



## ProCharter Bookings Tour Setup

This document details the process for setting up Tours through ProCharter bookings.

### Create Operators (Agents)

1. Go to Maintain->Agents
2. Click New
3. Enter Operator Details such as shown below
4. Tick the Tour Supplier checkbox
5. Hit Save
6. Repeat for each operator

**Agent Maintenance**

Agent Details

5 Clockwork Tours  
 ID Number Name

6/27 South Pine Rd  
 Address

BRENDALE 4500  
 Address Post Code

QUEENSLAND AUSTRALIA  
 State Country

07 3889 8240  
 Phone 1 Phone 2 Fax

support@clockworkcomputing.com.au  
 Email

0.00%  Credit  
 Commission (%) Code

Group Industry

Tour Supplier  Active

Code 1 Code 2

Find

Navigation icons: Home, Previous, Next, Stop, Refresh

Buttons: New, Save, Delete, Help



## Create Tours

1. Go to Maintain->Tours
2. Click New
3. Enter the Tour Name, Operator (from previous step), Price, etc as shown below. Commission is calculated on the Price-Non Commissionable Amount, and can be either a Percent of Net, or Amount per Head. The description field is a rich text field, and can take formatting, such as Bold, Italic, etc
4. Hit Save
5. Repeat for each Tour

**Maintain Tours**

Tour ID: 5    Tour Name: Orange Tour

ID: 5    Name: Clockwork Tours

Operator: 5

Price: \$100.00    Non-Comm Amt: \$18.00    Commission Type: Percent of Gro    Commission: 20.00%

Description: An orange tour consists of blah blah blah An orange tour consists of blah blah blah An orange tour consists of blah blah blah An orange tour consists of blah blah blah

Buttons: New, Save, Delete, Load Tour, Help, Checkmark



## Adding a Tour to a Booking

1. Create a booking as normal (i.e. entering Booking Name, Passengers Details on the Pax Screen)
2. Either go to View->Tour Entry or click the Tour Entry button on the Main tab
3. Hit New
4. Select the Tour using the lookup button, enter the number of Pax in the Qty box, and adjust price/commission/etc as required.
5. Set the Deposit Type to be either Deposit Paid (you collect only the commission) or Paid in Full (you collect the net and get invoiced for it later)
6. Hit Save

ID	Tour	Qty	Price	Net	Commission
16	Orange Tour	2	\$200.00	\$164.00	\$32.80

Details

(new) 5 Orange Tour

ID      Tour

Percent of Gi    \$100.00    \$18.00    \$82.00    20.00%

Commission Type    Price    Non-Comm Amt    Net    Commission

2    20.00%    \$200.00    \$36.00    \$164.00    \$32.80

Qty    Comm %    Price    Non-Comm Amt    Net    Commission

Deposit Paid    Reference    Op Bkg No.    Date From    Date To

OT123    Mon 21/3/05    Thu 24/3/05

New    Save    Print    Close

**Collecting Payment against a Tour**

1. The previous step will create a Miscellaneous request with the Product Tour and can be paid off normally on the Receipt screen

**Printing a Tour Voucher**

1. Either go to the Request tab, select the Request and click Print or Select the voucher from the Tour Voucher screen and click Print