Travelport Cruise & Tour™

Product Promotions Management

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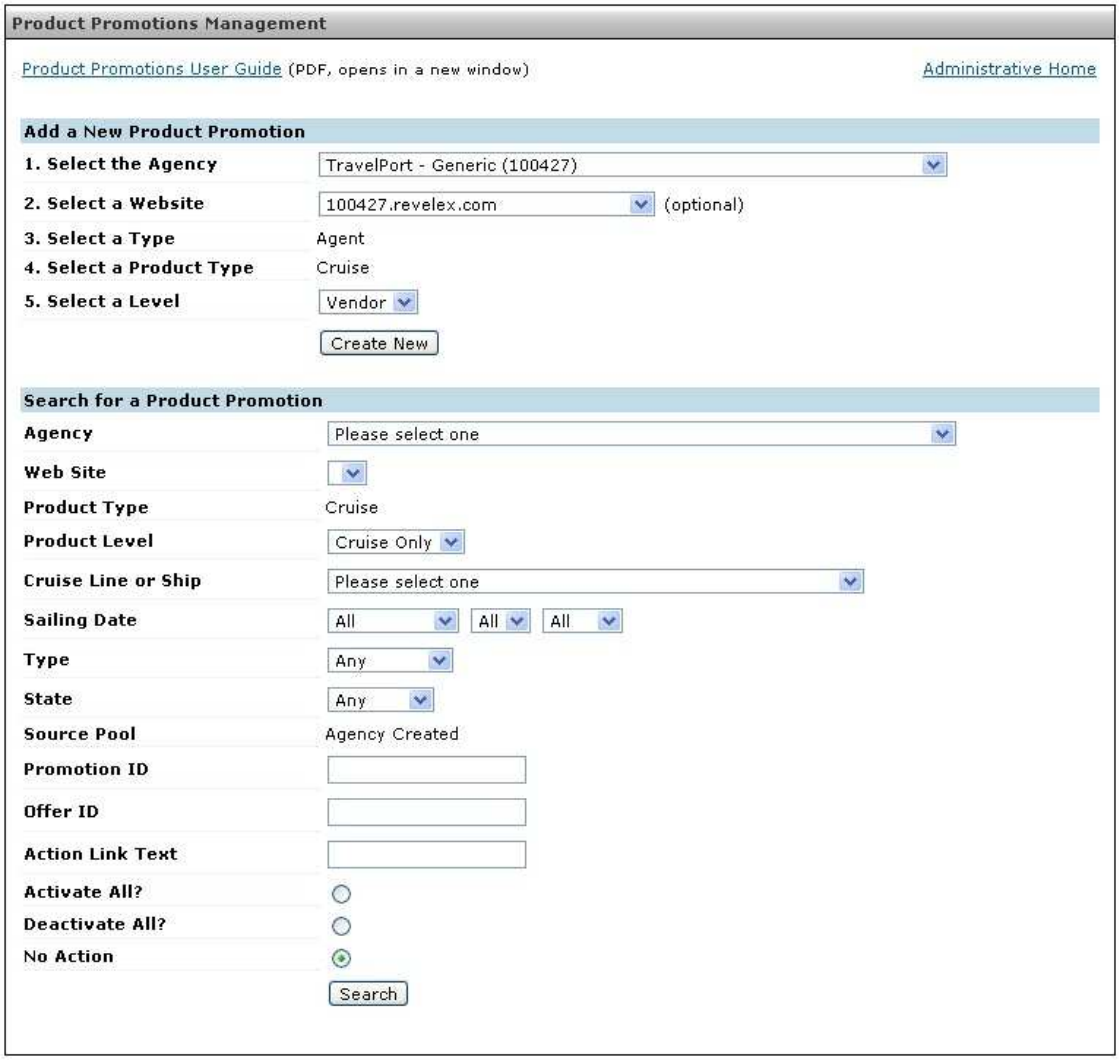
PRODUCT PROMOTIONS MANAGEMENT

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.



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.

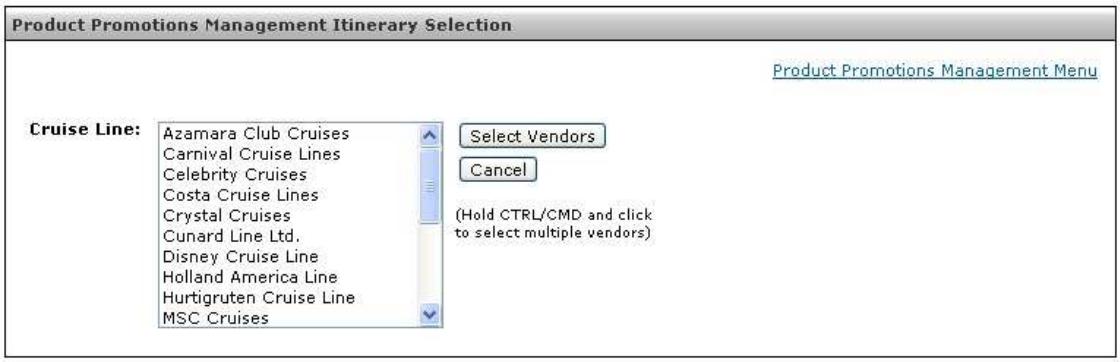
Vendor Level – sets cruise line promotion(s).
Ship Level – sets ship promotion(s).
Sailing Level – sets sailing promotion(s).
Tour Level – sets tour promotion(s).

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.

