

Coastal Aviation

The flying safari Company

How to create a booking on the Coastal Booking System.

Coastal Aviation
The flying safari Company

About Coastal Schedules/Charters Press Releases Photo Gallery Travel Info Flying Safari Contacts

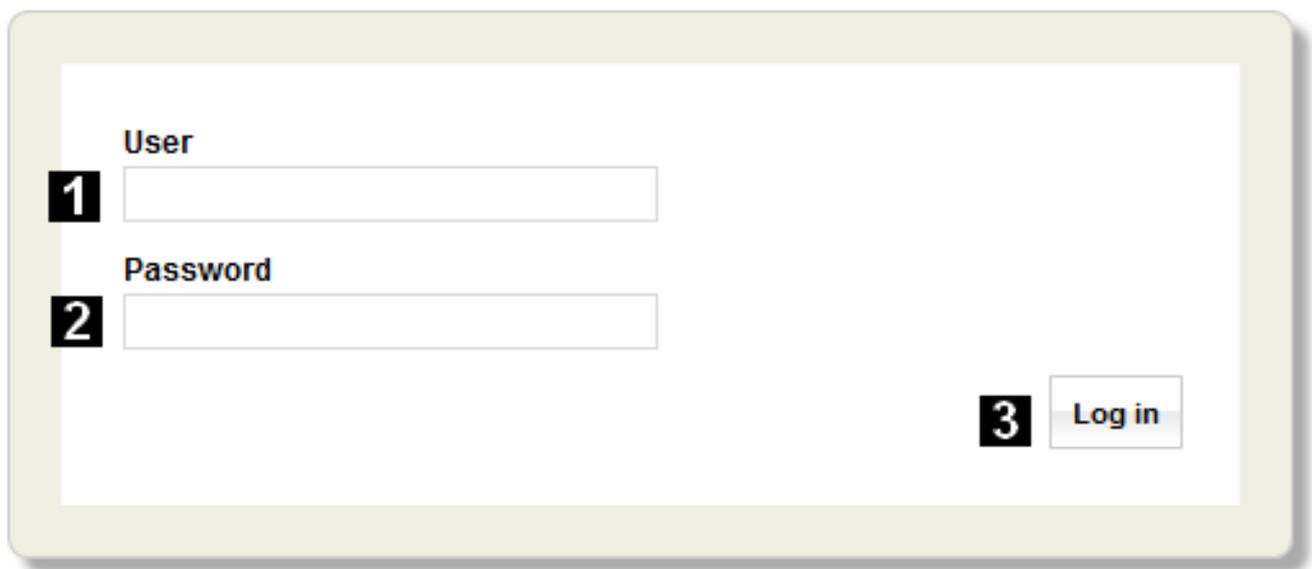
Book a flight | Agent/Staff Login **1**

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Click here to get help

1 Click on 'Agent/Staff Login' to go to the login page for agents. Notice that now all agents' functionality is found after login. This is different from the Coastal Booking System version 1.

The following login screen will appear:



The image shows a login screen with a light green border. It contains three numbered steps: 1. A text input field labeled "User". 2. A text input field labeled "Password". 3. A button labeled "Log in".

[Transfer software >>](#)

