



**E-Commerce MXP
Tour Management
Application v2**

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Title page 1

Use this page to introduce the product

by MXP Solutions

This is "Title Page 1" - you may use this page to introduce your product, show title, author, copyright, company logos, etc.

This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

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1 Introduction

The MXP Tour and Port Management program is an online application accessible via the internet which allows tour operators to easily add important information regarding the tours that are being offered for the upcoming season. The client sends a request for information to the tour operator via a link, the tour operator then simply clicks on the link and (once installed) is able to complete the information online before submitting it back to the client.

This manual is designed to assist the tour operator in understanding how the application works and guides them with the completion of the required information for the Requestor.

The Information that is required to be updated by the tour operator is always displayed in a white field. Yellow fields indicate that the information is read only and therefore cannot be changed.

Any data entry or changes to the existing data are automatically saved, therefore it is safe to log out of the application and revisit it at a later time to make more necessary changes.

Please note that changes can be made at any time before the request is submitted, however once submitted, all information becomes read only and therefore cannot be amended from that point on. It is important to remember to make all necessary changes before submitting the request.

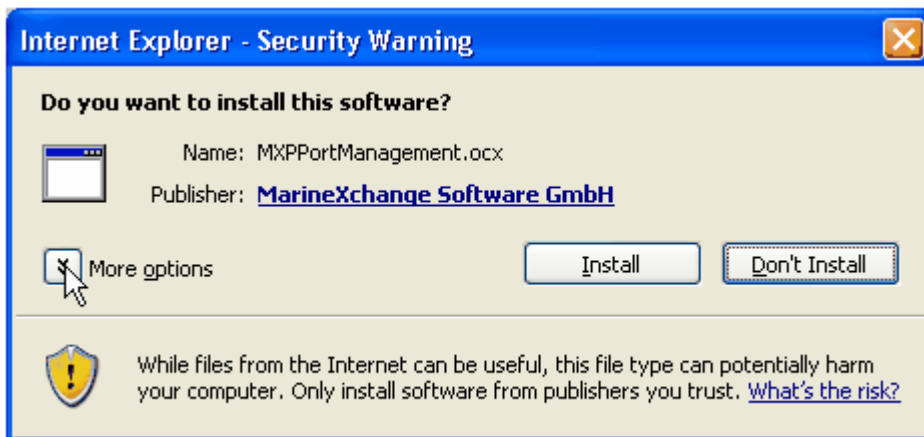
Please also note that this on-line application only works with Internet Explorer (Version 5.5 or above).

2 Installation

Before the on-line application can be accessed, it will need to be installed. This installation will need to take place once on each computer (i.e. the first time that the link is clicked on). Please make sure to open and install the on-line application only with Internet Explorer (Version 5.5 or above).

1. To install the software, click on the link that has been sent by the client <http://www.mymxp.com/MXPPortManagement.htm> or copy it into Internet Explorer.

The following dialogue box will be displayed:

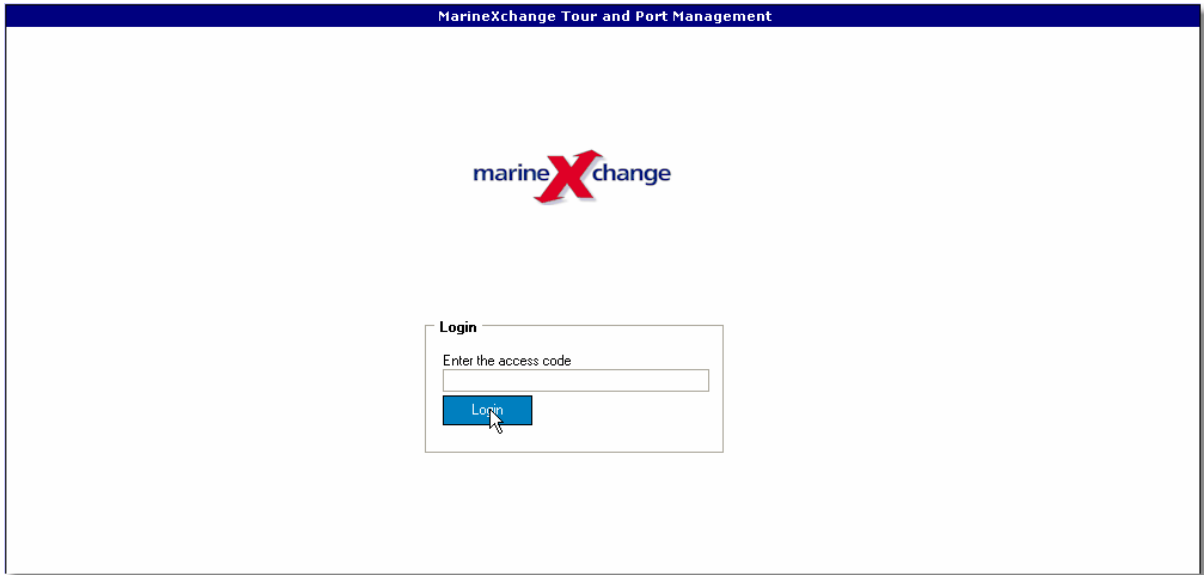


2. To ensure that this software is automatically installed the next time (when upgrading or reinstalling after unintentional deleting), click on the **More Options** drop down box to reveal more options.



3. Click on the option Always install software from "MarineXchange Software GmbH"
4. Click on the **Install** button.

The following login box will appear:



The screenshot shows a web browser window with a dark blue header bar containing the text "MarineXchange Tour and Port Management". Below the header, the "marineXchange" logo is centered, with the "X" in red. In the center of the page, there is a "Login" form box. The form has a title "Login" and a text input field labeled "Enter the access code". Below the input field is a blue "Login" button with a mouse cursor hovering over it.