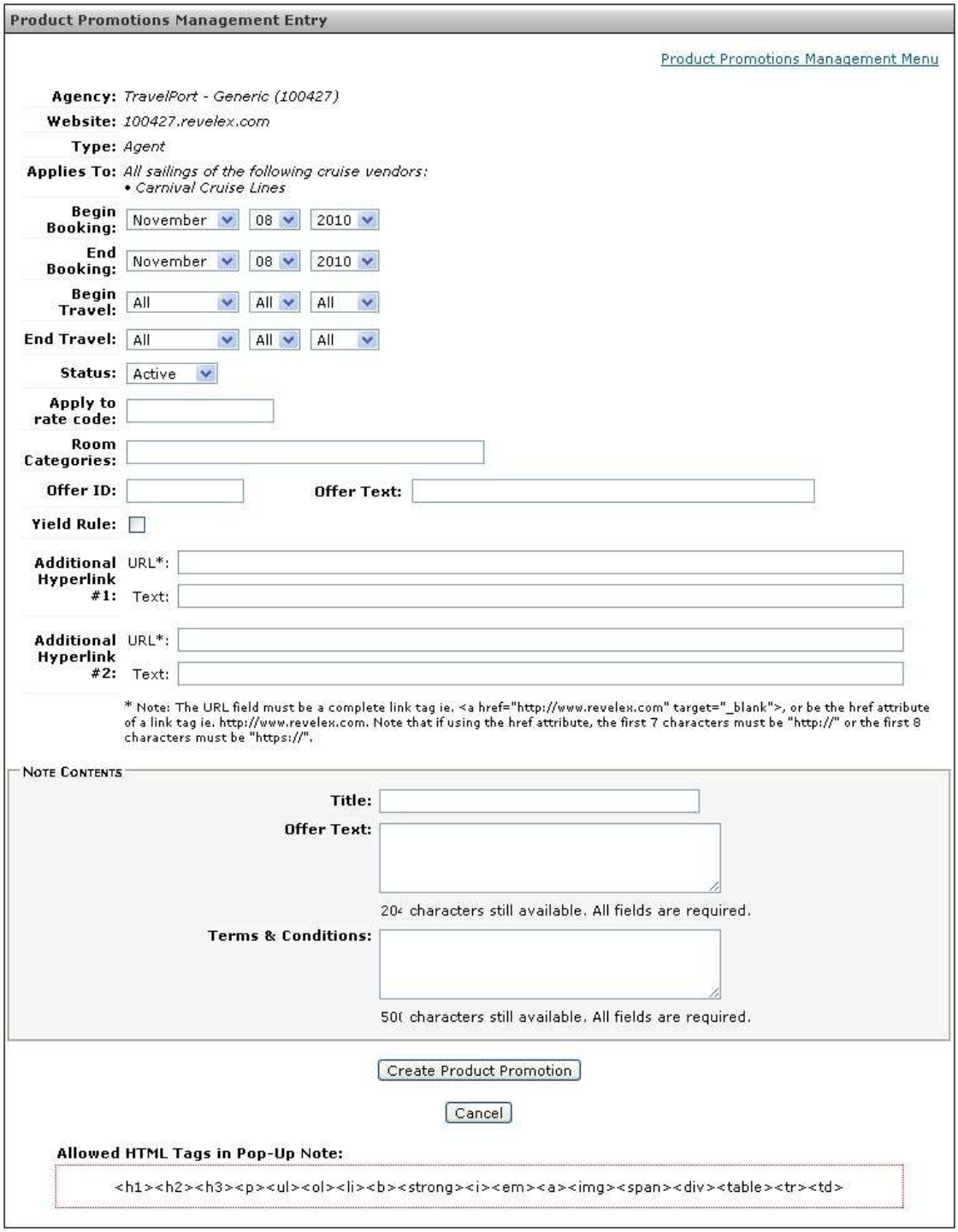


1. Select a cruise line from the list. For multiple cruise lines hold down the Ctrl (CMD for Mac) key on the keyboard.

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.



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. It 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://".

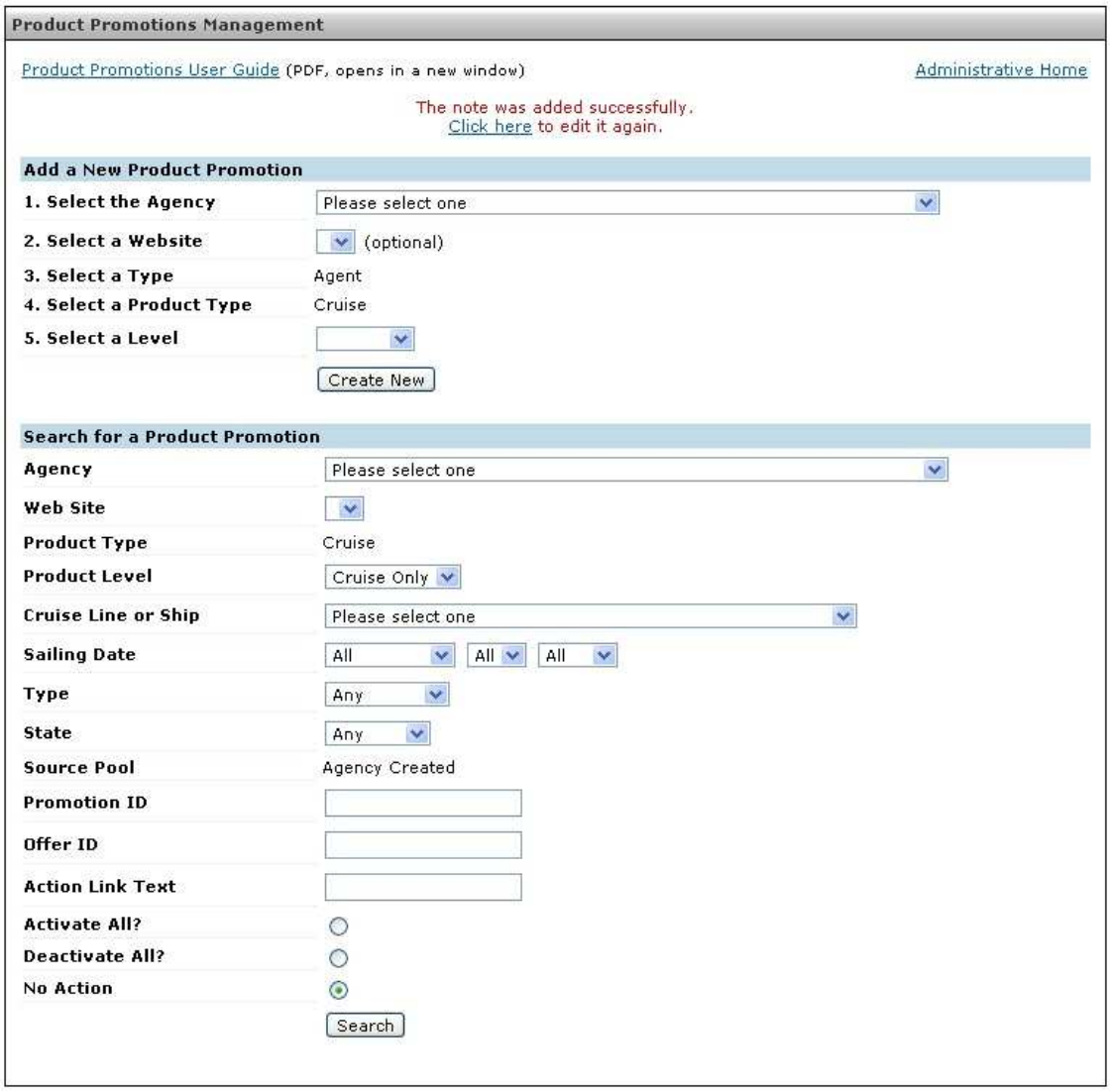
10. **Note Contents:** Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.

