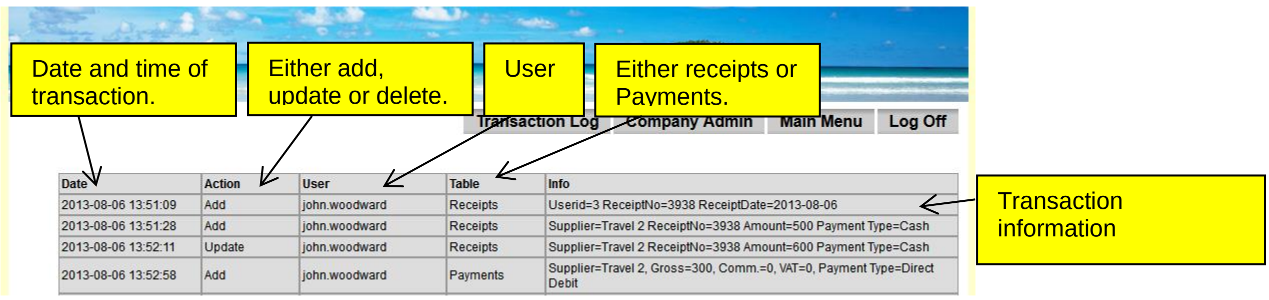


Holiday Type For adding and editing holiday types.



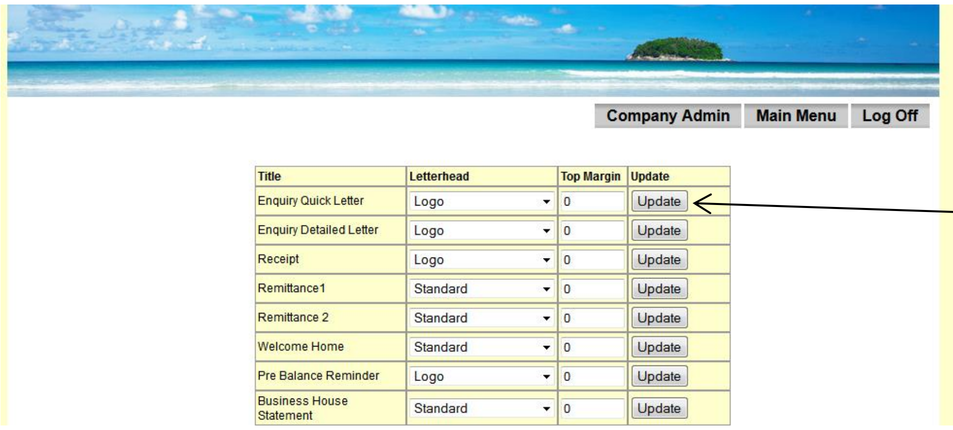
Holiday Type	Edit
Accommodation	
Attractions	
Car Ferry	
Car Hire	

Transaction Log For viewing the transaction log for a specific file. Data is automatically recorded for each receipt, and supplier transaction. You can view the information to prove exactly what was done and when if the need arises.On the first page enter the file number and click Find.



Date	Action	User	Table	Info
2013-08-06 13:51:09	Add	john.woodward	Receipts	Userid=3 ReceiptNo=3938 ReceiptDate=2013-08-06
2013-08-06 13:51:28	Add	john.woodward	Receipts	Supplier=Travel 2 ReceiptNo=3938 Amount=500 Payment Type=Cash
2013-08-06 13:52:11	Update	john.woodward	Receipts	Supplier=Travel 2 ReceiptNo=3938 Amount=600 Payment Type=Cash
2013-08-06 13:52:58	Add	john.woodward	Payments	Supplier=Travel 2, Gross=300, Comm.=0, VAT=0, Payment Type=Direct Debit