5. Paste the access code from the e-mail (that the link was sent in) into the Login box and click the **Login** button.

3 Logging on

1. Once the application has been installed, click on the link <http://www.mymxp.com/MXPPortManagement.htm>

The following login box will appear:



MarineXchange Tour and Port Management

marine Xchange

Login

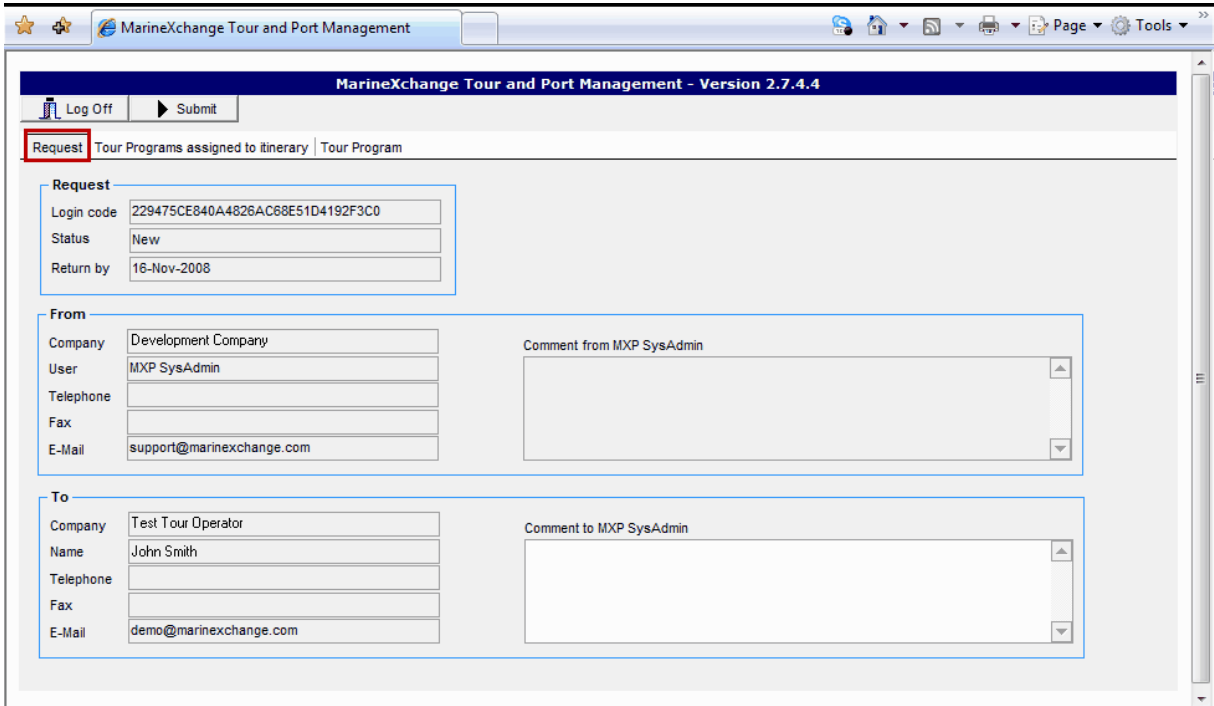
Enter the access code

Login

2. Enter the access code into the Login box and click the **Login** button. Please note that this can be pasted from an e-mail or a document.

4 Request Tab

The application will open automatically on the **Request** tab.



The screenshot displays the 'Request' tab in the MarineXchange Tour and Port Management application. The page title is 'MarineXchange Tour and Port Management - Version 2.7.4.4'. The 'Request' tab is selected and highlighted with a red box. The form contains the following fields:

- Request**
 - Login code: 229475CE840A4826AC68E51D4192F3C0
 - Status: New
 - Return by: 16-Nov-2008
- From**
 - Company: Development Company
 - User: MXP SysAdmin
 - Telephone: [Empty]
 - Fax: [Empty]
 - E-Mail: support@marinexchange.com
 - Comment from MXP SysAdmin: [Empty]
- To**
 - Company: Test Tour Operator
 - Name: John Smith
 - Telephone: [Empty]
 - Fax: [Empty]
 - E-Mail: demo@marinexchange.com
 - Comment to MXP SysAdmin: [Empty]

The **Request** tab displays details relating to the request for information that has been sent from the client otherwise known as the Requestor. This includes the status of the request and the date of when it is to be returned. The above example shows that this is a *New* request and is to be returned by 16 Nov 2008.

Details of who the request has been sent from and who the request is for are also displayed within the **Request** tab.

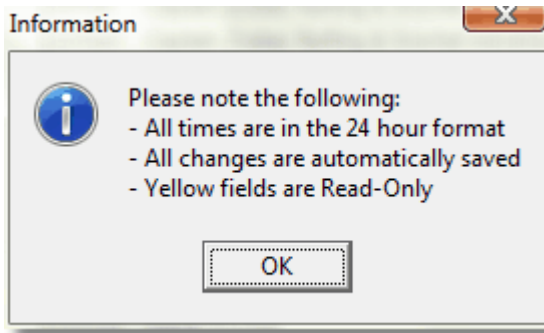
Any comments sent by the Requestor will display in the `Comment from [Name of Requestor]` field.

Comments to the Requestor can be entered into the `Comment to Requestor` field.

5 Tour Programs Assigned to Itinerary

The **Tour Programs Assigned to Itinerary** tab is where the information relating to the individual tours is to be entered.

