

VIP Attractions

# Lounge Reservation Online Booking Service

Distributor User Manual

Release Date: December 7, 2014  
Version 1.6

## Contents

Introduction.....	2
Payment Options.....	2
Accessing the Online Booking Service .....	3
Partner Logins.....	4
Managing Accounts.....	5
Managing Users .....	5
Creating New Users.....	6
Logging in as a New User.....	7
Changing Your Password.....	8
Viewing Reports .....	9
Starting Your Booking .....	10
Making an Arrival Booking .....	11
Making a Departure Booking.....	18
Making an Arrival & Departure Booking .....	19
Making Manual Booking Requests .....	20
Distributor Bookings.....	22

# Introduction

The online booking services will allow secure, fast and easy access to complete the following transactions:

- Arrival Bookings
- Departure Bookings
- Arrival & Departure Bookings

To help you get started, this guide walks you through completing the various booking services with step-by-step instructions. When necessary, additional information is noted by:



*Information provided to give clarification*



*Reference to another section of the user guide*

## Payment Options


Each partner/distributor will be assigned a specific profile that will:

1. Allow access to the online booking service
2. Allow specific users/agents of the partner access to the booking service
3. Indicate settlement terms

Settlement Terms are as follows:

1. Distributor Card – This option allows you to make payments for bookings using your company's credit card.
2. Invoice –Based on signed contractual agreement
3. Guest Card – This option allows you to make payments using your customer's credit card to pay for the booking.



**Multiple Payment Options:** *If your company has more than one payment option, you will be allowed to choose the payment option to proceed with payment.*  [See Making Payments for Bookings](#)

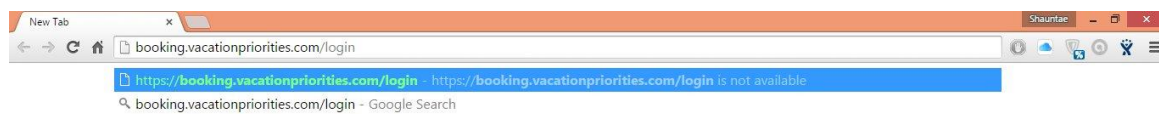
## Accessing the Online Booking Service

You will require the following:

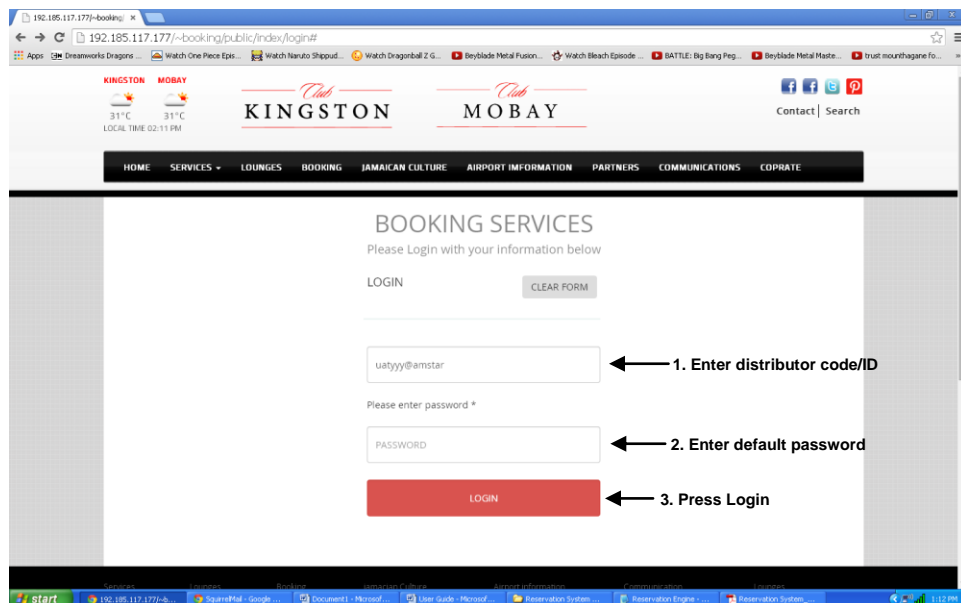
1. URL for the website
2. Your assigned Distributor Code/ID
3. Your assigned default password

You can access the Online Booking Service using any Internet Browser, provided it is up-to-date.

