

ADMINISTRATION

To keep your access secure it is recommended that you change your access code the first time you log in. The system will track consultant bookings only if you have used your unique access code to log in. Do not give this code to anyone else. If you forget your access code, contact your Adventure World.

Change Password

Original Password:

New Password:

Confirm Password:


With a supervisory level password, additional consultants can be added without the need to contact the wholesaler. For more information on this function, contact Adventure World.

LOG IN TO ADMINISTRATION

Using the navigation bar along the top of the screen, select Administration option to access the screen below. There is one field that requires an entry.



Enter your administration login password. Each Agency Code is to nominate one Consultant as their agency administrator.



26 OCT 2005 - AU Home Bookings Messages **Administration** Logout

Agent Details

Agent Name: ADVENTURE WORLD TEST AGENT **Agent Code:** 2000
Consultant Name: Kristy Tuinman **Consultant Number:** 39036

Administration

Enter Password:

Note: the password must be six or more characters long and must not consist entirely of lower case characters. If you forget your password, you will need to call Adventure World and we will need to set up a new password.

ADD/EDIT CONSULTANT

①

Click the Add button to add a consultant from your store to your list of consultants

②

Click the Edit link to edit details of an existing consultant from your list

39823	KIM WALSH	ACTIVE	Edit
40956	KRISTINA HUGHES	ACTIVE	Edit
39036	KRISTY TUINMAN	ACTIVE	Edit
41855	KYLIE AMOS	ACTIVE	Edit
51038	KYLIE JASON	ACTIVE	Edit
51187	KYLIE NAWOTKA	ACTIVE	Edit
34838	LANA AGENT	ACTIVE	Edit

Calypso Travel System

③

Type in the consultants First Name and Last Name or Edit the consultants name accordingly.

NOTE: When adding/editing a consultants name it must have a first and a last name for the action to complete.

④

Select the relevant action for the selected consultant. Active consultant will be able to sign in and make bookings on behalf of your agency. Inactive consultant will be unable to sign.

⑤

The save button will update the consultant list and store the changes. The consultants name must be saved for the action to be completed. When the changes have been saved the following message will appear at the top of the consultant list.

Consultant 42057 updated

Consultant 52841 created

⑥

The cancel button will cancel any action that was taking effect. If you do not wish to complete your action, use the cancel button. If the changes were cancelled you will return to the top of the consultant list.

NOTE: If the session expires before changes have been saved, they will be lost.

The screenshot shows the Adventure World Administration interface. At the top, there is a navigation bar with the date '26 OCT 2005 - AU' and menu items: Home, Bookings, Messages, Administration (selected), and Logout. Below the navigation bar, there is a sidebar on the left with 'Return to Administration'. The main content area is titled 'Consultant Details' and shows the following information: Consultant Number: 39036; Consultant Name: KRISTY TUINMAN; Status: ACTIVE (with a dropdown menu showing ACTIVE and INACTIVE). Below this is the 'Access Records' section, which has a table with columns 'Network Address' and 'Payment Authorisation'. The table shows 'Unrestricted' and 'No' respectively. There are 'Change' and 'Delete' links for each record. At the bottom of the form, there is an 'Add' button, a 'Save' button, and a 'Cancel' button. Circled numbers 3, 4, 5, and 6 are overlaid on the form to indicate key elements: 3 points to the Consultant Name field, 4 points to the Status dropdown, 5 points to the Save button, and 6 points to the Cancel button.

ASSIGN ACCESS CODE (PASSWORD)

Edit details of an existing consultant from your list

The screenshot shows the 'Access Records' section of the interface. It features a header 'Access Records' and a single button labeled 'Add'.

①

Click on Add Button to display the Access Records Details

NOTE: You should see additional boxes and buttons on the bottom half of the screen.

②

Type in New Password

NOTE: the password must be six or more characters long and must not consist entirely of lower case characters.

③

Confirm Password

④

The update button will update the consultant details with a password.

NOTE: This action has not been completed the consultant changes must be saved for this to be complete.

⑤

The cancel button will cancel any action that was taking effect. If you do not wish to complete your action, use the cancel button. If the changes were cancelled you will return to the consultant details that you selected.

Adventure World

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Return to
• Administration

Consultant Details

Consultant Number: 51037
Consultant Name: KRISTY TUINMAN
Status: ACTIVE

Access Records

Add

Access Record Details

Network Address: Leave field blank for CalypsoNet logins
New Password: ②
Confirm Password: ③
Payment Authorisation:
Update ④ Cancel ⑤

Calypso Travel System

Payment Authorisation:

Tick box Payment Authorisation if checked will allow this consultant to pay for bookings via Calypso Net.

NOTE Payment Authorisation Details must be setup. Refer to this manual for more information.