Following pop up window will display while selecting the Tour Programs assigned to itinerary tab:



The information is displayed in the grid as follows:

- Information in the yellow fields - read only and cannot be changed
- Information in the white fields - to be updated by the tour operator if required

Ship	Category	Date	Port	Arrival	Departure	Code	Tour Program	Mid/Pre/Post	Duration	Unit
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18507	Everglades Airboat Ride & Transfer to Ft. Lauderdale Airport (with prepaid trans	MidCruise	4 Hours	AM
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderdale Airport (with prepaid transfer	MidCruise	4 Hours	AM
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18508	Everglades Airboat Ride & Transfer to Ft. Lauderdale Airport (without prepaid tr	MidCruise	4 Hours	AM
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18508	Everglades Airboat Ride & Transfer to Ft. Lauderdale Airport (without prepaid tr	MidCruise	4 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18514	Land & Sea Excursion & Transfer to Miami Airport (with prepaid transfer voucher)	MidCruise	4.5 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18509	Everglades Airboat Ride & Transfer to Miami Airport (with prepaid transfer vouch	MidCruise	4.5 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Lauderdale Airport (with prepaid tr	MidCruise	3.5 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18507	Everglades Airboat Ride & Transfer to Ft. Lauderdale Airport (with prepaid trans	MidCruise	4 Hours	AM
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderdale Airport (with prepaid transfer	MidCruise	4 Hours	AM
Dust	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderdale Airport (with prepaid transfer	MidCruise	4 Hours	AM
Dust	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM

How to enter/update information please refer to the following sections of this user manual.

5.1 Update Tour Information

Update the information for each of the tours into the white fields. This can either be entered directly into the grid or into the **Tour Program** table at the bottom of the screen. Information entered into the grid will automatically update the **Tour Program** table and vice versa.

Enter the information into the white fields within the grid:

Assigned Programs						Duration		Departure Time		Default Minimum		Default Maximum			
S	Category	Date	Port	Arri.	Departure	Tour Program	Mid/Pre/P	Durat.	Unit	G.	Planned	Qty	Comment	Qty	Comment
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Ft. Lauderdale City Sights & Transfer to Ft. Lauderdale	MidCruise	3.5	Hours	AM	08:30	20	minimum count	50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Ride & Transfer to Miami Airport	MidCruise	4.5	Hours	AM	08:30	30		50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Land & Sea Excursion & Transfer to Miami Airport	MidCruise	4.5	Hours	AM	08:30	20		30	only 30 seaters available
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4	Hours	AM	08:30	30		50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Land & Sea Excursion & Transfer to Ft. Lauderdale	MidCruise	4	Hours	AM	08:30	20		30	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4	Hours	AM	08:30	30		50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5	Hours	AM	08:30	30		50	
Cloud	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4	Hours	AM	08:30	30		50	
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50	
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Land & Sea Excursion & Transfer to Miami Airport	MidCruise	4.5	Hours	AM	08:30	20		30	
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Everglades Airboat Ride & Transfer to Miami Airport	MidCruise	4.5	Hours	AM	08:30	30		50	
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Ft. Lauderdale City Sights & Transfer to Ft. Lauderdale	MidCruise	3.5	Hours	AM	08:30	30		50	
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5	Hours	AM	08:30	30		50	

- **Duration** | **Duration**: Depending on the cruise operator's settings, this field could be read only (yellow) or editable (white). If field is white, enter/update the duration of each tour in the unit specified (Hours).
- **Departure Time in 24 Hour Format** | **Planned**: Enter the planned departure time for each tour in 24 hour clock format. This will automatically update the **Departure Time in 24 Hour Format** | **General** with AM, PM or Evening.
- **Default Minimum** | **Qty**: Enter the minimum quantity of people required for this tour.
- **Default Minimum** | **Comment**: Enter any comments to support the minimum quantity amount entered.
- **Default Maximum** | **Qty**: Enter the maximum quantity of people allowed for this tour.
- **Default Maximum** | **Comment**: Enter any comments to support the maximum quantity amount entered.

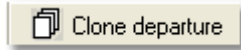
Or enter the information into the white fields in the **Tour Program** table:

Tour Program	
18514	Land & Sea Excursion & Transfer to Miami Airport (with prepaid transfer voucher)
Type	MidCruise
Duration	4.5 Hours
Departure time	08:30
Minimum	20 Comment
Maximum	30 Comment only 30 seaters available

5.2 Clone the Selected Tour Program

Tours that share the same detail i.e. description and port of call can be cloned to create more than one tour departing for that day. For example a tour may have several departures leaving throughout the day, i.e. AM, PM and in the evening or may have more than one departure time leaving in the morning.

1. To clone a tour, highlight the relevant tour program that needs to be created again for the same day.
2. Click on the **Clone Departure** button. Wait for a few seconds for the tour to copy.



Clone the Selected Tour Program: Allows tours that share the same detail to be copied to create different departure times.

3. Update the tour departure time for the tour that has been cloned. This will automatically change the Departure Time in 24 Hour Format | General.
4. Update all other relevant details for the tour that has been cloned. Below example shows a tour which got cloned twice. It is indicated with the clone symbol, as well as a letter or number (depending on the clients setup) indicator next to their code, e.g. 1, 2, etc. or A, B, etc:

Request | Tour Programs assigned to Itinerary | Tour Program

Unfreeze column | Grouping panel | Clone departure | Cancel departure | Save to Excel

S	Category	Date	Port	Arri.	Departure	Code	Tour Program	Mid/Pre/P.	Durat.	Unit	G.	Planned	Qty	Comment	Qty	Co
Wind	Shore Excursion	08-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Sun	Shore Excursion	09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185061	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Dream	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Blue	Shore Excursion	10-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Dust	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185062	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:45	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185063	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	09:00	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM	08:30	20 minimum count			50	
Blue	Shore Excursion	10-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	08-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM	08:30	30			50	
Sun	Shore Excursion	09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM	08:30	30			50	
Dust	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM	08:30	30			50	

Itinerary

Ship:

Category:

Port:

Date:

Arrival time:

Departure time:

Tour Program

185063 Everglades Airboat Tour - intransit pax

Type: MidCruise

Duration: 4 Hours

Departure time: 09:00

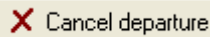
Minimum: 30 Comment:

Maximum: 50 Comment:

5.3 Cancel a Tour

If a tour is no longer operating then it will need to be cancelled.