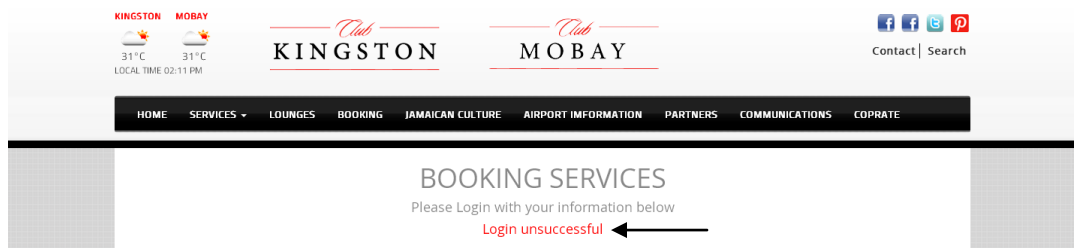
Type “[booking.vacationpriorities.com/login](https://booking.vacationpriorities.com/login)” into the URL bar and press enter.



The Booking Services login page will load. Enter your distributor code/ID and password then click on the login button.



In the event you entered an incorrect distributor code/ID and/or username a ‘**Login unsuccessful**’ notification will be displayed:



Both your distributor code/ID and password are required to login. The system will prompt you if any of the fields are missing.

## Partner Logins

If you are a partner using the booking engine for the first time, your partner code will be your username and password.

Once you have successfully

logged in, you will be

prompted to change your

password. Enter your old

password and a new password twice.

When you have finished, click on '**Change Password**'. Your password will be changed and you will be redirected to the homepage.

Please confirm the old password and enter the new one

Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

[Change Password](#)

# Managing Accounts

## Managing Users

Only users with administrative privileges will be permitted to manage user accounts. The user management page allows you to reset a user's password, update user details and make a user active/inactive. This section will describe how you may perform each of these actions.

### Resetting User Passwords

1. Login to the site.
2. On the top right – hand side of the screen, select **Manage** then **Manage Users**. You will be redirected to the user management page where a list of the current users will be displayed.
3. Search for the user by using the navigation buttons provided at the bottom of the screen.



4. Once you have located the user, click on the **Reset Password** button. You will receive notification that the user's password was successfully changed.

The new password will be emailed to the user.

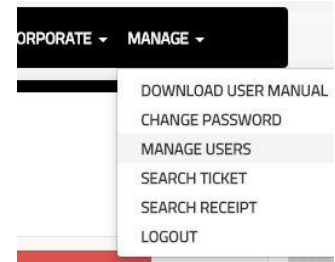
### Updating User Details

1. Login to the site.
2. On the top right – hand side of the screen, select **Manage** then **Manage Users**. You will be redirected to the user management page where a list of the current users will be displayed.
3. Search for the user by using the navigation buttons provided at the bottom of the screen.
4. Once you have located the user, click on the **Edit** button. A window will appear displaying the user's details. From here, you will be able to edit the user's name, email address and status (Active/Inactive). It is important to note that once a user is set to 'Inactive' he will not be permitted to log on to the site.
5. Click **Save** when you have finished.

## Creating New Users

Only users with administrative privileges will be allowed to create new users.

1. Login to the site.
2. On the top right – hand side of the screen, select **Manage** then **Manage Users**. You will be redirected to the user management page where a list of the current users will be displayed.
3. Click on the **Add User** button. A window will be displayed prompting you to enter the user details.
4. Enter the username.



The username must not have any spaces or special characters.