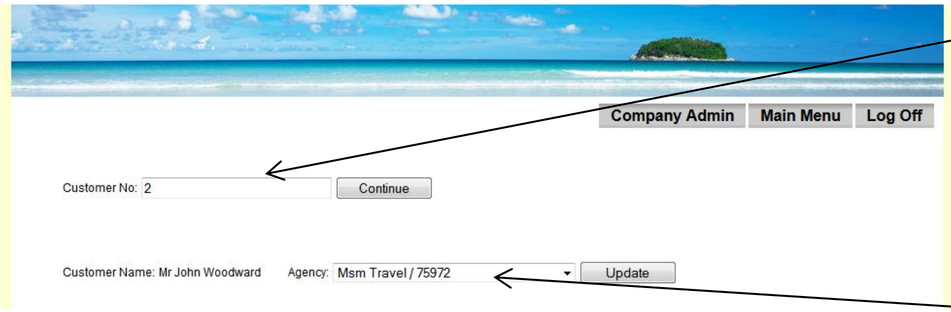
Letterheads For editing letterhead information for documents not on the holiday documents page. I.e. Receipts, remittance.



Title	Letterhead	Top Margin	Update
Enquiry Quick Letter	Logo	0	Update
Enquiry Detailed Letter	Logo	0	Update
Receipt	Logo	0	Update
Remittance1	Standard	0	Update
Remittance 2	Standard	0	Update
Welcome Home	Standard	0	Update
Pre Balance Reminder	Logo	0	Update
Business House Statement	Standard	0	Update

Edit and update line by line.

Customer Agency Change For editing which agency a customer is assigned to. If you have entered customer details, even if you have bookings for that customer you can assign them to a different agency.

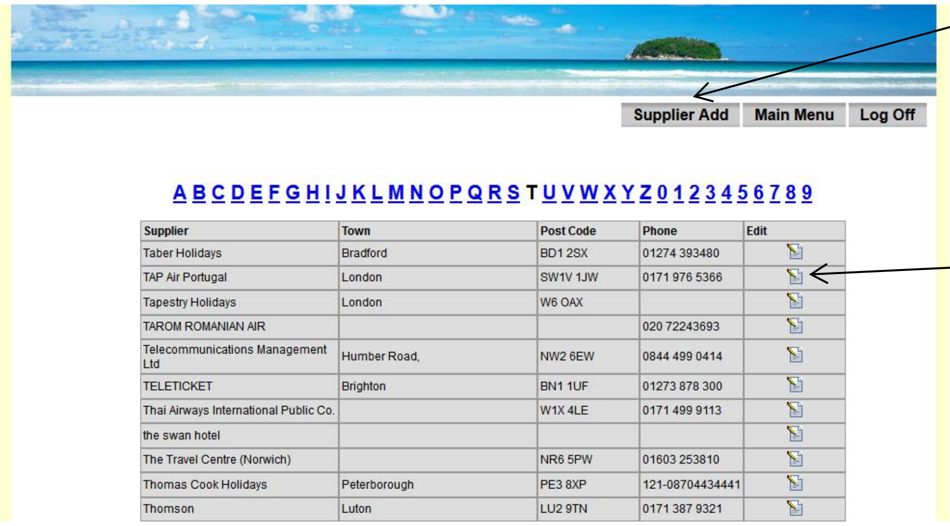


Enter customer number (available on customer page), the click continue.

Select the agency you want the customer assigned to and click update.

From the Main Menu

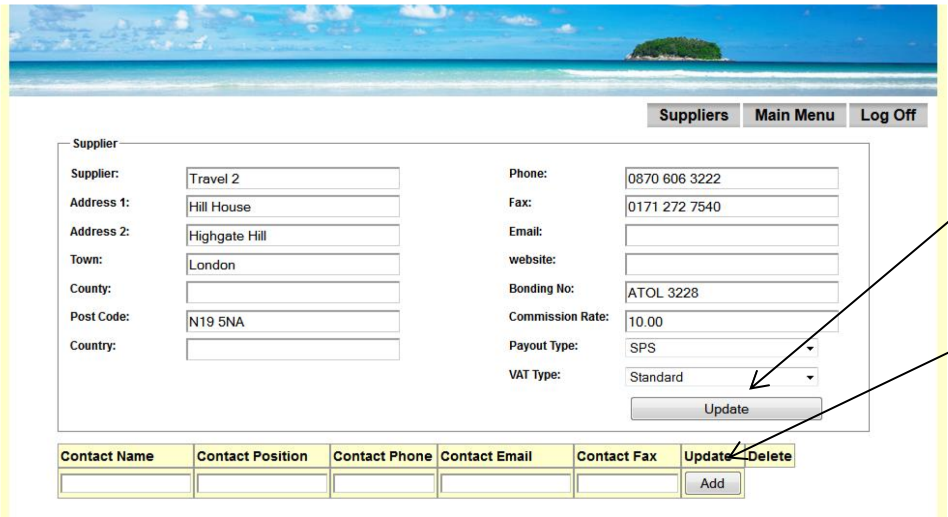
Suppliers For adding and editing supplier information.