⑥

The save button will update the consultant list and store the changes. The consultants details must be saved for the action to be completed. When the changes have been saved the following message will appear at the top of the consultant list.

Consultant 42057 updated

⑦

The cancel button will cancel any action that was taking effect. If you do not wish to complete your action, use the cancel button. If the changes were cancelled the following message will appear at the top of the consultant list.

Changes to consultant 48279 were discarded

The screenshot shows the Adventure World administration interface. At the top left is the Adventure World logo. Below it is a navigation bar with the date "26 OCT 2005 - AU" and menu items: Home, Bookings, Messages, Administration (highlighted), and Logout. On the left side, there is a "Return to" menu with a link to "Administration". The main content area is titled "Consultant Details" and shows the following information: Consultant Number: 39036, Consultant Name: KRISTY TUINMAN (in a text input field), and Status: ACTIVE (in a dropdown menu). Below this is the "Access Records" section, which has a table with two columns: "Network Address" and "Payment Authorisation". The table contains one row with "Unrestricted" and "No". To the right of the table are links for "Change" and "Delete". Below the table is an "Add" button. At the bottom of the form, there are "Save" and "Cancel" buttons, with circled numbers 6 and 7 respectively.

CHANGE/DELETE ACCESS CODE (PASSWORD)

Edit details of an existing consultant from your list

①

Click on Change link to display the Access Records Details and assign a new Access Code (Password). Type in a new password and confirm that password update your record and save your changes. (for information see notes on Assign Access Code (Password))

②

Click on Delete link to remove Access Records. Save your changes.

This is a close-up of the "Access Records" section from the previous screenshot. It shows the table with "Network Address" and "Payment Authorisation" columns. The "Change" and "Delete" links are highlighted with circled numbers 1 and 2 respectively. The "Add" button is also visible below the table.

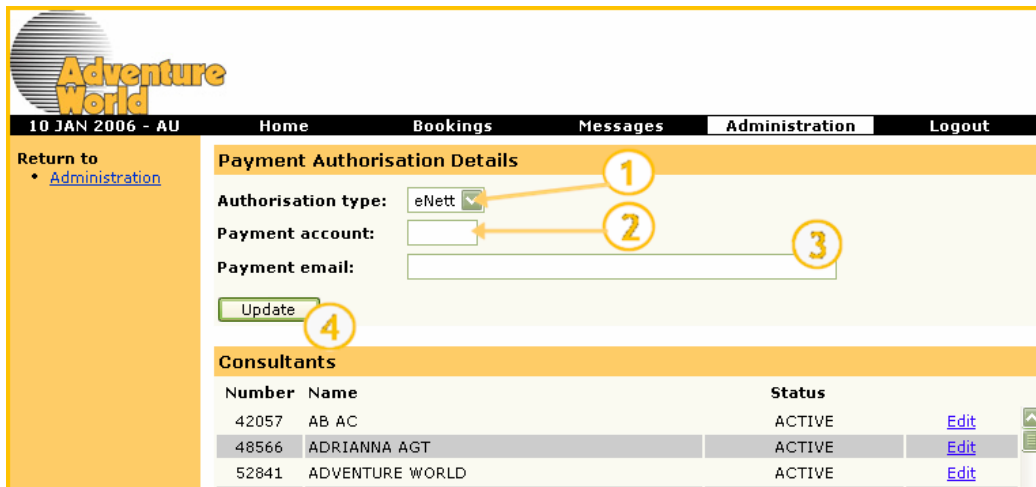
ADD/CHANGE ENETT PAYMENT AUTHORISATION DETAILS

①

Authorisation Type select eNett.

②

Enter Payment Account number (ECN).



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Return to
• Administration

Payment Authorisation Details

Authorisation type: eNett

Payment account:

Payment email:

Update

Consultants

Number	Name	Status	
42057	AB AC	ACTIVE	Edit
48566	ADRIANNA AGT	ACTIVE	Edit
52841	ADVENTURE WORLD	ACTIVE	Edit

③

Enter Payment Email address.
This address will receive a payment confirmation.

④

The update button will update the eNett Payment details

Payment details updated

NOTE: Payment Account and Payment Email must be completed when using Authorisation Type eNett. If not completed correctly errors will occur.

Payment email must be entered

Payment account must be entered

If you do not have an eNett Account visit www.enett1.com for more information.

DELETE PAYMENT AUTHORISATION DETAILS

①

Change Authorisation Type to None

②

Click update button to update Payment Authorisation Details

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Return to
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Payment Authorisation Details

Authorisation type: ①

Payment account:

Payment email:

②

Consultants

Number	Name	Status	
42057	AB AC	ACTIVE	Edit
48566	ADRIANNA AGT	ACTIVE	Edit
52841	ADVENTURE WORLD	ACTIVE	Edit