1. Highlight the relevant tour from within the grid.
2. Click on the **Cancel Departure** button



Cancel Departure: This allows the selected tour to be cancelled.

MarineXchange Tour and Port Management - Version 2.7.4.4

Log Off Submit

Request Tour Programs assigned to itinerary Tour Program

Unfreeze column Grouping panel Clone departure **Cancel departure** Save to Excel

Assigned Programs				Duration	Departure Time...	Default Minimum	Default Maximum										
S...	Category	Date	Port	Arri...	Departure	C...	Tour Program	Mid/Pre/P...	Durat...	Unit	G...	Planned	Qty	Comment	Qty	Comm	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	185061	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	185062	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:45	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	185063	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	09:00	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18507	Everglades Airboat Ride & Transfer to Ft. Lauderc	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18508	Everglades Airboat Ride & Transfer to Ft. Lauderc	MidCruise	4 Hours	AM	08:30	30			50		
X	Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18509	Everglades Airboat Ride & Transfer to Miami Airp	MidCruise	4.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	20			30		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18514	Land & Sea Excursion & Transfer to Miami Airport	MidCruise	4.5 Hours	AM	08:30	20			30	only 30 se	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM	08:30	20	minimum count		50		

X (Ship = Wind) AND (Date = 01-Nov-2008)

Itinerary

Ship:

Category:

Port:

Date:

Arrival time:

Departure time:

Tour Program

18521 Ft. Lauderdale City Sights-intransit pax only

Type: MidCruise

Duration: 3.5 Hours

Departure time: 08:30

Minimum: 30 Comment:

Maximum: 50 Comment:

3. A red cross will appear next the tour to indicate that it has been cancelled.

MarineXchange Tour and Port Management - Version 2.7.4.4

Log Off Submit

Request Tour Programs assigned to itinerary Tour Program

Unfreeze column Grouping panel Clone departure Restore departure Save to Excel

Assigned Programs										Duration	Departure Time...	Default Minimum	Default Maximum				
S	Category	Date	Port	Arrt...	Departure	C...	Tour Program	Mid/Pre/P...	Durat...	Unit	G...	Planned	Qty	Comment	Qty	Comm	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	185061	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	185062	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:45	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	185063	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	09:00	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18507	Everglades Airboat Ride & Transfer to Ft. Lauder...	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18508	Everglades Airboat Ride & Transfer to Ft. Lauder...	MidCruise	4 Hours	AM	08:30	30			50		
X	Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18509	Everglades Airboat Ride & Transfer to Miami Airp...	MidCruise	4.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderda...	MidCruise	4 Hours	AM	08:30	20			30		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18514	Land & Sea Excursion & Transfer to Miami Airport	MidCruise	4.5 Hours	AM	08:30	20			30	only 30 se	
X	Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, Fl	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude...	MidCruise	3.5 Hours	AM	08:30	20	minimum count		50		

X (Ship = Wind) AND (Date = 01-Nov-2008)

Itinerary

Ship:

Category:

Port:

Date:

Arrival time:

Departure time:

Tour Program

18521 Ft. Lauderdale City Sights-intransit pax only

Type:

Duration: Hours

Departure time:

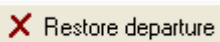
Minimum: Comment:

Maximum: Comment:

5.4 Restore a Tour

If a tour has been cancelled by mistake then it can be restored to become active again.

1. Highlight the relevant tour from within the grid.
2. As a cancelled tour line is being highlighted the **Cancel Departure** button will show the words **Restore Departure**. Click on the **Restore Departure** button.



Restore Departure: This allows a cancelled tour to be restored to become active.

Request | Tour Programs assigned to itinerary | Tour Program

Unfreeze column | Grouping panel | Clone departure | **Restore departure** | Save to Excel

S.	Category	Date	Port	Arri.	Departure	C.	Tour Program	Mid/Pre/P.	Durat.	Unit	G.	Planned	Qty	Comment	Qty	Comm	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185061	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185062	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:45	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185063	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	09:00	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18507	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18508	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	30			50		
X	Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18509	Everglades Airboat Ride & Transfer to Miami Airport	MidCruise	4.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	20			30		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18514	Land & Sea Excursion & Transfer to Miami Airport	MidCruise	4.5 Hours	AM	08:30	20			30	only 30 seats	
X	Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Lauderdale	MidCruise	3.5 Hours	AM	08:30	20	minimum count		50		

X (Ship = Wind) AND (Date = 01-Nov-2008)

Itinerary

Ship:

Category:

Port:

Date:

Arrival time:

Departure time:

Tour Program

18521 Ft. Lauderdale City Sights-intransit pax only

Type: MidCruise

Duration: 3.5 Hours

Departure time: 08:30

Minimum: 30 Comment:

Maximum: 50 Comment:

The tour will become active again and the red cross will disappear.