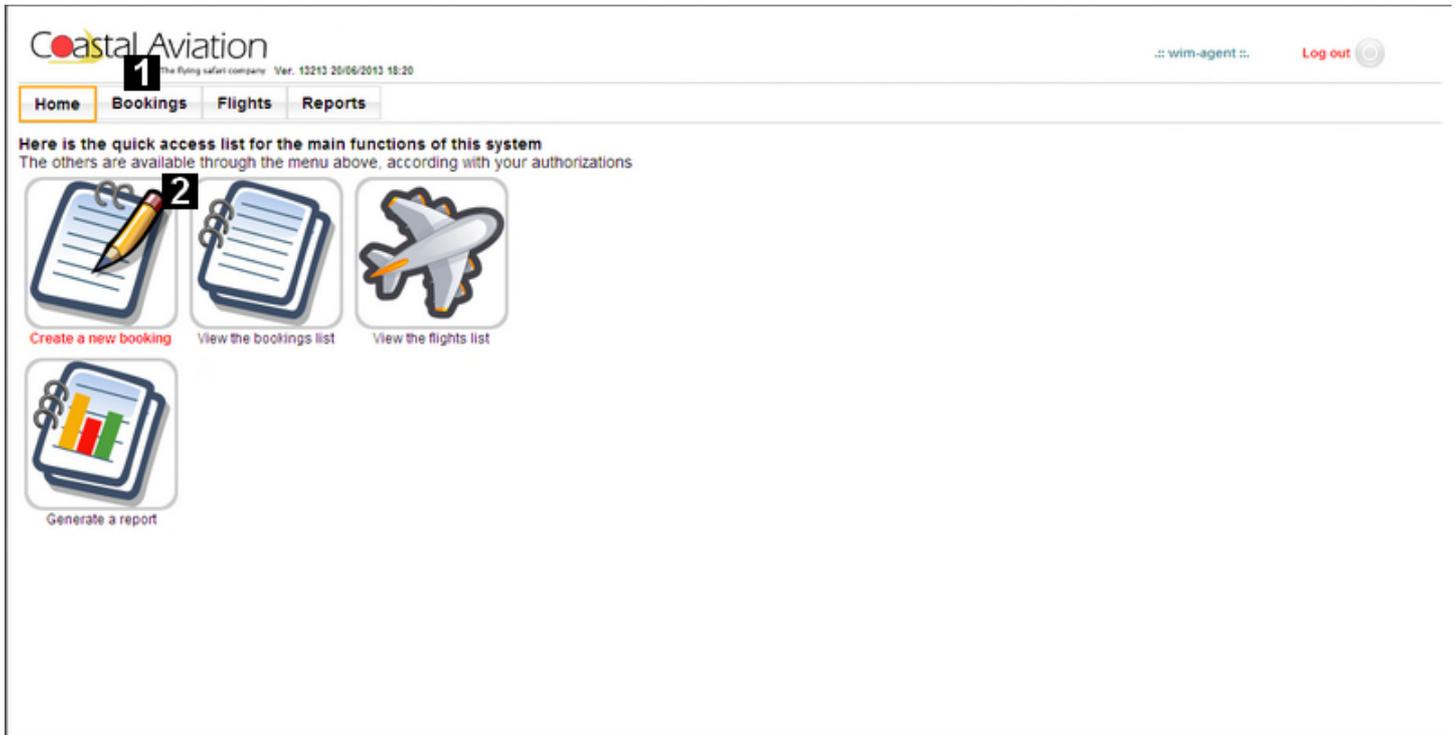
[Coastal repository >>](#)

- 1 Fill your username. This is the same one as used in version 1 of the Coastal Booking System.
- 2 Fill your password. Also same is you are used to fill.
- 3 Click on the login button.

The screen which opens, shows the menu at the top(1). By hovering over the buttons sub menus will open based on your permission.

Below the top menu there are some quick access buttons (2) to the most common subjects based on your permission.

So if you want to create a new booking you can click on the first quick access button 'create a new booking' or hover over the top menu 'Bookings' and then click on '>> new booking <<' in the sub menu which appears.



After choosing 'create a new booking' the screen below appears.

At **1** fill either 'LPO number' or 'Customer reference' (= something for you to remember the booking easily).