Supplier	Town	Post Code	Phone	Edit
Taber Holidays	Bradford	BD1 2SX	01274 393480	
TAP Air Portugal	London	SW1V 1JW	0171 976 5366	
Tapestry Holidays	London	W6 OAX		
TAROM ROMANIAN AIR			020 72243693	
Telecommunications Management Ltd	Humber Road,	NW2 6EW	0844 499 0414	
TELETICKET	Brighton	BN1 1UF	01273 878 300	
Thai Airways International Public Co.		W1X 4LE	0171 499 9113	
the swan hotel				
The Travel Centre (Norwich)		NR6 5PW	01603 253810	
Thomas Cook Holidays	Peterborough	PE3 8XP	121-08704434441	
Thomson	Luton	LU2 9TN	0171 387 9321	

Add a new supplier.

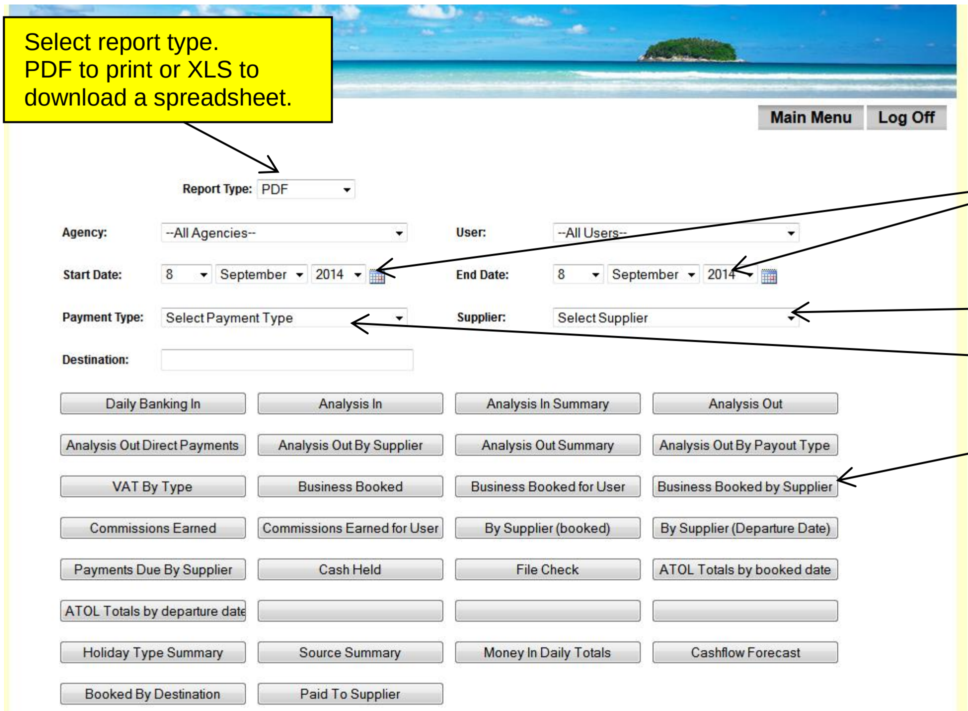
Edit supplier information.



Edit supplier information then click update.

Add and edit contact information for personal contacts within the company.

Group Reports Allows you to access reports for the whole group or a particular branch.



