

*Travelport* Cruise & Tour™

**Product Promotions Management**

© Revelex Corporation  
6405 Congress Ave • Suite 120  
Boca Raton, FL 33487  
Phone 561-988-5588 • Fax 561-988-9099

## PRODUCT PROMOTIONS MANAGEMENT

This application is used to insert and display promotions (Call to Actions for the consumer) (and agent related Notes), for Cruise Lines, Ships and Sailings that will be displayed on the consumer web site and in Power Agent. It also has the ability to apply Rate Codes, Cruise Specials, (sailing level only) and Yielding to promotions, when rate codes are specified the booking can take place electronically. If you have a Special from the cruise line and a rate code specific to that special then the special can be booked electronically (vendor specific) using product promotions.

1. Select the **ADMIN** button. It displays the admin menu options.
2. Select the Administration menu option. It displays the Administration window.
3. Select the [Product Promotions Management](#) link from Extended Website Administration options. It displays the following window.

**Product Promotions Management**

[Product Promotions User Guide \(PDF, opens in a new window\)](#) [Administrative Home](#)

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**Add a New Product Promotion**

1. Select the Agency:

2. Select a Website:   (optional)

3. Select a Type: Agent

4. Select a Product Type: Cruise

5. Select a Level:

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**Search for a Product Promotion**

Agency:

Web Site:

Product Type: Cruise

Product Level:

Cruise Line or Ship:

Sailing Date:

Type:

State:

Source Pool: Agency Created

Promotion ID:

Offer ID:

Action Link Text:

Activate All?

Deactivate All?

No Action

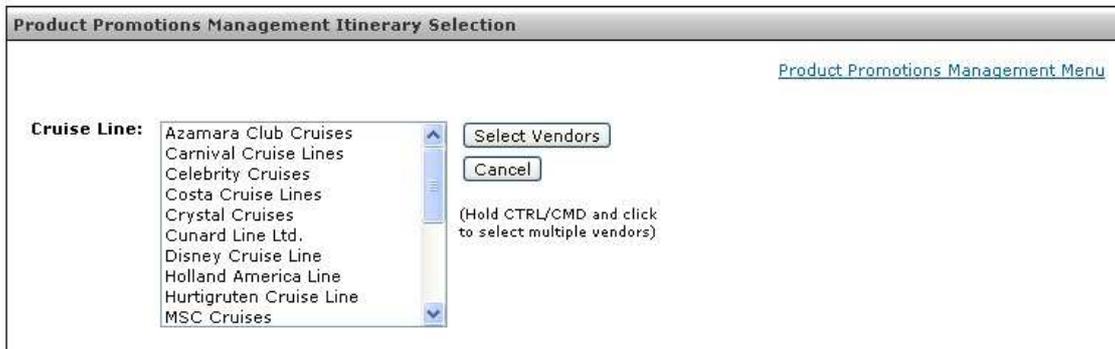
4. Select the **Agency** using the drop down list, if applicable.
5. Select a **Website** to manage (optional). **Note:** If the agency has several websites and this field is left blank, the promotion will appear on ALL websites.
6. **Type & Product Type** are automatically selected.
7. Select a **Level** using the drop down list.  
 Vendor Level – sets cruise line promotion(s).  
 Ship Level – sets ship promotion(s).  
 Sailing Level – sets sailing promotion(s).  
 Tour Level – sets tour promotion(s).
8. Select the **Create New** button. It displays a window based on the Level that was selected in step 7 above:

Promotions that are added to the system will displayed in the form of links as before on the consumer web site and in Power Agent®. The agent and consumer will be able to select the promotion from a drop down list on the **Select Number of Passengers** page.

The following explanations are dependent on what level was selected. From this point forward it is assumed that the agent has already selected the Agency, Web Site, Type and Level, and selected the Create New button.

**Vendor Level Notes.**

This level is for all ships for either single or multiple vendors.



1. Select a cruise line from the list. For multiple cruise lines hold down the Ctrl (CMD for Mac) key on the keyboard.

**Note:** A cruise line can be deselected by holding down the Ctrl (CMD for Mac) key on the keyboard and selecting the cruise line to omit.

2. Select the **Select Vendors** button. It displays the following window.

**Note:** Depending on which **Type** was selected for the promotion, will depend on which notes field are displayed in window.

**Product Promotions Management Entry**
[Product Promotions Management Menu](#)

**Agency:** TravelPort - Generic (100427)  
**Website:** 100427.revelex.com  
**Type:** Agent

**Applies To:** All sailings of the following cruise vendors:  
 • Carnival Cruise Lines

**Begin Booking:** November 08 2010  
**End Booking:** November 08 2010  
**Begin Travel:** All All All  
**End Travel:** All All All  
**Status:** Active  
**Apply to rate code:**   
**Room Categories:**   
**Offer ID:**  **Offer Text:**   
**Yield Rule:**

**Additional Hyperlink #1:** URL\*:   
 Text:   
**Additional Hyperlink #2:** URL\*:   
 Text:

\* Note: The URL field must be a complete link tag ie. <a href="http://www.revelex.com" target="\_blank">, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".