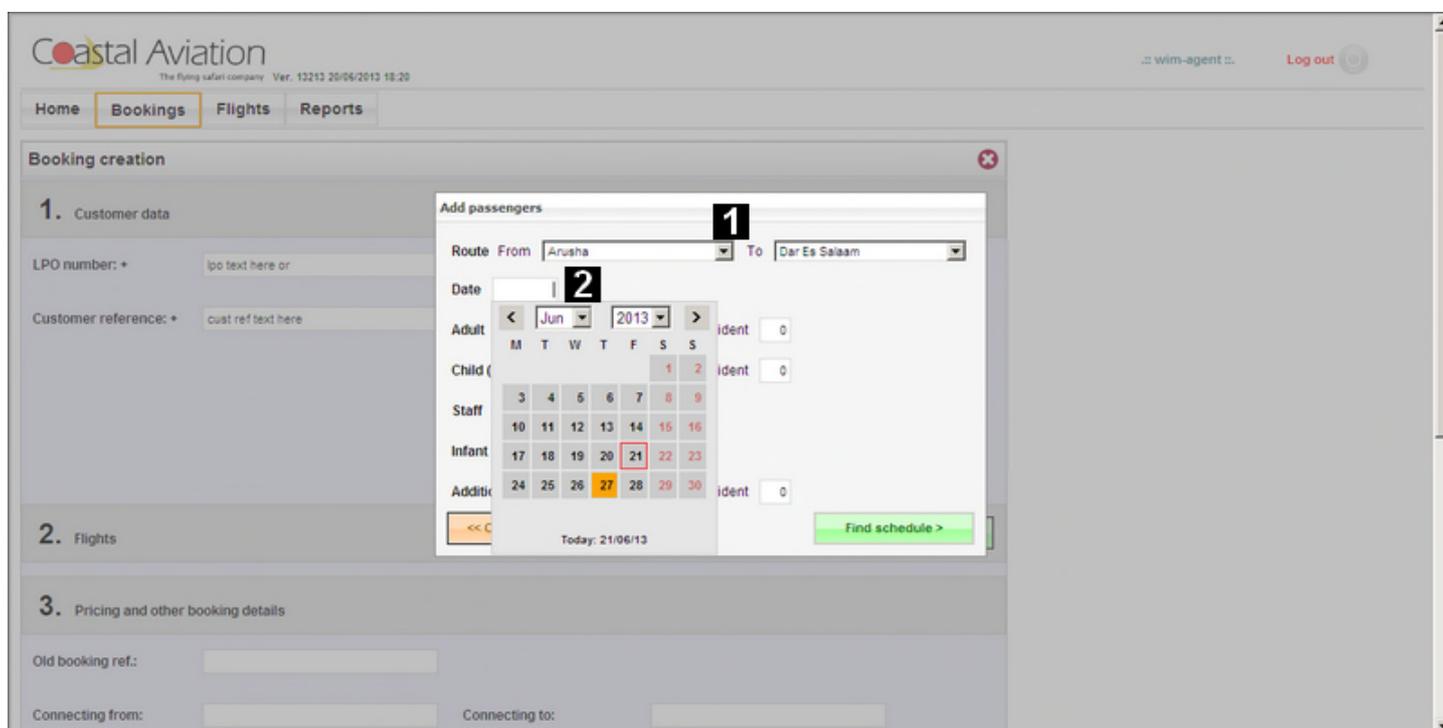
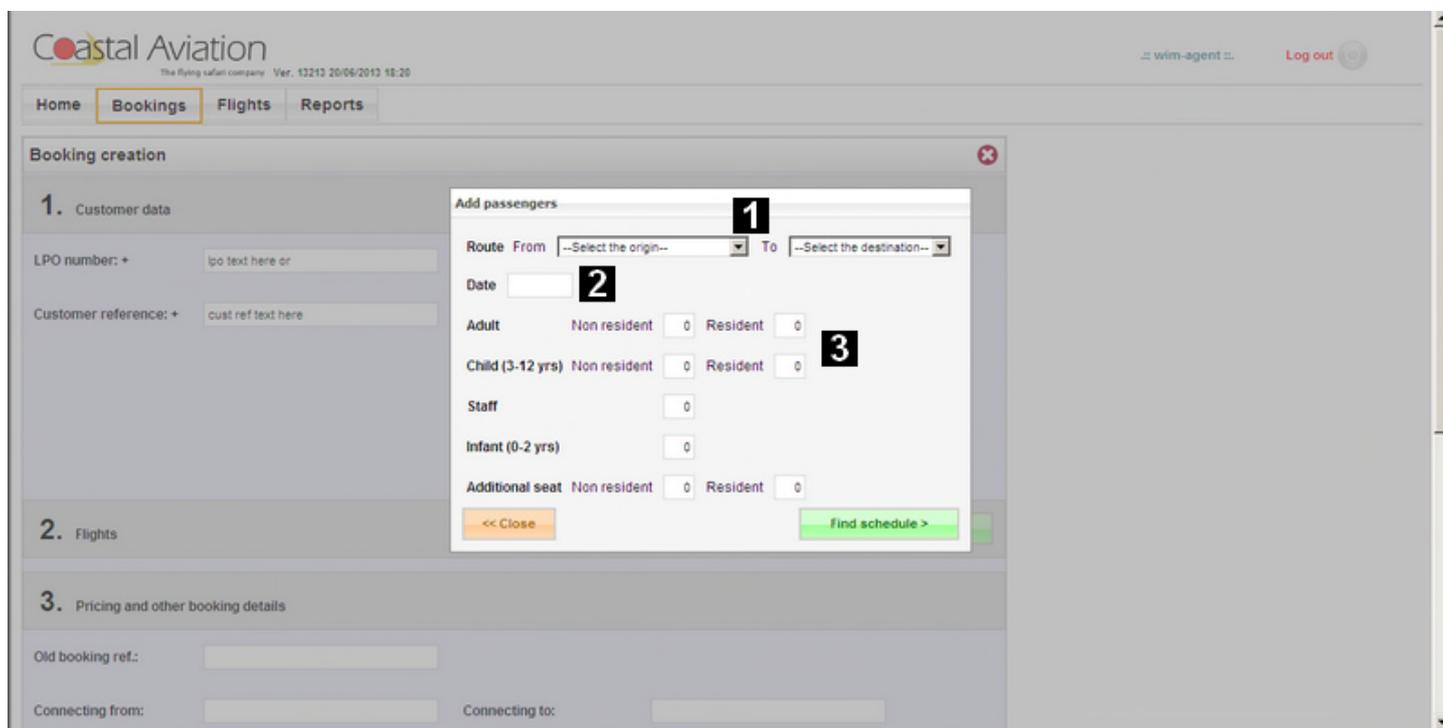
Then click at 'Click here to add flights' (**2**).