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.



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.

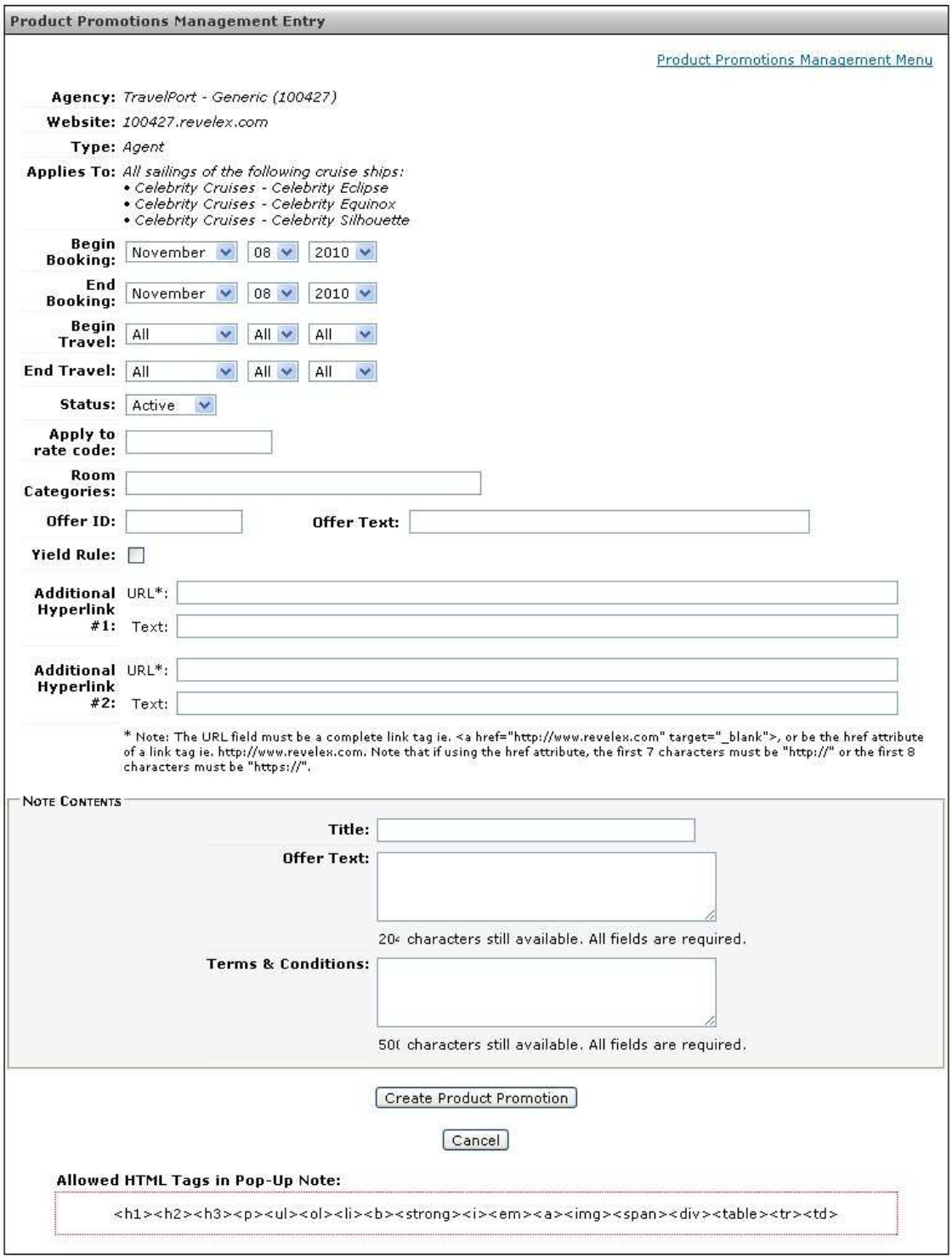
Ship Level Notes.
This level is for either single or multiple ships, across selected cruise lines.