Request | Tour Programs assigned to itinerary | Tour Program

Unfreeze column | Grouping panel | Clone departure | **Cancel departure** | Save to Excel

S.	Category	Date	Port	Arri.	Departure	C.	Tour Program	Mid/Pre/P.	Durat.	Unit	G.	Planned	Qty	Comment	Qty	Comm	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185061	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185062	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	08:45	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185063	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM	09:00	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18507	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18508	Everglades Airboat Ride & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	30			50		
X	Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18509	Everglades Airboat Ride & Transfer to Miami Airport	MidCruise	4.5 Hours	AM	08:30	30			50	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18512	Land & Sea Excursion & Transfer to Ft. Lauderdale	MidCruise	4 Hours	AM	08:30	20			30		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18514	Land & Sea Excursion & Transfer to Miami Airport	MidCruise	4.5 Hours	AM	08:30	20			30	only 30 seats	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM	08:30	30			50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Lauderdale	MidCruise	3.5 Hours	AM	08:30	20	minimum count		50		

X (Ship = Wind) AND (Date = 01-Nov-2008)

Itinerary

Ship:

Category:

Port:

Date:

Arrival time:

Departure time:

Tour Program

18521 Ft. Lauderdale City Sights-intransit pax only

Type: MidCruise

Duration: 3.5 Hours

Departure time: 08:30

Minimum: 30 Comment:

Maximum: 50 Comment:

5.5 Exporting to Excel

The tour program within the grid can be exported to excel to keep for your own records by clicking on the **Save to Excel** button.



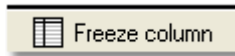
Save to Excel: This allows the tours to be exported into an excel document.

5.6 Grid Sorting

Freeze\Unfreeze the Grid

The grid columns can be frozen to keep the left most column(s) in place to allow them to remain visible when scrolling to the right to view other details.

Click on the **Freeze Column** button to freeze the grid.



Freeze Grid Columns : This button allows the left most column(s) to be frozen in place. This allows information such as the item's name to remain visible when scrolling to the right to view other details.

Click on the **Unfreeze Column** button to restore the grid back to the default.



Unfreeze Grid Columns : This button allows the left most column(s) to be unfrozen after the Freeze Grid Columns has been applied.

Sorting in Ascending\Descending Order

The information within the Tour Programs Assigned to Itinerary grid can be sorted to present the data in a more convenient order. Sorting is achieved by clicking a column label in the grid.

To find a specific record it may be convenient to sort the grid by a column other than the default. For example it may be easier to sort the grid by **Tour Program** name. This can be achieved by clicking the **Tour Program** column label. The screen shots below shows a re-sorted grid.

Grid data can be sorted in ascending order (for example A-to-Z) or in descending order (Z-to-A). The up arrow that has been highlighted in the example below indicates that the data in the **Tour Program** column has been sorted A-Z.

Assigned Programs							Duration	Departure Time...	Default Minimum	Default Max...						
S	Category	Date	Port	Arri.	Departure	Code	Tour Program	Mid/Pre/P...	Durat.	Unit	G	Planned	Qty	Comment	Qty	Co
	Dream	Shore Excursion 07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM		08:30	30			50
	Blue	Shore Excursion 10-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM		08:30	30			50
	Dust	Shore Excursion 07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM		08:30	30			50
	Wind	Shore Excursion 01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185062	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM		08:45	30			50
	Wind	Shore Excursion 01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185063	Everglades Airboat Tour - intransit pax	MidCruise	4 Hours	AM		09:00	30			50
	Wind	Shore Excursion 01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	20	minimum count		50
	Blue	Shore Excursion 10-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Wind	Shore Excursion 08-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Sun	Shore Excursion 09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Dust	Shore Excursion 07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Cloud	Shore Excursion 09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Dream	Shore Excursion 07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Cloud	Shore Excursion 02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5 Hours	AM		08:30	30			50
	Dust	Shore Excursion 07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5 Hours	AM		08:30	30			50

To switch from ascending to descending order, or vice versa, click the column label. The arrow changes direction to indicate the sort direction. The below example shows data sorted from Z-to-A.

Assigned Programs										Duration		Departure Time...		Default Minimum		Default Max	
S	Category	Date	Port	Arri.	Departure	Code	Tour Program	Mid/Pre/P...	Durat.	Unit	G.	Planned	Qty	Comment	Qty	Co	
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18521	Ft. Lauderdale City Sights-intransit pax only	MidCruise	3.5	Hours	AM	08:30	30		50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	20	minimum count	50		
Blue	Shore Excursion	10-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Wind	Shore Excursion	08-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Sun	Shore Excursion	09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Dust	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Cloud	Shore Excursion	09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Dream	Shore Excursion	07-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18522	Ft. Lauderdale City Sights & Transfer to Ft. Laude	MidCruise	3.5	Hours	AM	08:30	30		50		
Cloud	Shore Excursion	09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50		
Wind	Shore Excursion	08-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50		
Sun	Shore Excursion	09-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50		
Cloud	Shore Excursion	02-Nov-2008	Fort Lauderdale, FL	07:00	17:00	18506	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50		
Wind	Shore Excursion	01-Nov-2008	Fort Lauderdale, FL	07:00	17:00	185061	Everglades Airboat Tour - intransit pax	MidCruise	4	Hours	AM	08:30	30		50		

5.7 Grid Filtering

The information within the Tour Programs Assigned to Itinerary grid can be filtering allowing only rows that meet the criteria specified to be displayed. Filtering can be performed in two ways: in-grid filtering and toolbar filtering.

In-Grid Filtering

In grid filtering is when a drop-down button appears at the right hand side of the column name as shown in the image below:

Assigned Programs								Duration		Departure Time (24:00 format)		Default
Category	Date	Port	Arrival	Departure	Code	Tour Program	Mid/Pre/Post	Duration	Unit	General	Planned	Qty
Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		(All)		4
Tour	12-Aug-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		(Custom...)		4
Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		(Blanks)		4
Tour	01-Jul-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		AM	13:00	4
Tour	08-Jul-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		Evening		4
Tour	05-Aug-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		PM		4
Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3094	Eagle Preserve Float Adventure & Cruise	MidCruise	6 Hours				4
Tour	01-Jul-2007	Skagway	07:00	17:00	SKW-3094	Eagle Preserve Float Adventure & Cruise	MidCruise	6 Hours		Evening	17:00	4
Tour	05-Aug-2007	Skagway	07:00	17:00	SKW-3094	Eagle Preserve Float Adventure & Cruise	MidCruise	6 Hours				4
Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3094	Eagle Preserve Float Adventure & Cruise	MidCruise	6 Hours				4
Tour	12-Aug-2007	Skagway	07:00	17:00	SKW-3094	Eagle Preserve Float Adventure & Cruise	MidCruise	6 Hours				4
Tour	29-Jul-2007	Skagway	07:00	17:00	SKW-3094	Eagle Preserve Float Adventure & Cruise	MidCruise	6 Hours				4
Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3089B	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours		PM	13:00	8
Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3089A	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours		AM	09:00	8
Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise			PM	14:00	
Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise	6 Hours		AM	09:30	8
Tour	29-Jul-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours				8
Tour	05-Aug-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours				8
Tour	08-Jul-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours		AM	06:00	8
Tour	12-Aug-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours				8
Tour	01-Jul-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours		AM	08:00	8

Selecting a value from the drop-down menu will limit the records displayed in the grid to only that match the record that has been selected. For example selecting PM from drop-down menu would filter out all records where Departure Time in 24 Hour Format | General is not equal to PM. This is shown in the image below.

Assigned Programs								Duration		Departure Time (24:00 format)		Default
Category	Date	Port	Arrival	Departure	Code	Tour Program	Mid/Pre/Post	Duration	Unit	General	Planned	Qty
Tour	01-Jul-2007	Skagway	07:00	17:00	SKW-3467	Chilkoot Trail Hike & Float Adventure	MidCruise	4 Hours		PM	13:00	4
Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3089B	Adventure to Glacier Point by Speedcat	MidCruise	5 Hours		PM	13:00	8
Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3089	Adventure to Glacier Point by Speedcat	MidCruise			PM	14:00	

X (General = PM)

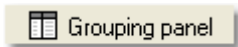
When in-grid filtering is applied you can see the column name and filter value at the bottom of the grid.

Clicking the **x** button to the left of this message will remove the filtering and display all records in the table.

Filtering can be applied to more than one field at a time by selecting the **(Custom...)** option from the drop down menu as this will open a filtering dialogue box. This is beyond the scope of the this manual. However the process is very similar to data filtering in Microsoft Excel. For further information search Microsoft Excel Help for "custom data filter".

Toolbar Filtering

Information presented in the grid can also be filtered by moving the required column headers into a Grid Grouping Panel. To open the **Grid Grouping Panel**, click on the **Grouping Panel** button.



Grouping Panel: Opens a panel on top of the data grid where columns can be dragged and dropped. Dragging a column onto this panel will cause the grid to group records by the selected column.

In the example below, information has been sorted by `Tour Program`. Each Tour Program is now listed with a **Plus** or a **Minus** sign next to it. Click on the **Plus** sign to expand the information and to view the detail. Click on the **Minus** sign to consolidate the information.

Assigned Programs										Duration		Departure Time (24:00 format)		Default
Ship	Category	Date	Port	Arrival	Departure	Code	Mid/Pre/Post	Duration	Unit	General	Planned	Qty		
- Tour Program : Adventure to Glacier Point by Speedcat														
m/s Seven Seas Mariner	Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3089	MidCruise			PM	14:00			
m/s Seven Seas Mariner	Tour	01-Jul-2007	Skagway	07:00	17:00	SKW-3089	MidCruise	5 Hours	AM		08:00	8		
m/s Seven Seas Mariner	Tour	08-Jul-2007	Skagway	07:00	17:00	SKW-3089	MidCruise	5 Hours	AM		06:00	8		
m/s Seven Seas Mariner	Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3089B	MidCruise	5 Hours	PM		13:00	8		
m/s Seven Seas Mariner	Tour	22-Jul-2007	Skagway	07:00	17:00	SKW-3089A	MidCruise	5 Hours	AM		09:00	8		
m/s Seven Seas Mariner	Tour	29-Jul-2007	Skagway	07:00	17:00	SKW-3089	MidCruise	5 Hours				8		
m/s Seven Seas Mariner	Tour	05-Aug-2007	Skagway	07:00	17:00	SKW-3089	MidCruise	5 Hours				8		
m/s Seven Seas Mariner	Tour	12-Aug-2007	Skagway	07:00	17:00	SKW-3089	MidCruise	5 Hours				8		
m/s Seven Seas Mariner	Tour	15-Jul-2007	Skagway	07:00	17:00	SKW-3089	MidCruise	6 Hours	AM		09:30	8		
+ Tour Program : Chilkoot Trail Hike & Float Adventure														
+ Tour Program : Eagle Preserve Float Adventure & Cruise														

More than one column header can be moved into the Grid Grouping Panel at any one time depending on the level in which the information needs to be filtered.

The example below shows the grid information filtered by `Tour Program` and by `Date`.

Tour Program		Date		Assigned Programs				Duration		Departure Time (24:00 format)		Default Minimum	
Ship	Category	Port	Arrival	Departure	Code	Mid/Pre/Post	Duration	Unit	General	Planned	Qty	Comment	
- Tour Program : Adventure to Glacier Point by Speedcat													
+ Date : 01-Jul-2007													
+ Date : 08-Jul-2007													
- Date : 15-Jul-2007													
	m/s Seven Seas Mariner	Tour	Skagway	07:00	17:00	SKW-3089	MidCruise		PM		14:00		
	m/s Seven Seas Mariner	Tour	Skagway	07:00	17:00	SKW-3089	MidCruise	6 Hours	AM		09:30	8	
+ Date : 22-Jul-2007													
+ Date : 29-Jul-2007													
+ Date : 05-Aug-2007													
+ Date : 12-Aug-2007													
+ Tour Program : Chilkoot Trail Hike & Float Adventure													
+ Tour Program : Eagle Preserve Float Adventure & Cruise													

6 Tour Program

The **Tour Program** tab displays detailed information relating to the Tour Program that has been highlighted from within the **Tour Programs Assigned to Itinerary** tab.