**NOTE CONTENTS**

**Title:**

**Offer Text:**   
 20+ characters still available. All fields are required.

**Terms & Conditions:**   
 50+ characters still available. All fields are required.

**Allowed HTML Tags in Pop-Up Note:**

<h1><h2><h3><p><ul><ol><li><b><strong><i><em><a><img><span><div><table><tr><td>

3. Select the **Begin Booking** and **End Booking** dates by using the drop down lists. This is the date range that the notes will be displayed for.
4. Select the **Begin Travel** and **End Travel** dates by using the drop down lists. The is the date range for sailings eligible for the promotion.

**Note:** The **Status** is automatically set to **Active**.

5. Enter a Rate Code in the **Apply to rate code** field. If no rate code is entered at this time the note will be applied to all available rate codes.
6. Enter Room Categories in the **Room Categories** field. If no room category is entered the promotion will apply to all categories.
7. Enter an **Offer ID** and **Offer Text**. (Agency information purposes only)
8. Select the **Apply Yield Rule** check box if this particular promotion is to be yielded against using existing rules.
9. **Additional Hyperlinks**: Enter any additional URL's to be included in the promotion along with a description of the link in the **Text** field.

**Note:** The URL field must be a complete link tag ie. <a href="http://www.revelex.com" target="\_blank">, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".

10. **Note Contents**: Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.
11. Enter the text in the **Offer Text** field. The text in this field can be plain text or HTML (the allowed Tags are listed at the bottom of the window). As text is entered into the field, the total will count down indicating the how many characters remain that can be entered.
12. Enter any relevant terms and conditions in the **Terms & Conditions** field.
13. The Note Contents section of the promotion will appear in both Travelport Cruise & Tour and the Consumer facing website.
14. Select the **Create Product Promotion** button. It displays the following window.

**Product Promotions Management**

[Product Promotions User Guide](#) (PDF, opens in a new window) [Administrative Home](#)

The note was added successfully.  
[Click here](#) to edit it again.

**Add a New Product Promotion**

1. Select the Agency

2. Select a Website  (optional)

3. Select a Type Agent

4. Select a Product Type Cruise

5. Select a Level

---

**Search for a Product Promotion**

Agency

Web Site

Product Type Cruise

Product Level

Cruise Line or Ship

Sailing Date

Type

State

Source Pool Agency Created

Promotion ID

Offer ID

Action Link Text

Activate All?

Deactivate All?

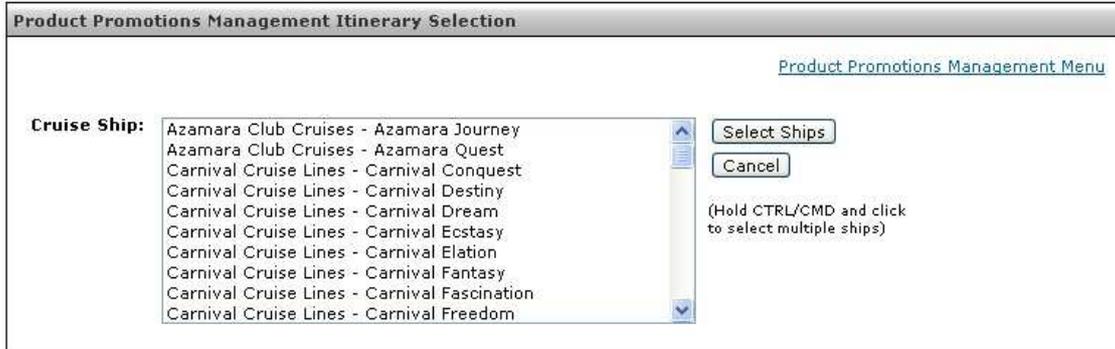
No Action

15. If required, select the [Click here](#) link to edit the notes that have just been added.

16. Select the [Administrative Home](#) link to return to the administration window.

**Ship Level Notes.**

This level is for either single or multiple ships, across selected cruise lines.



1. Select a **Ship(s)** from the list. For multiple ships hold down the Ctrl (CMD for Mac) key on the keyboard.

**Note:** A ship(s) can be deselected by holding down the Ctrl (CMD for Mac) key on the keyboard and selecting the ship(s) to omit.

2. Select the **Select Ships** button. It displays the following window.

**Note:** Depending on which **Type** was selected for the note, will depend on which notes field are displayed in the window below.