The screenshot shows the 'Booking creation' page of the Coastal Aviation website. The page has a header with the logo 'Coastal Aviation' and the tagline 'The flying safari company'. Below the header is a navigation menu with 'Home', 'Bookings', 'Flights', and 'Reports'. The 'Bookings' tab is selected. The main content area is titled 'Booking creation' and is divided into three sections: 1. Customer data, 2. Flights, and 3. Pricing and other booking details. In the 'Customer data' section, there are input fields for 'LPO number: +' and 'Customer reference: +', both marked with a '1'. There are also fields for 'Address:', 'Post code:', 'Town/city:', 'Country:', 'Phone:', 'Fax:', and 'Email:'. The 'Email:' field contains the text 'ahctancania-md@yahoo.com'. In the 'Flights' section, there is a green button labeled 'Click here to add flights >' marked with a '2'. In the 'Pricing and other booking details' section, there are input fields for 'Old booking ref:', 'Connecting from:', and 'Connecting to:'.

A pop up screen opens like the one below where you can select the flight by selecting the origin and destination from the drop down selection list (1).

When you click on the 'Date' field a calendar pop up appears on which you can select the date of the flight (2).

Next at (3) you can fill the number of passengers for that flight by filling the numbers in the corresponding boxes.



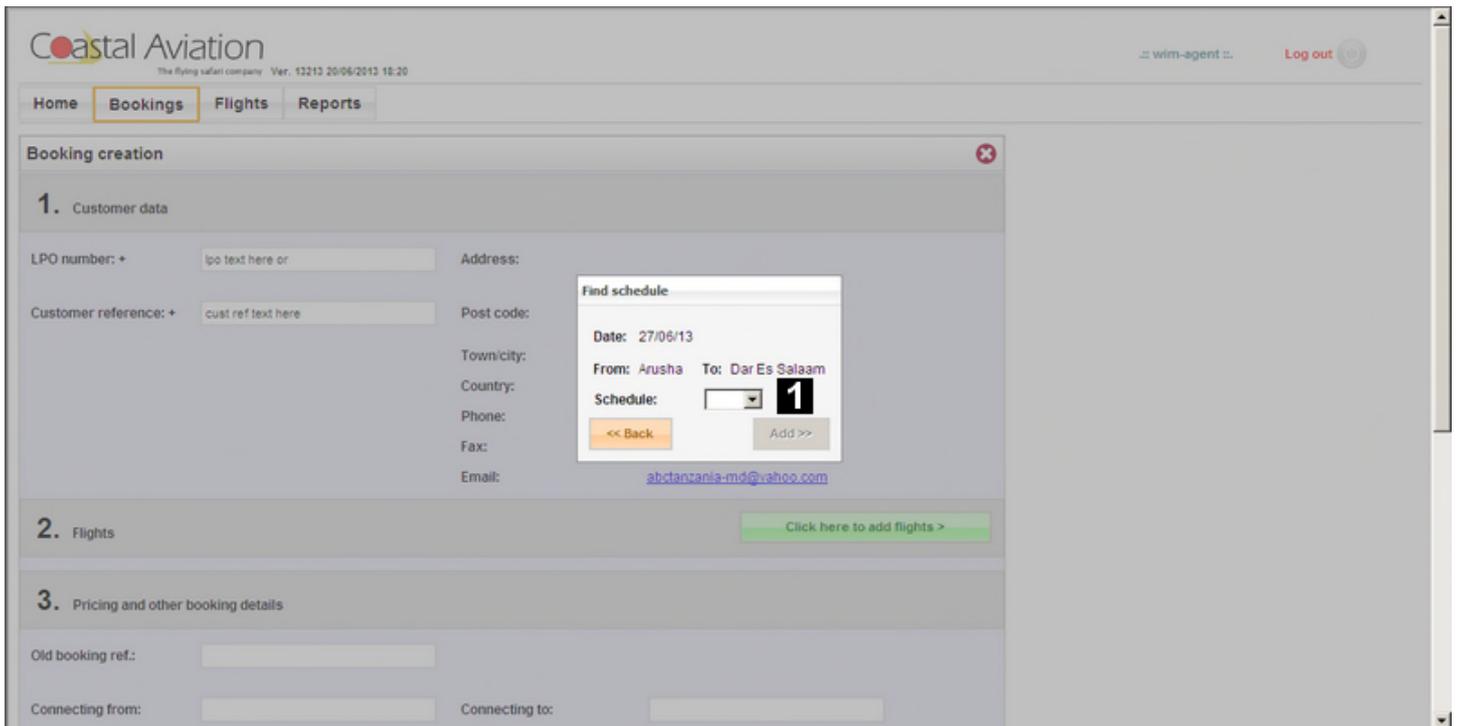
After selecting the flight and filling the date and number of passengers the screen looks like below. When finished filling the details click on 'Find schedule' (1).

The screenshot shows the 'Booking creation' interface for Coastal Aviation. The main page has a navigation bar with 'Home', 'Bookings', 'Flights', and 'Reports'. The 'Bookings' tab is active. The 'Booking creation' form is divided into three sections: 1. Customer data, 2. Flights, and 3. Pricing and other booking details. An 'Add passengers' modal is open, displaying the following information:

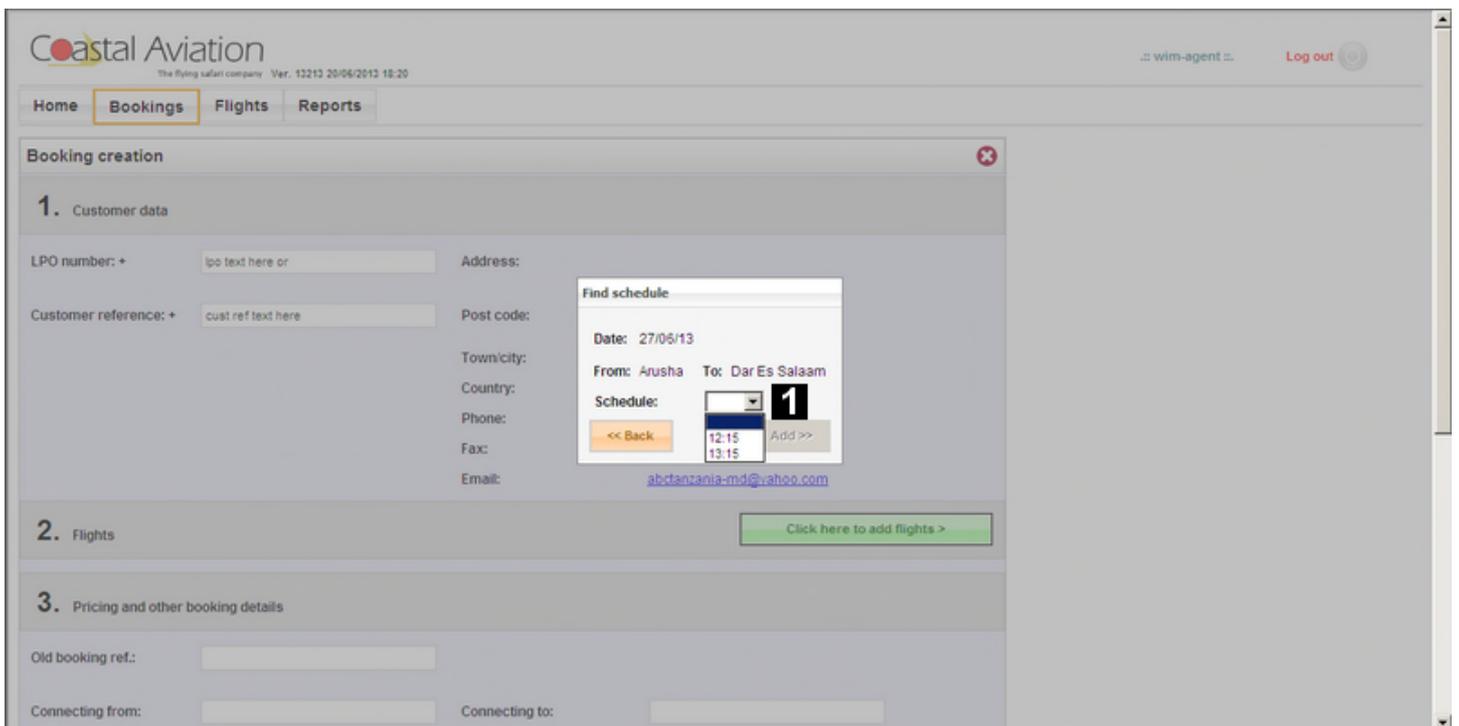
- Route: From Arusha To Dar Es Salaam
- Date: 27/06/13
- Adult: Non resident 2, Resident 1
- Child (3-12 yrs): Non resident 0, Resident 0
- Staff: 0
- Infant (0-2 yrs): 0
- Additional seat: Non resident 0, Resident 0

At the bottom of the modal, there are two buttons: '<< Close' and 'Find schedule >'. The 'Find schedule >' button is highlighted with a red '1'.

After clicking on 'Find schedule' a pop up will appear with a drop down selection list box (1) where you can select the departure time by clicking on the box behind the text 'Schedule'.



Shown below: The available departure time(s) will appear (1) from which you can select the desired departure time.



After selecting a departure time (1) the screen will look like below.

Now click on 'Add' at 2 if you want to add the flight or 'Back' to return to previous screen.

Coastal Aviation
The flying safari company Ver. 13213 20/06/2013 11:20

Home Bookings Flights Reports

Booking creation

1. Customer data

LPO number: + Address:

Customer reference: + Post code:

Town/city:

Country:

Phone:

Fax:

Email: abctanzania-md@yahoo.com

Find schedule

Date: 27/06/13

From: Arusha To: Dar Es Salaam

Schedule: 1

<< Back Add >> 2

2. Flights [Click here to add flights >](#)

3. Pricing and other booking details

Old booking ref.:

Connecting from: Connecting to:

After clicking on ‘Add’ on the previous screen the main screen will open again with the details of the flight you selected (1). If this is not the right flight or you selected too many passengers you can click on  to delete the passenger from the flight. If all passengers need to be deleted this action has to be repeated per passenger.

At 2. you will have to fill the passengers’ details (first name, last name, title, gender and country of residence).

Voucher number at 3. only needs to be filled if you have a valid voucher for this person.

In case you would like to add more flights to this booking proceed by clicking on ‘Click here to add flights’ at 4. and then proceed from page 4 of the user manual.