The Tour Program tab is divided into sub tabs as follows:

- [Tour Program](#)
- [Descriptions](#)
- [Additional Descriptions](#)
- [Meals](#)

6.1 Tour Program

The **Tour Program** sub tab displays read only information relating to the Tour Program that has been highlighted from within the **Tour Programs Assigned to Itinerary** tab. However free text comments relating to the tour can be added here by the tour operator which are then displayed on every screen within the **Tour Program** sub tabs.

Information such as the tour duration time and what this has been published as is displayed here. It also shows the minimum and maximum numbers allowed for this tour. This information has been sent from the Requestor, some of which will need to be updated by the tour operator from within the [Tour Programs Assigned to Itinerary](#) tab.

Please note: that when information has been updated in the [Tour Programs Assigned to Itinerary](#) tab it will only display here, once the request has been submitted to the Requestor. Refer to [Submit Request](#) for more information.

Additional information displayed within the **Tour Program** tab relates to the equipment which will be used on the tour as well as if there is a capacity and/or weight limit associated with it.

Comments related to the tour can be entered in the field `Comments` by the operator.

The screenshot displays the 'MarineXchange Tour and Port Management - Version 2.7.4.4' interface. At the top, there are 'Log Off' and 'Submit' buttons. Below this, a navigation bar shows 'Request | Tour Programs assigned to itinerary | Tour Program'. The 'Tour Program' tab is active, with sub-tabs for 'Descriptions', 'Additional Descriptions', and 'Meals'. The main content area shows the following details:

- Code/Name:** Code: 18507, Name: Everglades Airboat Ride & Transfer to Ft. Lauderdale Airport (with prepaid trans)
- Duration:** Duration: 4 Hours, Published: Approximately 4 Hours, Comment: Approximately 4 Hours
- Counts:** Minimum: 30, Maximum: 100, both with empty comment fields
- Equipment:** Type: motorcoach, Capacity: 57, Has A/C: , Comment: min 45 pax, Weight limit: 0

At the bottom, there is a 'Comments by the operator' section with a text area containing the instruction: 'Comments related to the tour selected can be entered in here to send back to the requestor.'

6.2 Descriptions

The **Descriptions** sub tab displays a short description summary and a longer, more detailed description relating to the Tour Program that has been highlighted from within the **Tour Programs Assigned to Itinerary** tab. Supporting notes may also have been entered here, for information by the Requestor.

The information displayed is read only, however free text comments relating to the tour can be added here by the tour operator which are then displayed on every screen within the **Tour Program** sub tabs.

Depending upon the cruise operator's settings, the Short Description and Note fields may not be visible.

The screenshot displays the 'MarineXchange Tour and Port Management - Version 2.7.4.4 TEST' interface. At the top, there are 'Log Off' and 'Submit' buttons. Below this is a navigation bar with tabs for 'Request', 'Tour Programs assigned to Itinerary', and 'Tour Program' (the latter is highlighted with a red box). Underneath, there are sub-tabs for 'Tour Program', 'Descriptions', 'Additional Descriptions', and 'Meals'. The 'Descriptions' sub-tab is active, showing three main sections: 'Short Description' (a yellowed-out text area), 'Full Description' (containing the text: 'The Everglades is an expanse of swampland known for natural beauty and abundant wildlife. Your tour includes a 1/2-hour "airboat" ride into this vast wilderness. Birds, fish and other animals inhabit this curious corner of the country. Tour an authentic Seminole Indian Village, and during a narrated tour of the reptile exhibit, you'll have a chance to hold a notorious Everglades alligator, or pet a Florida panther during the interactive wildlife show.'), and 'Note' (another yellowed-out text area). At the bottom, there is a 'Comments by the operator' section with a text area containing the instruction: 'Comments related to the tour selected can be entered in here to send back to the requestor |'. The interface uses a blue header and a light grey background for the content area.

6.3 Additional Descriptions

The **Additional Descriptions** sub tab displays specific information relating to the Tour Program that has been highlighted from within the **Tour Programs Assigned to Itinerary** tab, such as if a dress code is required, if the tour is accessible for wheelchairs etc.

The information displayed here is read only, however free text comments relating to the tour can be added here by the tour operator which are then displayed on every screen within the **Tour Program** sub tabs.

The screenshot displays the 'MarineXchange Tour and Port Management - Version 2.7.4.4' interface. At the top, there are 'Log Off' and 'Submit' buttons. Below this, a navigation bar shows 'Request', 'Tour Programs assigned to itinerary', and 'Tour Program'. Under 'Tour Program', there are three sub-tabs: 'Descriptions', 'Additional Descriptions' (which is highlighted with a red box), and 'Meals'. The 'Additional Info' section contains a table with the following data:

Additional Info	
Dress code	
General walking info	300+ yards
General wheelchair access	yes
General restroom info	yes
General shopping info	THE GIFT SHOP OFFERS BOOKS, VIDEOS, SOUVENIRS, SNACKS, & GIFT ITEMS. APPROXIMATELY 15 MINUTES

Below the table is a section for 'Comments by the operator'. It contains a text area with the instruction: 'Comments related to the tour selected can be entered in here to send back to the requestor'. The text area is currently empty.

6.4 Meals

The **Meals** sub tab displays information relating to refreshments and meals that are included within the Tour Program that has been highlighted from within the **Tour Programs Assigned to Itinerary** tab.

The information displayed here is read only, however free text comments relating to the tour can be added here by the tour operator which are then displayed on every screen within the **Tour Program** sub tabs.