Product Promotions Management Entry	
<a href="#">Product Promotions Management Menu</a>	
<b>Agency:</b>	TravelPort - Generic (100427)
<b>Website:</b>	100427.revelex.com
<b>Type:</b>	Agent
<b>Applies To:</b>	All sailings of the following cruise ships: <ul style="list-style-type: none"> <li>• Celebrity Cruises - Celebrity Eclipse</li> <li>• Celebrity Cruises - Celebrity Equinox</li> <li>• Celebrity Cruises - Celebrity Silhouette</li> </ul>
<b>Begin Booking:</b>	November 08 2010
<b>End Booking:</b>	November 08 2010
<b>Begin Travel:</b>	All All All
<b>End Travel:</b>	All All All
<b>Status:</b>	Active
<b>Apply to rate code:</b>	<input type="text"/>
<b>Room Categories:</b>	<input type="text"/>
<b>Offer ID:</b>	<input type="text"/>
<b>Offer Text:</b>	<input type="text"/>
<b>Yield Rule:</b>	<input type="checkbox"/>
<b>Additional Hyperlink #1:</b>	URL*: <input type="text"/> Text: <input type="text"/>
<b>Additional Hyperlink #2:</b>	URL*: <input type="text"/> Text: <input type="text"/>
<p>* Note: The URL field must be a complete link tag ie. &lt;a href="http://www.revelex.com" target="_blank"&gt;, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".</p>	
<b>NOTE CONTENTS</b>	
<b>Title:</b>	<input type="text"/>
<b>Offer Text:</b>	<input type="text"/> 20 characters still available. All fields are required.
<b>Terms &amp; Conditions:</b>	<input type="text"/> 50 characters still available. All fields are required.
<input type="button" value="Create Product Promotion"/>	
<input type="button" value="Cancel"/>	
<b>Allowed HTML Tags in Pop-Up Note:</b>	
<pre>&lt;h1&gt;&lt;h2&gt;&lt;h3&gt;&lt;p&gt;&lt;ul&gt;&lt;ol&gt;&lt;li&gt;&lt;b&gt;&lt;strong&gt;&lt;i&gt;&lt;em&gt;&lt;a&gt;&lt;img&gt;&lt;span&gt;&lt;div&gt;&lt;table&gt;&lt;tr&gt;&lt;td&gt;</pre>	

3. Select the **Begin Booking** and **End Booking** dates by using the drop down lists. This is the date range that the notes will be displayed for.
4. Select the **Begin Travel** and **End Travel** dates by using the drop down lists. This is the date range for sailings eligible for the promotion.

**Note:** The **Status** is automatically set to **Active**.

5. Enter a Rate Code in the **Apply to rate code** field. If no rate code is entered at this time the note will be applied to all available rate codes.
6. Enter Room Categories in the **Room Categories** field. If no room category is entered the promotion will apply to all categories.
7. Enter an **Offer ID** and **Offer Text**. (Agency information purposes only)
8. Select the **Apply Yield Rule** check box if this particular promotion is to be yielded against using existing rules.
9. **Additional Hyperlinks:** Enter any additional URL's to be included in the promotion along with a description of the link in the **Text** field.

**Note:** The URL field must be a complete link tag ie. <a href="http://www.revelex.com" target="\_blank">, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".

10. **Note Contents:** Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.
11. Enter the text in the **Offer Text** field. The text in this field can be plain text or HTML (the allowed Tags are listed at the bottom of the window). As text is entered into the field, the total will count down indicating the how many characters remain that can be entered.
12. Enter any relevant terms and conditions in the **Terms & Conditions** field.
13. The Note Contents section of the promotion will appear in both Travelport Cruise & Tour and the Consumer facing website.
14. Select the **Create Product Promotion** button. It displays the following window.

**Product Promotions Management**

[Product Promotions User Guide](#) (PDF, opens in a new window) [Administrative Home](#)

The note was added successfully.  
[Click here](#) to edit it again.

**Add a New Product Promotion**

1. Select the Agency

2. Select a Website  (optional)

3. Select a Type Agent

4. Select a Product Type Cruise

5. Select a Level

---

**Search for a Product Promotion**

Agency

Web Site

Product Type Cruise

Product Level

Cruise Line or Ship

Sailing Date

Type

State

Source Pool Agency Created

Promotion ID

Offer ID

Action Link Text

Activate All?

Deactivate All?

No Action

15. If required, select the [Click here](#) link to edit the notes that have just been added.

16. Select the [Administration Home](#) link to return to the administration window.

**Sailing Level Notes.**

This level is for either single or multiple sailings, for a specific ship.