5. Enter the user's first name.
6. Enter the user's last name.
7. Enter the user's email address. The email address provided must be a valid email address.
8. Click on the **Save** button. You will receive notification indicating that the user was successfully created. The user will receive their username and password via email.
9. Click on the **Close** button to close the window.

Please enter user details ✕

User Name	<input type="text" value="janedoe"/>	@chinyees
First Name	<input type="text" value="Jane"/>	
Last Name	<input type="text" value="Doe"/>	
Email	<input type="text" value="janedoe@yahoo.com"/>	

Close Save

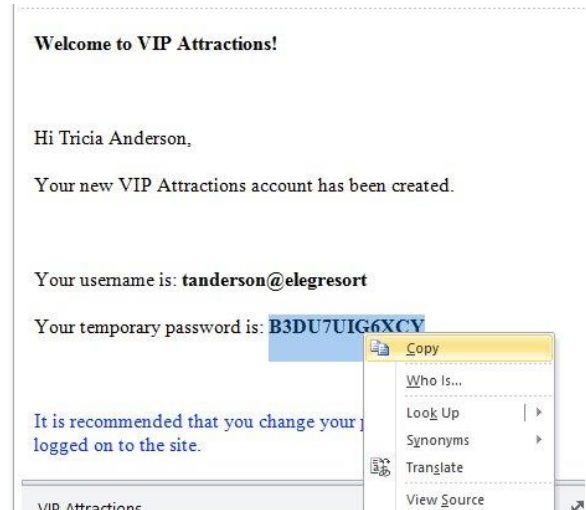
## Logging in as a New User

After your administrator has set up your account on the booking engine, you will receive an email notification.

1. Locate the email from 'VIP Attractions'.
2. Open the email.
3. Highlight your temporary password that is given in **bold text**. Please ensure that no blank spaces are highlighted.
4. Right-Click then select **Copy**.
5. Click on the link provided in the email to go to the booking engine.

<https://booking.vacationpriorities.com/login>

6. Enter the username that you received in your email.
7. Right-Click then select paste to enter your temporary password.
8. Click on the **Login** button to log in.



LOGIN CLEAR FORM

Please enter Username \*

tanderson@elegresort

Please enter password \*

PASSWORD

LOGIN

Forgot Password

Context menu options: Undo (Ctrl+Z), Redo (Ctrl+Shift+Z), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste as plain text (Ctrl+Shift+V), Delete.

Once you have logged in successfully, it is recommended that you change your password.



## Changing Your Password

The system allows all users the option to change their password. If you already have your account set up, you may proceed to step 3 below.

If you are a new user, there are some additional steps that you will have to take. Once your username to access the system is created, you will receive an email indicating the temporary password which you must use to login to the system.

### Changing your Password

1. On the top right – hand side of the homepage, select **Manage** then **Change Password**. A window will be displayed prompting you to enter your current password and the new password.
2. Enter your current password
3. Enter your new password
4. Enter your new password again to confirm
5. Click on the **Change Password** button. You will receive notification that your password was successfully updated.
6. Click on the **Close** button to close the window.

A screenshot of a password change form and a confirmation message. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Above the form is a message box that says 'Please confirm the old password and enter the new one' with a close button. Below the form are two buttons: 'Close' and 'Change Password'.

## Viewing Reports

Users with administrative privileges will be allowed to view reports on the transactions that were done on the booking engine. There are currently two reports available; the '**MNG Report**' provides details on arrival only and arrival & departure bookings. The '**Departure Report**' provides details on departure bookings. The steps below indicate how you may view these reports.

### Viewing Reports

1. On the top right – hand side of the homepage, select **Manage** then **Get Report**. A new page will be displayed prompting you to enter the report details.



2. Select the report you would like to view.
3. Select the start and end date. It is important to note that the report will display transactions that were done between the period specified.
4. Click on the **Submit** button.

5. Once bookings were done, they will be displayed

A screenshot of a web application showing a report of bookings. At the top right are 'EXIT' and 'Logout' buttons. Below them is a search bar. The main content is a table with columns: Reservation #, Category, Airport, Flight Time, Flight #, Adult Tickets, Child Tickets, Comp. Tickets, Charged Amount, and Passenger Details. There are three rows of data. Each row has a 'View' button in the Passenger Details column. At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. Below the table is an 'Export' button.