MarineXchange Tour and Port Management - Version 2.7.4.4

Log Off Submit

Request | Tour Programs assigned to itinerary | Tour Program

Tour Program | Descriptions | Additional Descriptions | **Meals**

	Description	Where served
<input type="checkbox"/> Beverage included?		
<input checked="" type="checkbox"/> Meal served?	lunch for sale	cookhouse

Comments by the operator

Comments related to the tour selected can be entered in here to send back to the requestor.

7 Submit Request

When all of the information has been updated for all of the Tour Programs, only then is the request ready to be submitted.

Please note that when a request is submitted all information becomes read only and cannot be changed from that point on. This is very important as any additional changes would need to either be communicated to the Requestor by e-mail or a new request link would need to be sent by the requester.

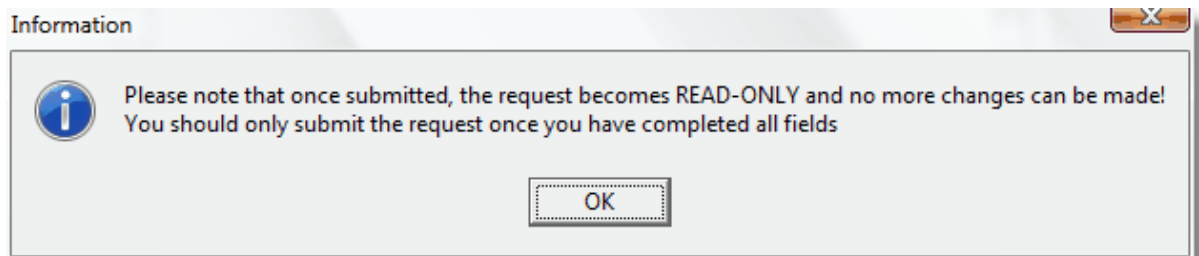
1. To submit the request, click on the **Submit** button.



Submit: This allows the completed request to be submitted to the Requestor.

The **Submit** tab will be displayed:

Read the text displayed in the pop up information box. It is very important to note that "Once the request has been submitted, all fields become read-only and no further changes can be made. If you do not want to submit the request at this time, click on the DO NOT SUBMIT"



2. Type in your first and last name into the `Please enter your name` field.
3. Enter any comments that you would like to make regarding the request in general, to the requester.
4. When you are absolutely sure that all of the tour programs have been updated, click the **Submit** button. The application will then become read only.

If further changes do need to be made, click the **Do not Submit** button to exit the **Submit** tab.

MarineXchange Tour and Port Management - Version 2.7.4.4

Log Off

Submit

Submit Data

Only submit this request once all information has been entered.

Please note that submitted requests will become READ-ONLY and no further changes can be made.

Please enter your name

John Smith

Enter any comments you may have below

Dear Sirs,

if any additional departures for the tours are required, please feel free to contact us anytime.

Best regards,

John Smith

Do not Submit Submit

If the request is not yet ready to be submitted, please refer to the section [Logging out without submitting request](#) of this user manual.

Please note: Once a request is submitted, it still can be accessed for reviewing with the same code, but can't be modified anymore. All fields show read-only.

8 Logging out without submitting request

Log out without Submitting the Request

To log out of the application without submitting the request, click on the **Log off** button.

The application will return to the Logon screen. The information that has been already updated will be saved.

The application will return to the Logon screen. Whenever the request shall get completed and submitted, the same code is valid to access the request again.

Exit out of the Internet Explorer in the usual way.

9 FAQ

- **Why does it ask for me to install the program every time I click on the link?**
 - During the installation you will need to select "More Options" from the Security Warning dialogue box and select the option "Always install software from "MarineXchange Software GmbH" Refer to [Installation](#) for more information.

- **What does it mean when a field is colored yellow?**
 - That the field is read only and cannot be edited. Fields that can be changed are always white.

- **What do I do if I want to exit without submitting the request?**
 - Click on the **Log Off** button next to the **Submit** button on the main screen. Refer to [Logging Out](#) for more information.

- **If I log out without submitting a request will the information already updated be saved?**
 - Yes, the information automatically saves when you move from one field to another.

- **When I update information in the [Tour Programs Assigned to Itinerary](#) tab i.e. the tour duration time, it doesn't update in the [Tour Program](#) tab, why is this?**
 - The information displayed in the [Tour Program](#) tab has been sent by the Requestor and will only update for the Requestor to view once the request has been submitted. Refer to [Submit Request](#) for further details.

- **What is the difference between the comments that I enter within the [Tour Program](#) tab and the comments entered in the [Request](#) tab?**
 - The comments entered in the [Tour Program](#) sub tabs relate to the tour program that has been highlighted from the [Tour Programs Assigned to Itinerary](#) tab, whereas the comments entered into the [Request](#) tab relate to general comments supporting the whole request that is going to be submitted to the Requestor.

- **What happens if I cancel a tour by mistake?**
 - If a tour is cancelled by mistake it can easily be restored back to the way it was by highlighting the tour line and clicking the **Restore Departure** button, please note that this can only take place if the request has not been submitted. Refer to [Restore a Tour](#) for more information.

- **What happens if I clone a tour by mistake?**
 - If a tour is cloned by mistake, just cancel the tour and put a comment in next to it for the requester to explain that the tour didn't ever exist. Refer to [Cancel a Tour](#) for more information.

- **What do I do if I submit a request too early and I realise that I have more changes to make?**
 - You can do one of two things depending on the amount of changes you need to make to the request:
 - 1) If the changes are minimal then send them to the Requestor by e-mail asking that they update the application directly.
 - 2) If there are many changes to be made i.e. you submitted too early by mistake then ask the Requestor to send another request.

10 User Manual Change Log

Version	Date	Author / Reviewer	Section \ Change
1	11/02/06	Becky May	All - Document Creation
1.1	01/11/08	Jürgen Rollant	Introduction, Installation
2	11/07/08	Michele Gullick	Updated all documentation with new function and screen shots