1. Select a **Cruise Ship** using the drop down list.

Product Promotions Management Itinerary Selection

[Product Promotions Management Menu](#)

Cruise Ship: Azamara Club Cruises - Azamara Journey

Show Sailings Cancel

2. Select the **Show Sailings** button. It displays the following window.

Product Promotions Management Itinerary Selection

[Product Promotions Management Menu](#)

Cruise Ship: Azamara Club Cruises - Azamara Journey

Choose Sailings:

- November 15, 2010 - Azamara Journey - 14 NIGHT TRANSATLANTIC CRUISE
- November 29, 2010 - Azamara Journey - 12 NIGHT CARIBBEAN CRUISE
- December 11, 2010 - Azamara Journey - 12 NIGHT CARIBBEAN CRUISE
- December 23, 2010 - Azamara Journey - 16 NIGHT TRANSCANAL CRUISE
- January 8, 2011 - Azamara Journey - 11 NIGHT MEXICO CRUISE
- January 19, 2011 - Azamara Journey - 11 NIGHT MEXICO CRUISE
- January 30, 2011 - Azamara Journey - 16 NIGHT TRANSCANAL CRUISE
- February 15, 2011 - Azamara Journey - 12 NIGHT CARIBBEAN CRUISE
- February 27, 2011 - Azamara Journey - 12 NIGHT CARIBBEAN CRUISE
- March 11, 2011 - Azamara Journey - 12 NIGHT CARIBBEAN CRUISE

Change Ship

Select Sailings

Cancel

(Hold CTRL/CMD and click to select multiple sailings)

3. Select a sailing from the list. For multiple sailings hold down the Ctrl (CMD for Mac) key on the keyboard.

**Note:** Once selected a **Sailing(s)** can be deselected by holding down the Ctrl (CMD for Mac) key on the keyboard and selecting the sailing(s) to omit.

**Change Ship** – To change the cruise ship and subsequently the sailings, select the new **Cruise Ship** using the drop down list then select the **Change Ship** button. The list of sailings will change according to which cruise ship was selected.

4. Select the **Select Sailings** button. It displays the following window.

**Note:** Depending on which **Type** was selected for the note, will depend on which notes field are displayed in the window below.

Product Promotions Management Entry	
<a href="#">Product Promotions Management Menu</a>	
<b>Agency:</b>	TravelPort - Generic (100427)
<b>Website:</b>	100427.revelex.com
<b>Type:</b>	Agent
<b>Applies To:</b>	The following sailings for Azamara Club Cruises - Azamara Journey: • March 11, 2011 - Azamara Journey - 12 NIGHT CARIBBEAN CRUISE
<b>Begin Booking:</b>	November 08 2010
<b>End Booking:</b>	November 08 2010
<b>Begin Travel:</b>	All All All
<b>End Travel:</b>	All All All
<b>Status:</b>	Active
<b>Apply to rate code:</b>	
<b>Room Categories:</b>	
<b>Offer ID:</b>	<b>Offer Text:</b>
<b>Yield Rule:</b>	<input type="checkbox"/>
<b>Additional Hyperlink #1:</b>	URL*: Text:
<b>Additional Hyperlink #2:</b>	URL*: Text:
<p>* Note: The URL field must be a complete link tag ie: &lt;a href="http://www.revelex.com" target="_blank"&gt;, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".</p>	
<b>NOTE CONTENTS</b>	
<b>Title:</b>	
<b>Offer Text:</b>	
	20+ characters still available. All fields are required.
<b>Terms &amp; Conditions:</b>	
	50+ characters still available. All fields are required.
<input type="button" value="Create Product Promotion"/>	
<input type="button" value="Cancel"/>	
<b>Allowed HTML Tags in Pop-Up Note:</b>	
<pre>&lt;h1&gt;&lt;h2&gt;&lt;h3&gt;&lt;p&gt;&lt;ul&gt;&lt;ol&gt;&lt;li&gt;&lt;b&gt;&lt;strong&gt;&lt;i&gt;&lt;em&gt;&lt;a&gt;&lt;img&gt;&lt;span&gt;&lt;div&gt;&lt;table&gt;&lt;tr&gt;&lt;td&gt;</pre>	

5. Select the **Begin Booking** and **End Booking** dates by using the drop down lists. This is the date range that the notes will be displayed for.

6. Select the **Begin Travel** and **End Travel** dates by using the drop down lists. This is the date range for sailings eligible for the promotion.

**Note:** The **Status** is automatically set to **Active**.

7. Enter a Rate Code in the **Apply to rate code** field. If no rate code is entered at this time the note will be applied to all available rate codes.
8. Enter Room Categories in the **Room Categories** field. If no room category is entered the promotion will apply to all categories.
9. Enter an **Offer ID** and **Offer Text**. (Agency information purposes only)
10. Select the **Apply Yield Rule** check box if this particular promotion is to be yielded against using existing rules.
11. **Additional Hyperlinks**: Enter any additional URL's to be included in the promotion along with a description of the link in the **Text** field.

**Note:** The URL field must be a complete link tag ie. <a href="http://www.revelex.com" target="\_blank">, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".