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.



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. It 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://".

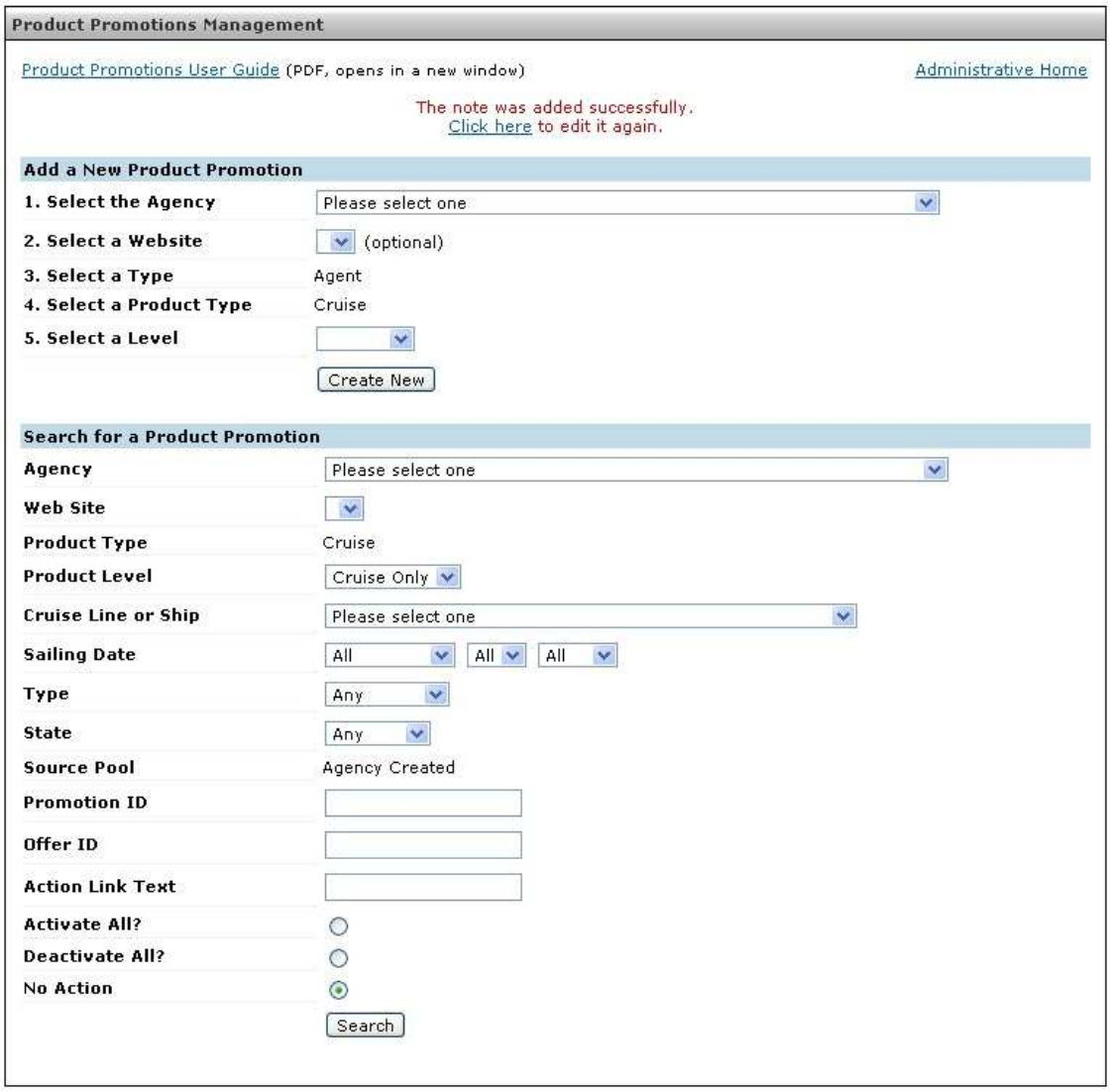
10. **Note Contents:** Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.

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.

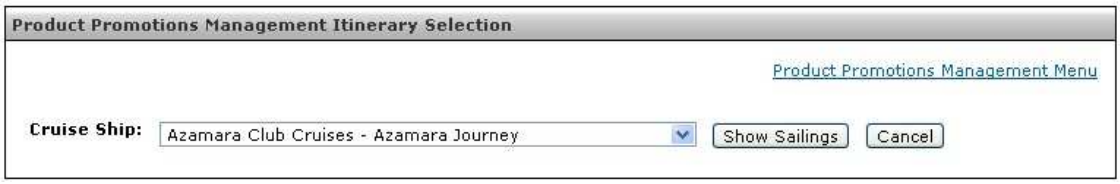


15. If required, select the Click here link to edit the notes that have just been added.

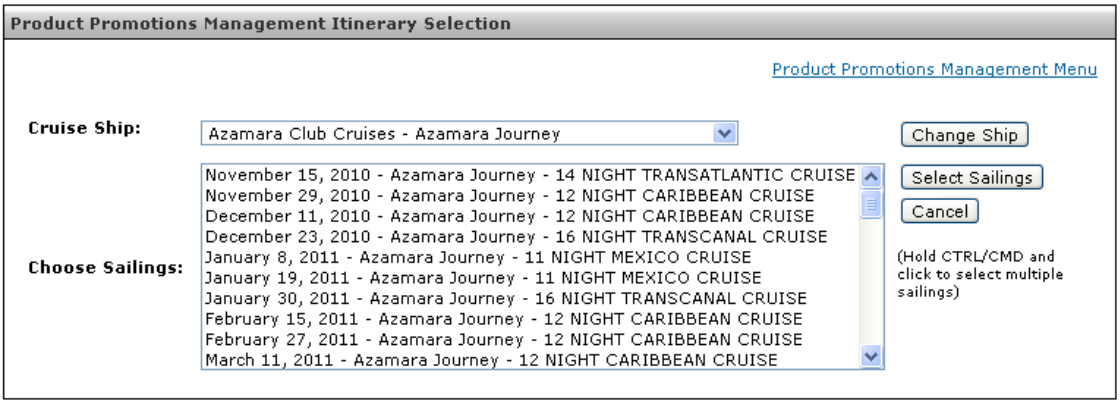
16. Select the Administration Home link to return to the administration window.