When this is the only flight for this booking please continue with the next step which is ‘Pricing and other details’ which is explained on page 10.

Town/city:
Country:
Phone:
Fax:
Email: abctanzania-md@yahoo.com

2. Flights [Click here to add flights >](#) **4**

| Delete | Flight | Passenger | Type | Gender | Country | Rack rate | Baggage | Voucher |
|---|---|-----------------------------------|----------------------|--------|-----------------|------------------------|---------|----------|
|  | 1 Thursday 27/08/13, Arusha 12:15 > Dar Es Salaam 14:20 | F: * F.T. L: * Loper T: Mr | Adult (non resident) | M | Belgium | Class Y* USD 250.00 | | 3 |
|  | | F: * G.L. L: * Loper T: Mrs | Adult (non resident) | F | Belgium | Class Y* USD 250.00 | | |
|  | | F: * G. L: * Ljema T: Mr | Adult (resident) | M | Tanzania, Unite | Class D USD 120.00 | | |

3. Pricing and other booking details

Old booking ref.:

When all flights have been selected the next step will be to fill the other booking details at ‘Pricing and other booking details’.

At **1** ‘Connecting from’ and ‘Connecting to’ can be filled for instance so we know if passengers come or connect to an international flight or can be filled with the hotel name or camp they come from to the airstrip. Notes and contact details you can fill any information you think might be useful to us.

At **2** you have to select your payment type and you can see the break down of the total price.

At **3** you can donate to SOS Children’s Villages Tanzania by clicking on the selection box.

At **4** you complete the created booking by clicking on ‘Create booking’ or you can go back to the previous page with the ‘Back’ button or ‘Start over’ creating a booking.

3. Pricing and other booking details

Old booking ref.:

Connecting from: **1** KLM from Amsterdam Connecting to: KLM Dar International Terminal

Through fare:

Payment type: **2**

Notes and contact details (e.g. mobile phone):

Prices:

| | |
|--------------|-------------------|
| + USD 620.00 | Rack rate |
| + USD 24.80 | Fuel surcharge 4% |
| - USD 0.00 | Discount 0% |
| + USD 0.00 | Surcharge |
| + USD 644.80 | Total |
| + USD 24.00 | Airport tax |
| + USD 3.00 | Safety fee |
| = USD 671.80 | Grand total |

Donation

Tick to donate USD 1.00 to SOS Children's Villages Tanzania **3**

SOS CHILDREN'S VILLAGES TANZANIA

<< Back < Start over **4** Create booking >>

The newly created booking will appear on you booking list which you can generate from the homepage by clicking on the quick access button or selecting 'Bookings' from the main menu and then 'Booking list' (1).

On the screen below you see the booking at 2 on the booking list. To go to the booking details click on the pencil in front of the booking number.

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Bookings', 'Flights', and 'Reports'. The 'Bookings' tab is selected. Below the menu is a 'Selection criteria' form with a 'Reset' button. The form includes fields for 'Booking number', 'Created on', 'Amended on', 'Status', '1st flight', 'Customer reference', and 'Passenger'. There are also checkboxes for 'Hide canceled' and 'Hide expired', and a 'Select' button. Below the form is a summary bar showing '1-4 Bookings out of 4' and an 'XLS' button. At the bottom is a table with columns: Detail, BN, Created on, By, Amended on, By, Owner, Cust. ref., Status, Payment type, 1st flight, and Reload. The first row of the table contains the following data: a pencil icon, 381156, 21/06/13 17:50, wim-agent, 2, Lems Wim (abctanzania-md@yahoo.com), Cust Ref Text Here, Complete, On account, Thursday 27/06/13, and a Reload button.

The following emails will appear in your mailbox.

- Coastal booking boarding pass - No. 381156, Cust Ref Text Here 
- Coastal booking ticket - No. 381156, Cust Ref Text Here 
- Coastal booking confirmation - No. 381156, Cust Ref Text Here 

As in the previous version of the Coastal Booking System flights which are on inducement will cause the system to create a booking request which will be handled by the Coastal Reservations staff.

Technical problems related to the booking system can be addressed to help@coastal.co.tz.
 Questions about bookings and flights can be addressed to reservations@coastal.co.tz.