12. **Note Contents**: Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.
13. Enter the text in the **Offer Text** field. The text in this field can be plain text or HTML (the allowed Tags are listed at the bottom of the window). As text is entered into the field, the total will count down indicating the how many characters remain that can be entered.
14. Enter any relevant terms and conditions in the **Terms & Conditions** field.
15. The Note Contents section of the promotion will appear in both Travelport Cruise & Tour and the Consumer facing website.
16. Select the **Create Product Promotion** button. It displays the following window.

**Product Promotions Management**

[Product Promotions User Guide](#) (PDF, opens in a new window) [Administrative Home](#)

The note was added successfully.  
[Click here](#) to edit it again.

**Add a New Product Promotion**

1. Select the Agency

2. Select a Website  (optional)

3. Select a Type Agent

4. Select a Product Type Cruise

5. Select a Level

---

**Search for a Product Promotion**

Agency

Web Site

Product Type Cruise

Product Level

Cruise Line or Ship

Sailing Date

Type

State

Source Pool Agency Created

Promotion ID

Offer ID

Action Link Text

Activate All?

Deactivate All?

No Action

17. If required, select the [Click here](#) link to edit the notes that have just been added.

18. Select the [Administration Home](#) link to return to the administration window.

### Tour Level Notes

This level is for either single or multiple tours, for a specific ship.

1. Select a **Cruise Ship** using the drop down list.

Product Promotions Management Itinerary Selection

[Product Promotions Management Menu](#)

Cruise Ship:

2. Select the **Show Tours** button. It displays the following window:

Product Promotions Management Itinerary Selection

[Product Promotions Management Menu](#)

Cruise Ship:

Choose Tours:

- November 12, 2010 - Celebrity Xpedition - 10 Night Galapagos Xpedition - 512614
- November 12, 2010 - Celebrity Xpedition - 11 Night Galapagos Xpedition - 512418
- November 12, 2010 - Celebrity Xpedition - 13 Night Galapagos / Machu Picchu Xpedition - 558476
- November 19, 2010 - Celebrity Xpedition - 10 Night Galapagos Xpedition - 512460
- November 19, 2010 - Celebrity Xpedition - 11 Night Galapagos Xpedition - 512624
- November 19, 2010 - Celebrity Xpedition - 13 Night Galapagos / Machu Picchu Xpedition - 558475
- November 26, 2010 - Celebrity Xpedition - 10 Night Galapagos Xpedition - 512647
- November 26, 2010 - Celebrity Xpedition - 11 Night Galapagos Xpedition - 512503
- November 26, 2010 - Celebrity Xpedition - 13 Night Galapagos / Machu Picchu Xpedition - 558482
- December 3, 2010 - Celebrity Xpedition - 10 Night Galapagos Xpedition - 512683

(Hold CTRL/CMD and click to select multiple tours)

3. Select a tour from the list. For multiple tours hold down the Ctrl (CMD for Mac) key on the keyboard.

**Note:** Once selected a **Tour(s)** can be deselected by holding down the Ctrl (CMD for Mac) key on the keyboard and selecting the sailing(s) to omit.

**Change Ship** – To change the cruise ship and subsequently the sailings, select the new **Cruise Ship** using the drop down list then select the **Change Ship** button. The list of sailings will change according to which cruise ship was selected.

4. Select the **Select Cruise Tours** button. It displays the following window.

**Note:** Depending on which **Type** was selected for the note, will depend on which notes field are displayed in the window below.

Product Promotions Management Entry	
<a href="#">Product Promotions Management Menu</a>	
<b>Agency:</b>	TravelPort - Generic (100427)
<b>Website:</b>	100427.revelex.com
<b>Type:</b>	Agent
<b>Applies To:</b>	The following tours for Celebrity Cruises - Celebrity Xpedition: • July 1, 2011 - Celebrity Xpedition - 10 Night Galapagos Xpedition - 558513
<b>Begin Booking:</b>	November 08 2010
<b>End Booking:</b>	November 08 2010
<b>Begin Travel:</b>	All All All
<b>End Travel:</b>	All All All
<b>Status:</b>	Active
<b>Apply to rate code:</b>	
<b>Room Categories:</b>	
<b>Offer ID:</b>	<b>Offer Text:</b>
<b>Yield Rule:</b>	<input type="checkbox"/>
<b>Additional Hyperlink #1:</b>	URL*: <input type="text"/> Text: <input type="text"/>
<b>Additional Hyperlink #2:</b>	URL*: <input type="text"/> Text: <input type="text"/>
<p>* Note: The URL field must be a complete link tag ie. &lt;a href="http://www.revelex.com" target="_blank"&gt;, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".</p>	
<b>NOTE CONTENTS</b>	
<b>Title:</b>	<input type="text"/>
<b>Offer Text:</b>	<input type="text"/>
	20 characters still available. All fields are required.
<b>Terms &amp; Conditions:</b>	<input type="text"/>
	50 characters still available. All fields are required.
<input type="button" value="Create Product Promotion"/>	
<input type="button" value="Cancel"/>	
<b>Allowed HTML Tags in Pop-Up Note:</b>	
<pre>&lt;h1&gt;&lt;h2&gt;&lt;h3&gt;&lt;p&gt;&lt;ul&gt;&lt;ol&gt;&lt;li&gt;&lt;b&gt;&lt;strong&gt;&lt;i&gt;&lt;em&gt;&lt;a&gt;&lt;img&gt;&lt;span&gt;&lt;div&gt;&lt;table&gt;&lt;tr&gt;&lt;td&gt;</pre>	