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.



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



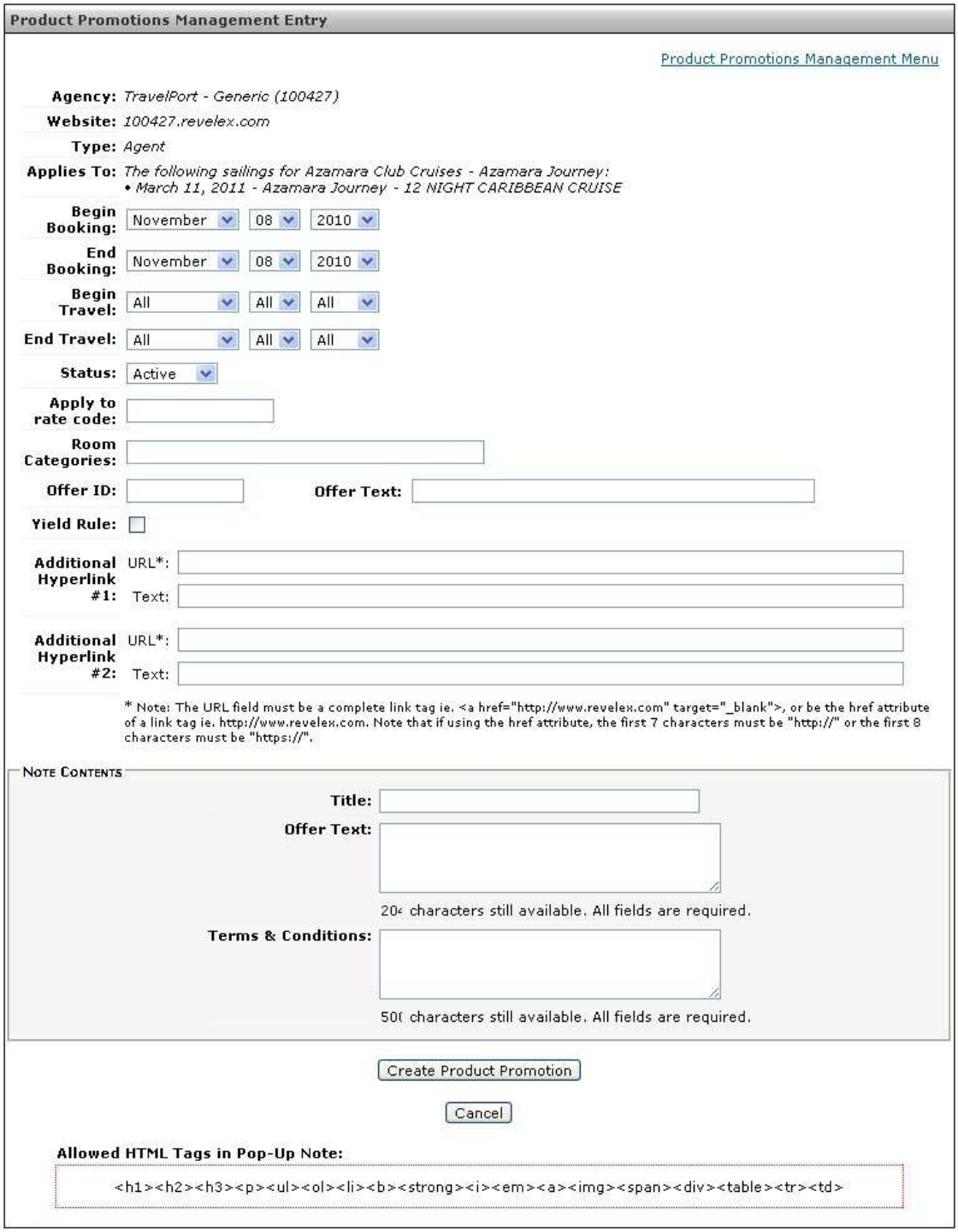
3. Select a sailing from the list. For multiple sailings hold down the Ctrl (CMD for Mac) key on the keyboard.

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.



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. It 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://".