Reservation #	Category	Airport	Flight Time	Flight #	Adult Tickets	Child Tickets	Comp. Tickets	Charged Amount	Passenger Details
ECX34R	DEPARTURELOUNGE	SIA	2015-07-09 11:40:00	AA857	1	0	0	30.00	<a href="#">View</a>
GU6QT0	DEPARTURELOUNGE	SIA	2015-08-14 11:45:00	AA832	1	0	0	30.00	<a href="#">View</a>
PK11N3	DEPARTURELOUNGE	NMIA	2015-07-03 02:20:00	AA1548	1	0	2	25.00	<a href="#">View</a>

6. Click on the **View** button to view the passenger details for each booking or you may click on the **Export** button to export the report to an excel sheet.
7. If there were no bookings done between the times you specified, a blank report will be displayed.
8. Click **Exit** when you have finished.

# Starting Your Booking


Upon successful login, the Lounge Services Page will be displayed.

- Click on any of the **'Book...'** buttons to proceed with the type of booking that you want to make. Some products may be disabled on the homepage. This indicates that your distributor profile does not have permission to make these bookings.
- Click any of the **view prices** buttons to review the ticket prices for adults (guests over 12 years), children (guests ages 2 – 12) and infants (guests under 2 years).

### LOUNGE SERVICES

Please select your product


BOOK ARRIVAL & DEPARTURE



Enjoy your first and last impression of the beautiful island with Jamaica's Personalized and Expedited Airport, Concierge & Lounge Services. RELAX, CONNECT, DISCOVER our gateway to paradise.

VIEW PRICES


BOOK ARRIVAL



Maximize your time in paradise; enjoy personalized escort services with preferential fast track through immigration and customs whilst you access Jamaica's premier arrival lounge where culture meets comfort.

VIEW PRICES

BOOK DEPARTURE




Continue your vacation and enjoy our "happy everafter" with preferential fast track, impressive services and top class amenities of our culturally inspired lounges.

VIEW PRICES

For groups of 25 persons or more, please contact our groups department at +1-876-619-1565 or [groups@vipattractions.com](mailto:groups@vipattractions.com). You can also reach us via Skype at 954-837-6290

We Accept the Following





## Sample Product Prices Screen

### ARRIVAL & DEPARTURE BUNDLE PRICES

#### CLUB MOBAY

Tickets	Price
ADULT TICKET	US\$ 80.00
CHILD TICKET (2-12 YEARS)	US\$ 40.00
INFANT (UNDER 2 YEARS)	US\$ 0.00

#### CLUB KINGSTON

Tickets	Price
ADULT TICKET	US\$ 50.00
CHILD TICKET (2-12 YEARS)	US\$ 25.00
INFANT (UNDER 2 YEARS)	US\$ 0.00

Kindly ensure the accuracy of the information you have provided. In the event of any changes to your travel itinerary, we would be delighted to reschedule based on availability. We ask that you contact our Customer Service representative at +1-876-619-1565 or [customer@vipattractions.com](mailto:customer@vipattractions.com) within 48 hours of your travel. You can also reach us via Skype at 954-837-6290

Please note that we only require the specific travel details for flights arriving and departing Jamaica and not connections.


Please note that the prices displayed are retail prices.



**Group Bookings:** You will not be allowed to make group bookings online. Please contact the reservations team if you wish to make a group booking.

# Making an Arrival Booking

Select **Arrival** on the Lounge Services page.

 **Booking Information Page**

WELCOME TO OUR LOUNGE SERVICES

Enter Arrival Booking Information

(\* denotes a mandatory field)

1

Number of guests

Adult (above 12)

Child (2 - 12)

Infant (under 2)

1

0

0

2

\* Select Your Lounge

Please enter flight details based on your confirmed Airline Itinerary or Ticket.