5. Select the **Begin Booking** and **End Booking** dates by using the drop down lists. This is the date range that the notes will be displayed for.

6. Select the **Begin Travel** and **End Travel** dates by using the drop down lists. The is the date range for sailings eligible for the promotion.

**Note:** The **Status** is automatically set to **Active**.

7. Enter a Rate Code in the **Apply to rate code** field. If no rate code is entered at this time the note will be applied to all available rate codes.
8. Enter Room Categories in the **Room Categories** field. If no room category is entered the promotion will apply to all categories.
9. Enter an **Offer ID** and **Offer Text**. (Agency information purposes only)
10. Select the **Apply Yield Rule** check box if this particular promotion is to be yielded against using existing rules.
11. **Additional Hyperlinks**: Enter any additional URL's to be included in the promotion along with a description of the link in the **Text** field.

**Note:** The URL field must be a complete link tag ie. <a href="http://www.revelex.com" target="\_blank">, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".

12. **Note Contents**: Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.
13. Enter the text in the **Offer Text** field. The text in this field can be plain text or HTML (the allowed Tags are listed at the bottom of the window). As text is entered into the field, the total will count down indicating the how many characters remain that can be entered.
14. Enter any relevant terms and conditions in the **Terms & Conditions** field.
15. The Note Contents section of the promotion will appear in both Travelport Cruise & Tour and the Consumer facing website.
16. Select the **Create Product Promotion** button. It displays the following window.

**Product Promotions Management**

[Product Promotions User Guide](#) (PDF, opens in a new window) [Administrative Home](#)

The note was added successfully.  
[Click here](#) to edit it again.

**Add a New Product Promotion**

**1. Select the Agency**

**2. Select a Website**  (optional)

**3. Select a Type** Agent

**4. Select a Product Type** Cruise

**5. Select a Level**

**Search for a Product Promotion**

**Agency**

**Web Site**

**Product Type** Cruise

**Product Level**

**Cruise Line or Ship**

**Sailing Date**

**Type**

**State**

**Source Pool** Agency Created

**Promotion ID**

**Offer ID**

**Action Link Text**

**Activate All?**

**Deactivate All?**

**No Action**

17. If required, select the [Click here](#) link to edit the notes that have just been added.

18. Select the [Administration Home](#) link to return to the administration window.

### 1.1. Search for Existing Notes

The search window defaults to the parent agency. Any field that is left as **Any** or **All**, will display multiple promotions. The more specific the search, using the various fields will result in a more accurate search for specific promotions(s).

1. Select the **ADMIN** button. It displays the admin menu options.
2. Select the **Administration** menu option. It displays the Administration window.
3. Select the [Product Promotions Management](#) link from Extended Website Administration options. It displays the following window.

Product Promotions Management	
<a href="#">Product Promotions User Guide</a> (PDF, opens in a new window)	<a href="#">Administrative Home</a>
<b>Add a New Product Promotion</b>	
1. Select the Agency	Please select one <input type="button" value="v"/>
2. Select a Website	<input type="button" value="v"/> (optional)
3. Select a Type	Agent
4. Select a Product Type	Cruise
5. Select a Level	<input type="button" value="v"/>
<input type="button" value="Create New"/>	
<b>Search for a Product Promotion</b>	
Agency	TravelPort - Generic (100427) <input type="button" value="v"/>
Web Site	100427.revelex.com <input type="button" value="v"/>
Product Type	Cruise
Product Level	Cruise Only <input type="button" value="v"/>
Cruise Line or Ship	Please select one <input type="button" value="v"/>
Sailing Date	All <input type="button" value="v"/> All <input type="button" value="v"/> All <input type="button" value="v"/>
Type	Any <input type="button" value="v"/>
State	Active <input type="button" value="v"/>
Source Pool	Agency Created
Promotion ID	<input type="text"/>
Offer ID	<input type="text"/>
Action Link Text	<input type="text"/>
Activate All?	<input type="radio"/>
Deactivate All?	<input type="radio"/>
No Action	<input checked="" type="radio"/>
<input type="button" value="Search"/>	

Select any field combination from the following:

4. Select the **Agency** using the drop down list, if applicable.
5. Select a **Web Site** if applicable, using the drop down list.
6. **Product Type** is automatically selected.
7. Select the **Product Level** using the drop down list.
8. Select a **Cruise Line or Ship** if applicable.
9. Select a **Sailing Date**, if applicable using the drop down lists.
10. Select a **Type**, if applicable using the drop down list.
11. Select a **State**, if applicable using the drop down list.
12. Select a **Source Pool**, if applicable using the drop down list.