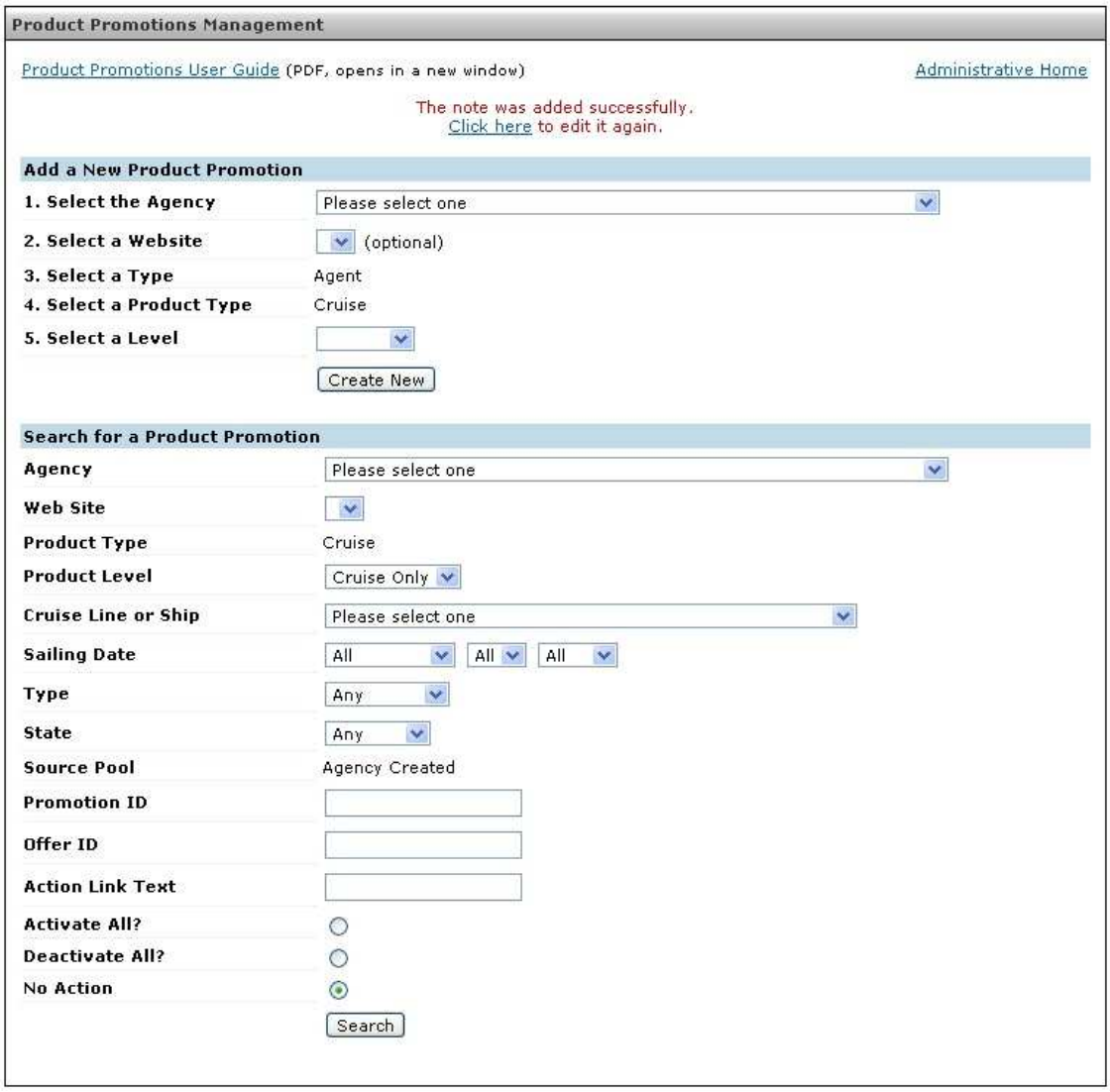
12. **Note Contents:** Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.

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.

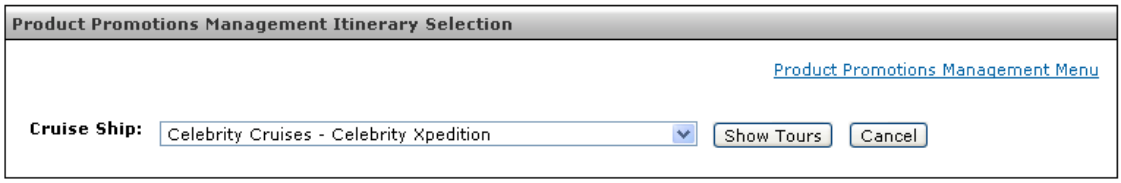


17. If required, select the Click here link to edit the notes that have just been added.

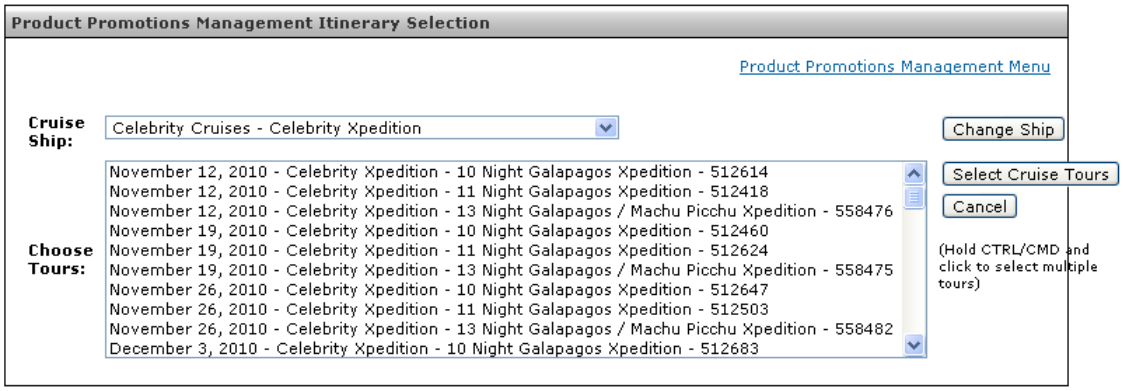
18. Select the Administration Home link to return to the administration window.

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.