Arrival Details

\* Flight Date

\* Type In name of Airline

Airline ID

\* Flight Number


\* Flight Time

E.G.:AMERICAN AIRLINES

E.G.:1234

In case the system doesn't recognize your flight, send us a manual booking request

Check Availability

 **Booking Information:** The number of guests, lounge and flight information is requested for all bookings. Mandatory fields are noted with a red asterisk.

Before you start your booking, you will be allowed to check when the lounge may be closed or which days may be sold out. You may do this by clicking on the **Check for Sold out Period** button located on the right – hand side of your screen.

A pop up window will display the closed times for the current month. You are allowed to change the product (Arrival or Departure), the month and year to view other sold out times. Click on the **Refresh** button once you are satisfied with the information you have provided.

Once the lounge is sold out for a particular time of the day, the times will be displayed on the calendar. In this example, Club Mobay will be closed on the 29<sup>th</sup> of August during 1 p.m. and 2 p.m.

Sold Out Dates and Times

Arrival

August

2016

Refresh

29

SIA - Service unavailable

13:00:00 - 14:00:00

You may close the window by clicking on the close icon located at the top right – hand corner of the window.

## Entering Booking Information


1. Provide the number of guests.

The following rules should be considered when you are providing the number of guests:

- You will be allowed a maximum of 8 guests per flight.
- Date of birth is required for each child and infant.
  - If you have specified the guest is a child but the age provided makes the guest 12 years or older, the adult rate will be applied.
  - If you have specified the guest is an infant but the age provided makes the guest 2 years or older, the child rate will be applied.

2. Choose your club:

- Club Mobay
- Club Kingston

3. Type in the flight date or you may choose the date by clicking on the date chooser icon. 



**Booking Restriction:** *You will not be allowed to make bookings less than 48 hours prior to travel nor for past dates*

4. Select the airline; enter first letter of airline name, a list of available airlines will be presented. Scroll and select the airline.

*Once you have selected the airline, the airline code will be automatically filled in.*

5. Enter the first letter of the flight number; a list of suggested flight numbers will be displayed. Scroll and select the flight.

*Once you have selected your flight, the flight time will be automatically filled in.*



**Manual Booking Requests:** *If you do not see your flight, you will be allowed to send a manual booking request with your flight information. See [Making Manual Booking Requests](#)*

6. Click on the **Check Availability** button in order to continue with your booking.



**Lounge Seats Availability:** Once you have clicked on the button, the system will check if there are any available seats in the lounge based on the club and flight details that you have provided. Once there are seats available you will be allowed to continue with your booking.

If no seats are available for the date and time you have provided, you will receive an error message and will be given the opportunity to reschedule the arrival date or time or change the number of seats in order to proceed with your booking.

## 7. Enter the customer and flight information:



### Customer & Flight Information Screen

## CUSTOMER & FLIGHT INFORMATION

[BACK](#)[EXIT](#)[Logout](#)

Space is available for your **Arrival Only** reservation. Please complete the form below and proceed to checkout to confirm your reservation.

### Arrival

Airline: Air Canada

Flight Number: AC1804

Date: 11/20/2015

Flight Time: 01:35 PM

Adult(s): 1 / Child(ren): 0 / Infant(s): 0

(\* denotes a mandatory field)

5

### Customer Information

\* Adult

Date of Birth (Optional)

Mr. ▼

First Name

Last Name

Email Address

mm/dd/yyyy

\* Primary Contact

Mr. ▼

First Name

Last Name

Email Address

Confirm Email Address

Contact Number

Secondary Contact (optional)

Mr. ▼

First Name

Last Name

Email Address

Contact Number

Send Confirmation Email?

Yes ▼

Hotel/Resort Name

Enter Hotel Name

Tour/Transportation Company      Transportation Contact Name      Transportation Contact Number

Tour/Transportation Company      Transportation Contact Name      Transportation Contact Number

**6** Are you celebrating a special occasion?

Select Occasion

If Other, please state

**7** We will be meeting you at your gate, what would you like us to display on our Meet & Greet sign?

\* Name (as you would like it shown)

80 Characters

\* We reserve the right not to publish content deemed sensitive, disagreeable or disturbing.