13. Select the **Search** button. It displays the following window based on the search parameters previously specified.

1 Vendor	
Perform Action on this promotion: <a href="#">View</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Dec 17, 2009 - Dec 22, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Both consumer and agent
<b>Call To Action:</b> HAL Test	<b>Agent Note:</b> HAL Test
<b>Pop-Up Text:</b> HAL test	<b>Pop-Up Text:</b> HAL test
1 Carnival Cruise Lines - Carnival Glory Sailing	
Perform Action on this promotion: <a href="#">Edit</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Nov 08, 2010 - Nov 16, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Agent
	<b>Agent Note:</b> Test Promotion
	<b>Pop-Up Text:</b> Working to see how this looks.
1 Vendor	
Perform Action on this promotion: <a href="#">Edit</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Nov 08, 2010 - Nov 15, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Agent
	<b>Agent Note:</b> Promotions Test
	<b>Pop-Up Text:</b> This is a test for Product Promotion

14. Select the administration Home link to return to the administration window.

## 1.2. Edit Existing Promotions

This feature used in conjunction with the promotions search tool will allow agencies to search for and subsequently edit cruise notes.

1. Select the **ADMIN** button. It displays the admin menu options.
2. Select the Administration menu option. It displays the Administration window.
3. Select the [Product Promotions Management](#) link from Extended Website Administration options. It displays the following window.

Product Promotions Management	
<a href="#">Product Promotions User Guide</a> (PDF, opens in a new window)	<a href="#">Administrative Home</a>
<b>Add a New Product Promotion</b>	
1. Select the Agency	Please select one <input type="button" value="v"/>
2. Select a Website	<input type="button" value="v"/> (optional)
3. Select a Type	Agent
4. Select a Product Type	Cruise
5. Select a Level	<input type="button" value="v"/>
<input type="button" value="Create New"/>	
<b>Search for a Product Promotion</b>	
Agency	TravelPort - Generic (100427) <input type="button" value="v"/>
Web Site	100427.revelex.com <input type="button" value="v"/>
Product Type	Cruise
Product Level	Cruise Only <input type="button" value="v"/>
Cruise Line or Ship	Please select one <input type="button" value="v"/>
Sailing Date	All <input type="button" value="v"/> All <input type="button" value="v"/> All <input type="button" value="v"/>
Type	Any <input type="button" value="v"/>
State	Active <input type="button" value="v"/>
Source Pool	Agency Created
Promotion ID	<input type="text"/>
Offer ID	<input type="text"/>
Action Link Text	<input type="text"/>
Activate All?	<input type="radio"/>
Deactivate All?	<input type="radio"/>
No Action	<input checked="" type="radio"/>
<input type="button" value="Search"/>	

Select any field combination from the following:

4. Select the **Agency** using the drop down list, if applicable.
5. Select a **Web Site** if applicable, using the drop down list.
6. **Product Type** is automatically selected.
7. Select the **Product Level** using the drop down list.
8. Select a **Cruise Line or Ship** if applicable.
9. Select a **Sailing Date**, if applicable using the drop down lists.
10. Select a **Type**, if applicable using the drop down list.
11. Select a **State**, if applicable using the drop down list.
12. Select a **Source Pool**, if applicable using the drop down list.

13. Select the **Search** button. It displays the following window based on the search parameters previously specified.

1 Vendor	
Perform Action on this promotion: <a href="#">View</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Dec 17, 2009 - Dec 22, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Both consumer and agent
<b>Call To Action:</b> HAL Test	<b>Agent Note:</b> HAL Test
<b>Pop-Up Text:</b> HAL test	<b>Pop-Up Text:</b> HAL test
1 Carnival Cruise Lines - Carnival Glory Sailing	
Perform Action on this promotion: <a href="#">Edit</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Nov 08, 2010 - Nov 16, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Agent
	<b>Agent Note:</b> Test Promotion
	<b>Pop-Up Text:</b> Working to see how this looks.
1 Vendor	
Perform Action on this promotion: <a href="#">Edit</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Nov 08, 2010 - Nov 15, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Agent
	<b>Agent Note:</b> Promotions Test
	<b>Pop-Up Text:</b> This is a test for Product Promotion