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



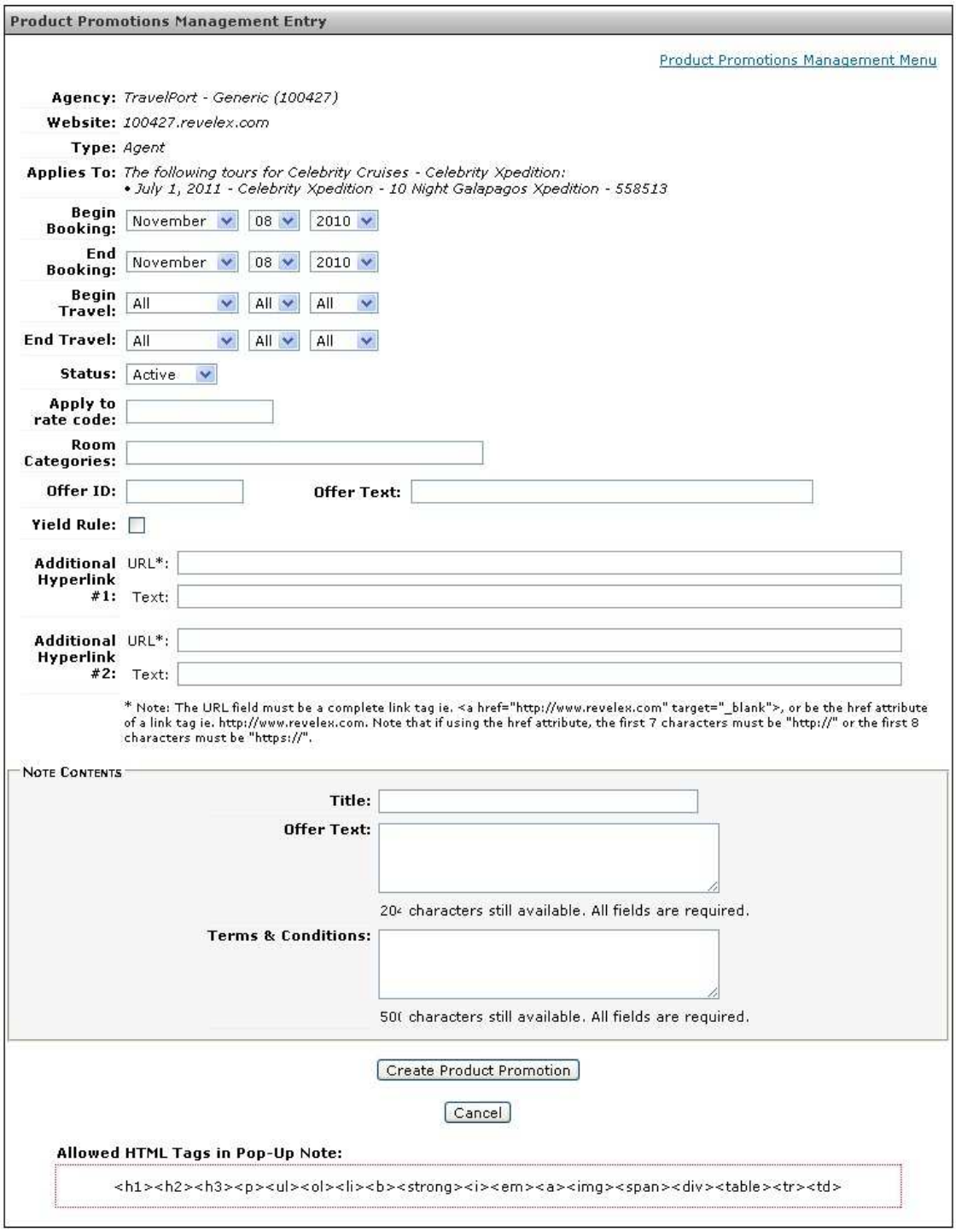
3. Select a tour from the list. For multiple tours hold down the Ctrl (CMD for Mac) key on the keyboard.

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.



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. It 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://".

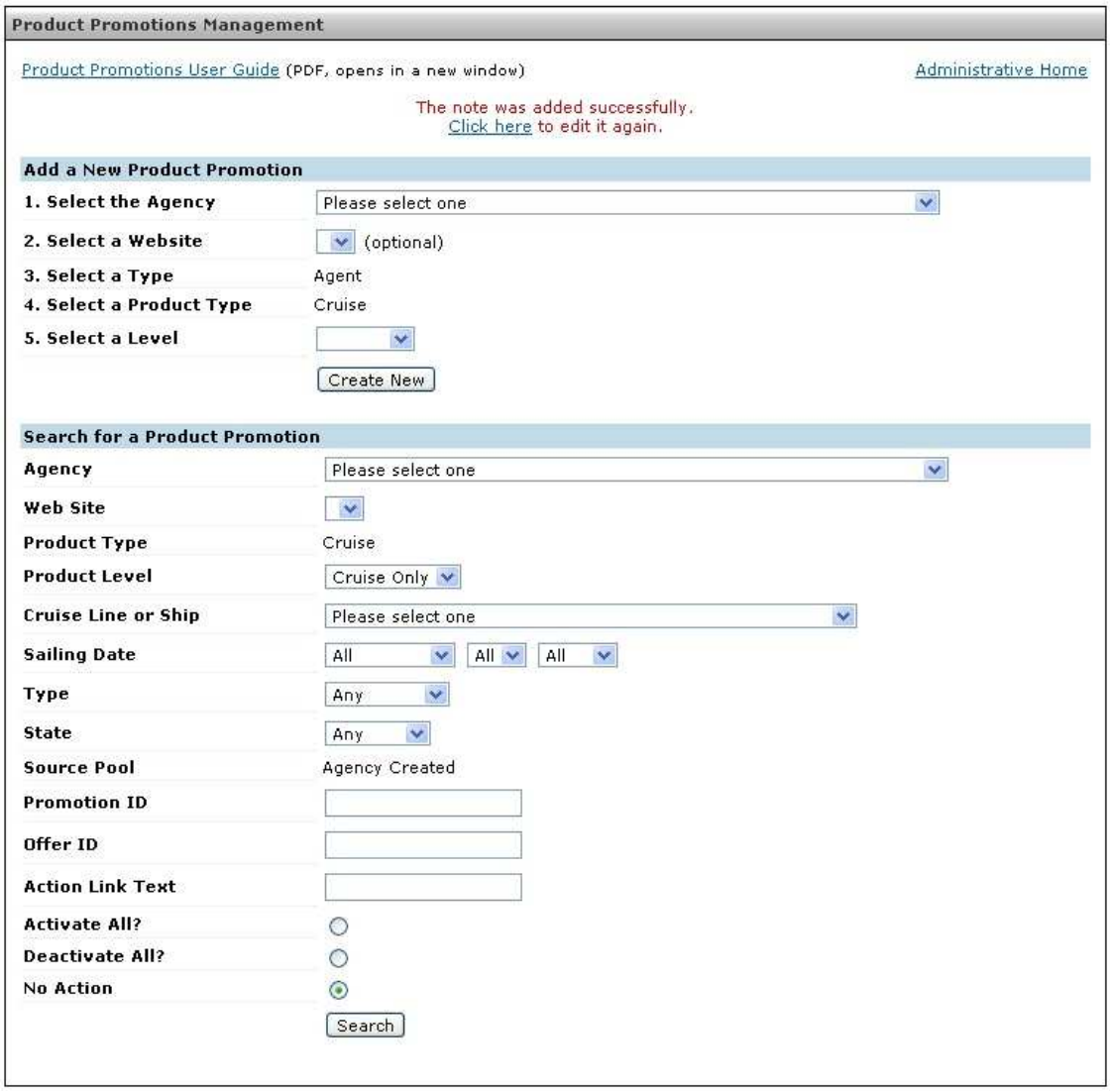
12. **Note Contents:** Enter the title of the promotion in the **Title** field. When the note is live, this text becomes the link to text that is entered into the pop-up notes field.