Proceed to Checkout

Save   Edit   Cancel

Would you like to add another booking

BACK   EXIT



**Departure Booking Note:** When making a departure booking the information in the black box (Hotel/Resort Name, Transportation Company Information and section 6 and 7) will not be displayed.

## Entering Customer & Flight Information

(Mandatory fields are noted with an asterisk)

1. Enter each guest's name and email address. If any of the guests are children or infants, their date of birth **MUST** be provided.
2. Enter the name, email address and telephone number for the primary contact. The primary contact is the person who will receive the confirmation email for the booking. Providing a secondary contact is optional.
3. Indicate if the guest wants to receive a confirmation email after the booking has been completed by selecting Yes or No from the list.

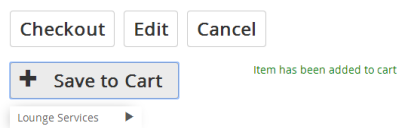
**Note: The following steps are optional; however the information is useful in helping VIP Attractions to provide superior customer service:**

4. Enter the name of the hotel/resort where the guest(s) will be staying. If you do not see the name of their hotel in the drop down list, you will be allowed to add the new hotel/resort name.

5. Enter the tour/transportation information.
6. Enter the reason for guest(s) travel.
7. Provide the name the guest(s) would like to be displayed when the VIP Attractions agent meets them at the airport.
8. Click **Save** to save your booking.



After Step 8 you may add additional products to your cart by hovering your mouse over **"Would you like to add another booking"** and clicking on the product that you want to make an additional booking for.



Once you have clicked on the **Save** button, a notification will be displayed indicating that the booking information was saved. The **Edit** button

allows you to make changes to your booking, **Cancel** allows you to exit without saving the booking information and **Proceed to Checkout** allows you to proceed to make your payments.

9. Select **Proceed to Checkout** to view your booking summary.

The booking summary page displays all the details of your booking along with your charges. From here, you may edit your booking details or delete the product from your cart.

10. Once you are satisfied with your booking information, click the **Make Payment** button to proceed with payment.



**Multiple Payment Options:** Your Company's profile determines what payment options will be available to you. For companies with more than one payment option an additional step is required; selecting the payment method to be used. As shown below, click the box provided and select your method of payment.



## Making Payments

MAKE PAYMENT



BACKEXIT

CHOOSE PAYMENT TYPE

▼

BACKEXIT

### Making Payments through Invoices

If you have indicated that you would like to be invoiced for your booking, some additional options may be available to you, depending on your distributor's profile:

- Referrers – You will be allowed to select a referrer for the booking.
- Partner Reference Number – You will be allowed to enter a reference number for the booking.

CHOOSE PAYMENT TYPE

INVOICE

Please choose referrer:

▼

Partner Reference #:

SUBMIT

Clicking on the Submit button will indicate that you have finished providing the payment information. You will then be redirected to the confirmation page. *If you are only allowed to make invoice bookings after clicking **Make Payment**, the confirmation page will be automatically displayed.*

The payment confirmation will detail the amount that was charged and the email address that the payment receipt will be sent to.

The booking confirmation will display a confirmation number for your booking along with the lounge for which the booking was completed, the date of your booking, the number of

Thank You for your Payment for the amount of **USD \$30**. Your Payment receipt will be sent to email address [shauntae.mitchell@reliablesoftjm.com](mailto:shauntae.mitchell@reliablesoftjm.com)

Confirmation Number 961T5R  
Your reservation for [Club Mobay Departure Lounge](#)  
on Nov 30, 2014 for 1 adult(s) (above 12)  
**has been CONFIRMED.**  
Details will be sent to  
[shauntae.mitchell@reliablesoftjm.com](mailto:shauntae.mitchell@reliablesoftjm.com)  
Please present this email or a printed copy upon arrival.