14. Select the **Edit** link for the promotion to edit. It displays the following window.

**Product Promotions Management Edit**

[Product Promotions Management Menu](#)

**Agency:** TravelPort - Generic (100427)  
**Website:** 100427.revelex.com  
**Type:** Agent

**Applies To:** The following sailings for Carnival Cruise Lines - Carnival Glory:  
 • April 10, 2011 - Carnival Glory - 7 Night Exotic Eastern Caribbean Cruise

**Begin Booking:** November 08 2010  
**End Booking:** November 16 2010  
**Begin Travel:** All All All  
**End Travel:** All All All  
**Status:** Active

**Apply to rate code:**   
**Room Categories:**

**Offer ID:** 1234      **Offer Text:** This is a Test Offer

**Yield Rule:**

**Additional Hyperlink #1:** URL\*:  " onblur="checkHyperlink1URL();" size="94" maxlength="256">  
 Text: This is a test site

**Additional Hyperlink #2:** URL\*:   
 Text:

\* Note: The URL field must be a complete link tag ie. <a href="http://www.revelex.com" target="\_blank">, or be the href attribute of a link tag ie. http://www.revelex.com. Note that if using the href attribute, the first 7 characters must be "http://" or the first 8 characters must be "https://".

**NOTE CONTENTS**

**Title:**

**Offer Text:**

20 characters still available. All fields are required.

**Terms & Conditions:**

50 characters still available. All fields are required.

**Allowed HTML Tags in Pop-Up Note:**

<h1><h2><h3><p><ul><ol><li><b><strong><i><em><a><img><span><div><table><tr><td>

**Note:** All fields, except from **Agency** to **Applies To** at the top of the window can be edited.

15. Make the necessary changes to the desired fields.

16. Select the **Update Product Promotion** button. It displays the search window with the incorporated changes. If the **Cancel** button is selected the Product Promotions window is displayed.

17. Select the [Administration Home](#) link to return to the administration window.

### 1.3. Deactivating/Activating Promotions

Promotions cannot be deleted; they can be deactivated/activated by changing the promotion status. A promotion is still classed as being active even though the expiration date has been reached.

1. Select the **ADMIN** button. It displays the admin menu options.
2. Select the Administration menu option. It displays the Administration window.
3. Select the [Product Promotions Management](#) link from Extended Website Administration options. It displays the following window.

**Product Promotions Management**

[Product Promotions User Guide](#) (PDF, opens in a new window) [Administrative Home](#)

---

**Add a New Product Promotion**

1. Select the Agency

2. Select a Website

3. Select a Type Agent

4. Select a Product Type Cruise

5. Select a Level

---

**Search for a Product Promotion**

Agency

Web Site

Product Type Cruise

Product Level

Cruise Line or Ship

Sailing Date

Type

State

Source Pool Agency Created

Promotion ID

Offer ID

Action Link Text

Activate All?

Deactivate All?

No Action

Select any field combination from the following:

4. Select the **Agency** using the drop down list, if applicable.

5. Select a **Web Site** if applicable, using the drop down list.
6. **Product Type** is automatically selected.
7. Select the **Product Level** using the drop down list.
8. Select a **Cruise Line or Ship** if applicable.
9. Select a **Sailing Date**, if applicable using the drop down lists.
10. Select a **Type**, if applicable using the drop down list.
11. Select a **State**, if applicable using the drop down list.
12. Select a **Source Pool**, if applicable using the drop down list.
13. Select the **Search** button. It displays the following window based on the search parameters previously specified.

1 Vendor	
Perform Action on this promotion: <a href="#">View</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Dec 17, 2009 - Dec 22, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Both consumer and agent
<b>Call To Action:</b> HAL Test	<b>Agent Note:</b> HAL Test
<b>Pop-Up Text:</b> HAL test	<b>Pop-Up Text:</b> HAL test
1 Carnival Cruise Lines - Carnival Glory Sailing	
Perform Action on this promotion: <a href="#">Edit</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Nov 08, 2010 - Nov 16, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Agent
	<b>Agent Note:</b> Test Promotion
	<b>Pop-Up Text:</b> Working to see how this looks.
1 Vendor	
Perform Action on this promotion: <a href="#">Edit</a>   <a href="#">Deactivate</a>	
<b>Agency:</b> TravelPort - Generic (100427)	<b>Active Date:</b> Nov 08, 2010 - Nov 15, 2010
<b>Site:</b> 100427.revelex.com	<b>Type:</b> Agent
	<b>Agent Note:</b> Promotions Test
	<b>Pop-Up Text:</b> This is a test for Product Promotion

14. Select the appropriate link ([\[deactivate\]](#)/[\[activate\]](#)) for the promotions. It displays the Product Promotions window.
15. Select the [Administration Home](#) link to return to the administration window.

