



User Manual

Configuration



e-commerce solutions for the travel industry

CONFIGURATION

PREFERENCES

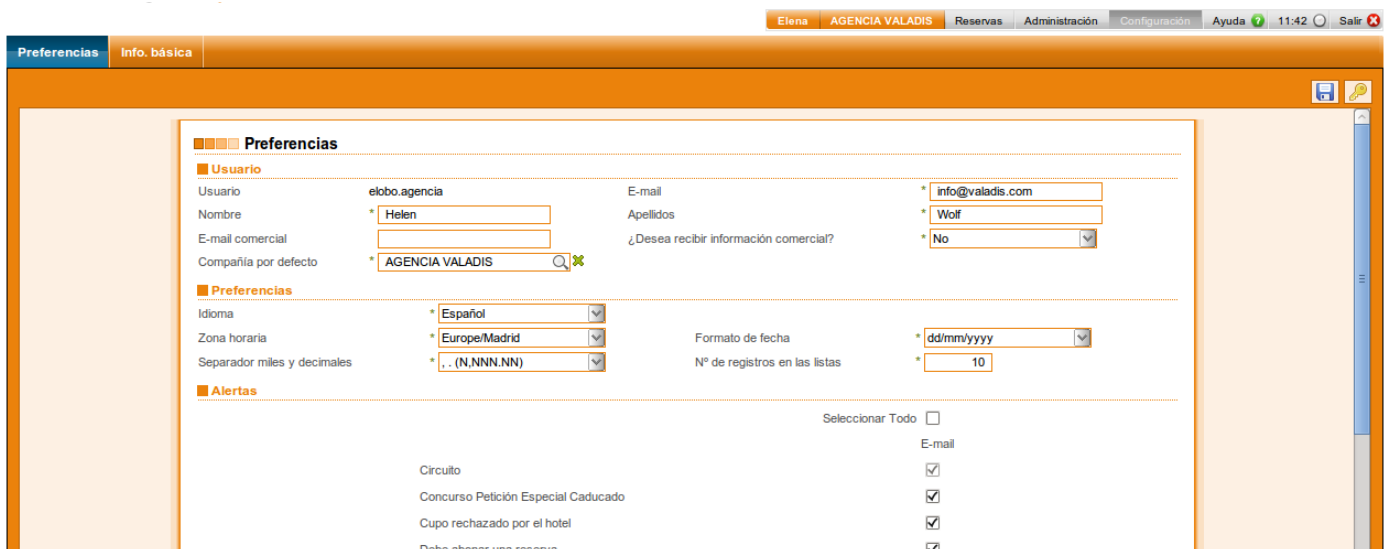
In this section YOU CAN:

Change your password by clicking on 

Change your user information fields such as name, last name, etc.

Change page preferences such as language, date format, and amount format (1.000,50 / 1,000.50).

Change number of results or lines shown in different platform listings.



You SHOULD KNOW that:

The **TIME ZONE** in which you operate must be correctly set. The system will take this information into consideration to apply time changes to your operations – when, for instance, hotel time zones are different from yours.

ALERTS are set by default and cannot be changed. Each action listed will generate an e-mail that will be sent to the e-mail address that you have previously specified.

BASIC INFO

In this section YOU CAN:

Check your agency's basic data

Request data changes to the company that has given you access to the system (selling company) by doing the following:

1. Click on Update
2. Make your changes
3. Click on Send

The company that has given you access to the system will make the changes that you request in the database.

Change the commission that you wish to apply to your sales, if you do not agree with the orientative commissions set by the selling company.

The screenshot shows the 'Info. básica' configuration page. At the top, there is a navigation bar with 'Elena', 'AGENCIA VALADIS', 'Reservas', 'Administración', 'Configuración', 'Ayuda', '12:14', and 'Salir'. Below this, the page title is 'Info. básica'. The main content area is titled 'Información de la Agencia' and is divided into several sections:

- Datos comerciales:** Nombre: AGENCIA VALADIS; Alias: agencia.valadis; Domicilio: Gremio Cirujanos y Barberos num. 25; Código Postal: 07009; Ciudad: Palma de Mallorca; Provincia: Mallorca; País: España.
- Datos fiscales:** Razón Social: VALADIS SYSTEM S.L.; C.I.F.: B01010101; Domicilio: Gremio Cirujanos y Barberos num. 25; Código Postal: 07009; Ciudad: Palma de Mallorca; Provincia: Mallorca; País: España.
- Teléfono:** Teléfono fijo: +34871949762; Fax: +34871949763.
- Web & mail:** Web: http://www.valadis.com; E-mail: it@valadis.com.
- Otros Datos:** Cadena: (empty); Zona horaria: Europe/Madrid; Divisa: Dólar USA.

At the bottom right of the form is an 'Actualizar' button. Below the form, there is a section for 'Otros Datos' with a 'Comisión Reservas' field set to 0%. A note below this field states: 'Aquí puede modificar su propia comisión (valores admitidos: entre 10 y 25%). El cambio será efectivo a la mañana siguiente de la realización del cambio (¡recuerde guardar!)'

USERS

Only travel agency ADMINISTRATOR users have access to this tag. An administrator user is the first user that the selling company has created for your travel agency. This user is the program manager and the only one with rights to create additional users. Administrators decide which non-administrator users are authorized to create additional users. Therefore, users who do not have access to this section are probably not allowed to create new users.

IMPORTANT tips:

You should create a user for each person using the platform. This way, you can control the operations performed by each user and they can receive notices in their own e-mail address (refer to **Preferences**).

A user can only control the actions of users created by him/her, as well as the actions of their “descent”. Users cannot control operations of other users that are at a similar hierarchical level or higher.

To create a new user click on New and fill out the required fields. **You SHOULD KNOW that:**

The word that a user will have to use to access the system is **User**. This word will also be the password required for first-time access. We recommend using lower-case, no spaces and no accents when typing this information.

The **New password/confirm password** fields are automatically filled when typing information in the user field. If you prefer, you can change your password and confirm your change.

Available **ROLES** are: read-only or read-and-write. For read-only roles, an additional field will show for you to decide if a newly created user should see travel agency commissions or not.

To block access of a given user, choose **NO** from the **Active** field.