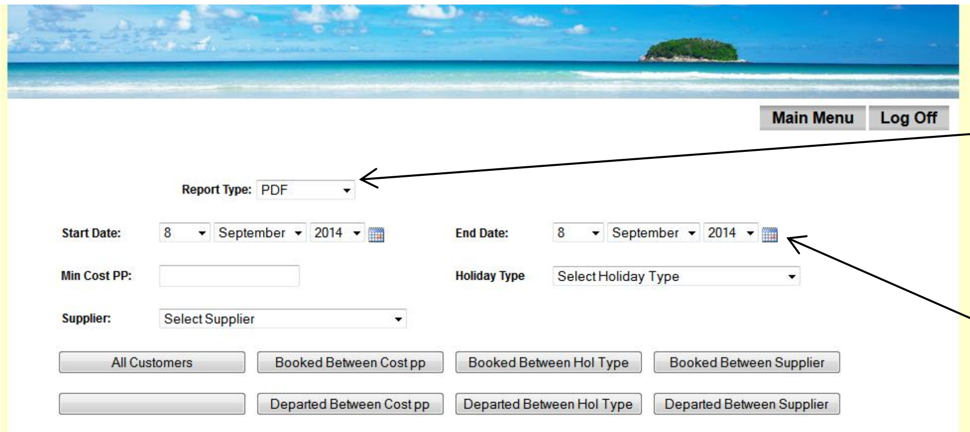
Select report type. PDF to print or XLS to download a spreadsheet.

Enter date range if required.

Enter additional information if required.

Click on relevant button to open report.

Group Mailshot Takes you to a screen to create data for mail shots for the whole group.



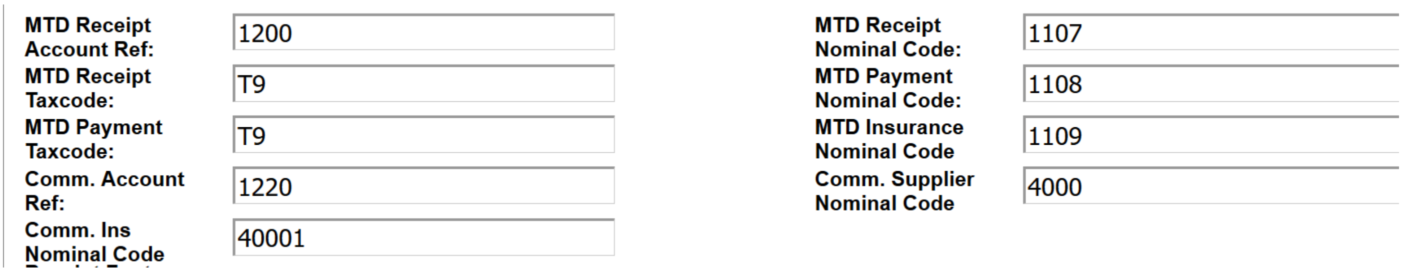
Select

4. PDF for Labels
5. XLS for spreadsheet with names addresses, and emails.
6. TXT for email addresses formatted for Eshot.

Enter relevant dates, holiday type or supplier (if required), then click the appropriate button.

Making Tax Digital

With the introduction of Making Tax Digital we have been working to produce file downloads to match the template requirements of the leading accounts packages. We have started with Sage. Before you can use this facility you must complete additional fields required by Sage for this process to work. The first thing you must do is Go from the Main Menu to Company Admin, and then in to Agency Setup. Here you must edit each agency and add the required information.



Use your own references and codes as required. Once these are complete you need to go from the Main Menu to Suppliers (in the right hand column) and edit each supplier. Here you need to add the Account Ref you want to use when the data is exported. You also need to change the Travel Insurance Co from No to Yes where applicable.

Once this is complete and you have entered your receipts and payments for the period you are dealing with, from the Main Menu goto Branch Reports and then MTD Downloads. Enter your required date range and click on the required button for either Sage Receipts or Sage Payments, save the output as required and you should then be able to use that to import to Sage. If you need assistance with the import please contact Sage for help as I am not able to help with this.