RETURN

guests and the email address that will receive the confirmation details. After your reservation is complete click the return button to navigate to the Lounge Services page.

### Making Credit Card Payments

If you had selected **Credit Card** as your payment method, you will be prompted to provide the credit card details.

1. Provide the email address that you would like the payment confirmation to be sent to.
2. If your distributor profile has permission to enter a partner reference number and a referrer for the booking, these fields will be displayed.
3. Choose your credit card type (Guest card or Distributor Card). It is important to note that if "Guest Card" is selected, the retail rate will be applied to the booking.



*You will not be allowed to modify the amount that will be charged to the credit card.*

4. Provide the cardholder's name and email address.
5. Select the card type.
6. Enter the credit card number, expiry date and the CVV/Card Security number.
7. Click **Submit** to make your payment.
8. If your payment fails, you will receive a failure notice with a link to return to the transaction.

#### PAYMENT FAILURE

Your Payment for **USD \$50.00** was failed due to following reason:  
Invalid Credit Card Number. |  
[Click here to complete transaction.](#)

Please contact +1-876-619-1565 or [customer@vipattractions.com](mailto:customer@vipattractions.com).  
You can also reach us via Skype at 954-837-6290 for any queries or additional information.

#### Payment Unsuccessful

Thank You for your Payment for the amount of **USD \$25**. Your Payment receipt will be sent to email address [shauntae.mitchell@reliablesoftjm.com](mailto:shauntae.mitchell@reliablesoftjm.com)

Confirmation Number BYLAJZ  
Your reservation for [Club Kingston Departure Lounge](#) on Nov 28, 2014 for 1 adult(s) (above 12) **has been CONFIRMED**.  
Details will be sent to [shauntae.mitchell@reliablesoftjm.com](mailto:shauntae.mitchell@reliablesoftjm.com)  
Please present this email or a printed copy upon arrival.




[RETURN](#) 

#### Payment Successful

If the payment for your booking was successful, you will receive a confirmation message.

## Making a Departure Booking

On the Lounge Services Page select the **Departure** product name to indicate that you want to make a departure booking; you will be presented with a series of pages that accept the various booking information. *(Making a departure booking is similar to an arrival booking)*

1. Enter the Departure Booking Information  [See Entering Booking Information](#)
2. Enter the Guest Demographic Information  [See Entering Guest Demographic Information](#)
3. Make your payments  [See Payment Options](#)

### Ticket Bookings (For Distributors holding VIP Tickets)

If you are making a ticket departure booking, that is, you will be giving your customer a ticket instead of a voucher, additional information will be required. The following steps should be taken in order to complete your ticket booking:

**3** Is this a Ticket Booking?

1. While entering your departure booking information, you will be prompted to indicate if the booking is a ticket booking. Select **Yes**.

2. On the guest demographic information page, you will notice that an additional field is added for you to provide the ticket number for each guest.

\* Adult

Mr. ▼	First Name	Last Name	Email Address	Ticket Number
-------	------------	-----------	---------------	---------------


**Ticket Validation:** Validation will be done on the ticket numbers you provide. The following rules should be considered:



1. You must provide valid ticket numbers
2. You will not be allowed to make bookings with tickets that are already reserved
3. You will not be allowed to make bookings with tickets that have not been allocated to your distributor.
4. You will not be allowed to make bookings with tickets that have not been allocated to your distributor
5. You will not be allowed to make bookings with tickets that have already been used in the lounge.

## Making an Arrival & Departure Booking

On the Lounge Service Page select the **Arrival & Departure** product name to indicate that you want to make an arrival and departure booking; you will be presented with a series of pages that accept the various booking information. *(An arrival & departure booking is simply an arrival only booking combined with a departure only booking)*

1. Enter the Arrival Details  [See Making an Arrival Booking](#)
2. Enter the Departure Details  [See Making a Departure Booking](#)
3. Make your payments  [See Payment Options](#)



*It is important to note that if your departure date is earlier than your arrival date, you will receive a warning message and will be asked if you want to continue with your booking.*

Your Departure date is earlier than your Arrival date. Is this information correct? 

Cancel

OK

# Making Manual Booking Requests

Manual Booking Requests should be done when the flight information that you have provided is not found in our database. These requests will allow you to fill out a form with all your booking details, excluding payment information. Your request will be sent to a VIP Attractions representative for review.

It is important to note that manual booking requests are treated differently and do not follow the flow for regular bookings. The steps below demonstrate how to complete a manual booking request.

## Manual Booking Requests

1. On the booking information page, click on the link '**Can't find your flight, Send us a manual booking request**' located above the **Check Availability** button. A pop up window will be displayed prompting you to provide some additional information.

The screenshot shows a form with five input fields: Flight Date, Type in name of Airline, Airline ID, Flight Number, and Flight Time. The 'Type in name of Airline' field contains the text 'E.G.:AMERICAN AIRLINES' and the 'Flight Number' field contains 'E.G.:1234'. Below the form, a red button labeled 'Check Availability' is visible. A red-bordered box highlights the text 'Can't find your flight, Send us a manual booking request' which appears to be a link or a message above the button.

2. Review the booking information you had previously entered.
3. Enter the flight number
4. Enter the flight time.
5. Enter the airline and customer demographic information

## Entering Airline & Customer Demographic Information

(Mandatory fields are noted with an asterisk)

1. Enter each guest's name and email address. If any of the guests are children or infants, their date of birth **MUST** be provided.

2. Enter the name, email address and telephone number for the primary contact. The primary contact is the person who will receive the confirmation email for the booking. Providing a secondary contact is optional.

**Note: The following steps are optional; however the information is very useful in helping VIP Attractions to provide superior customer service:**

3. Enter the name of the hotel/resort where the guest(s) will be staying.
4. Enter their tour/transportation information.
5. Enter the reason for guest(s) travel.
6. Provide the name the guest(s) would like to be displayed when the VIP Attractions agent meets them at the airport.
7. Click **Return** to cancel the request and return to the homepage or **Send Details** to complete your manual booking request.
8. Once your request has been sent, you will receive confirmation. Click **Return** to go to the homepage.

#### LOUNGE SERVICES

Your request has been successfully sent, Our representative will contact you soon.

RETURN

# Distributor Bookings

The booking engine allows users to make bookings on behalf of other distributors. The steps below demonstrate how this can be done.

Please note that this feature will not be available to you if you do not have permission to make distributor bookings.

## Distributor Bookings

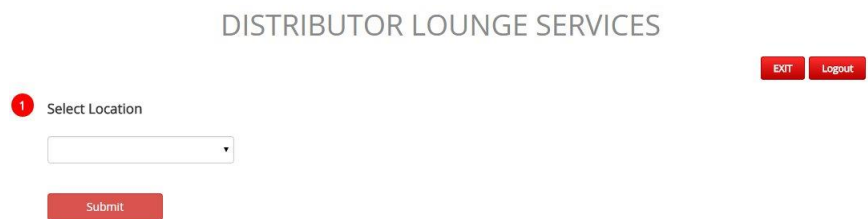
Once you have successfully logged in to the booking engine, you will be prompted to select the distributor that you would like to make bookings for.

1. Select the distributor from the drop down list provided.

2. Click on the **Submit** button.

3. After you have selected the

distributor, the booking homepage will be displayed and you will be allowed to proceed as normal with your bookings.

A screenshot of a web interface for selecting a distributor. At the top, the text "DISTRIBUTOR LOUNGE SERVICES" is displayed in a light grey font. Below this, there is a red "EXIT" button and a red "Logout" button. In the center, there is a red circle with a white "1" next to the text "Select Location". Below this text is a white dropdown menu with a downward arrow. At the bottom, there is a red "Submit" button.

It is important to note that the booking permissions given to the distributor you have selected will still be applied.