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.



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.

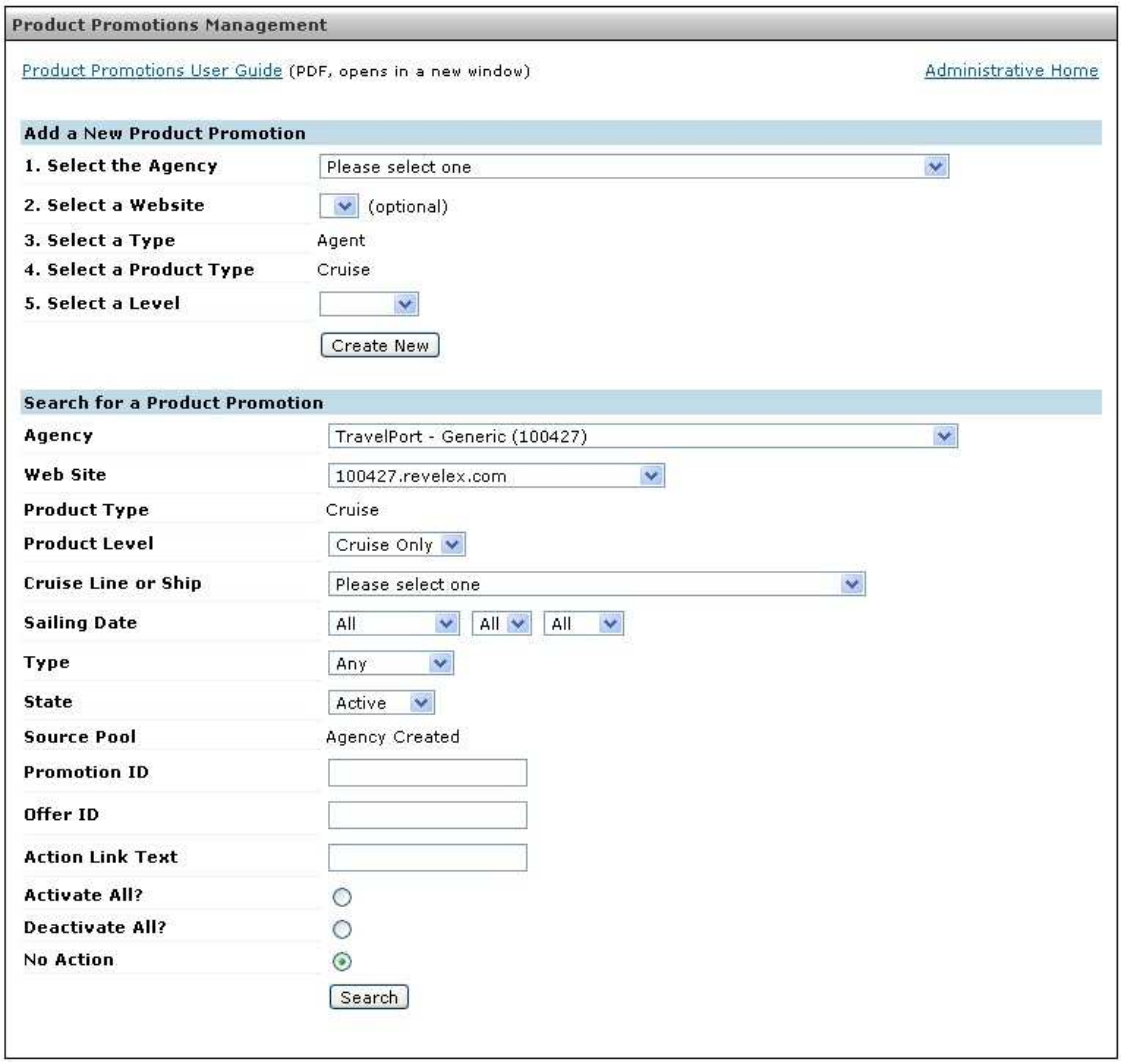
1.1. Search for Existing Notes

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.



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

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

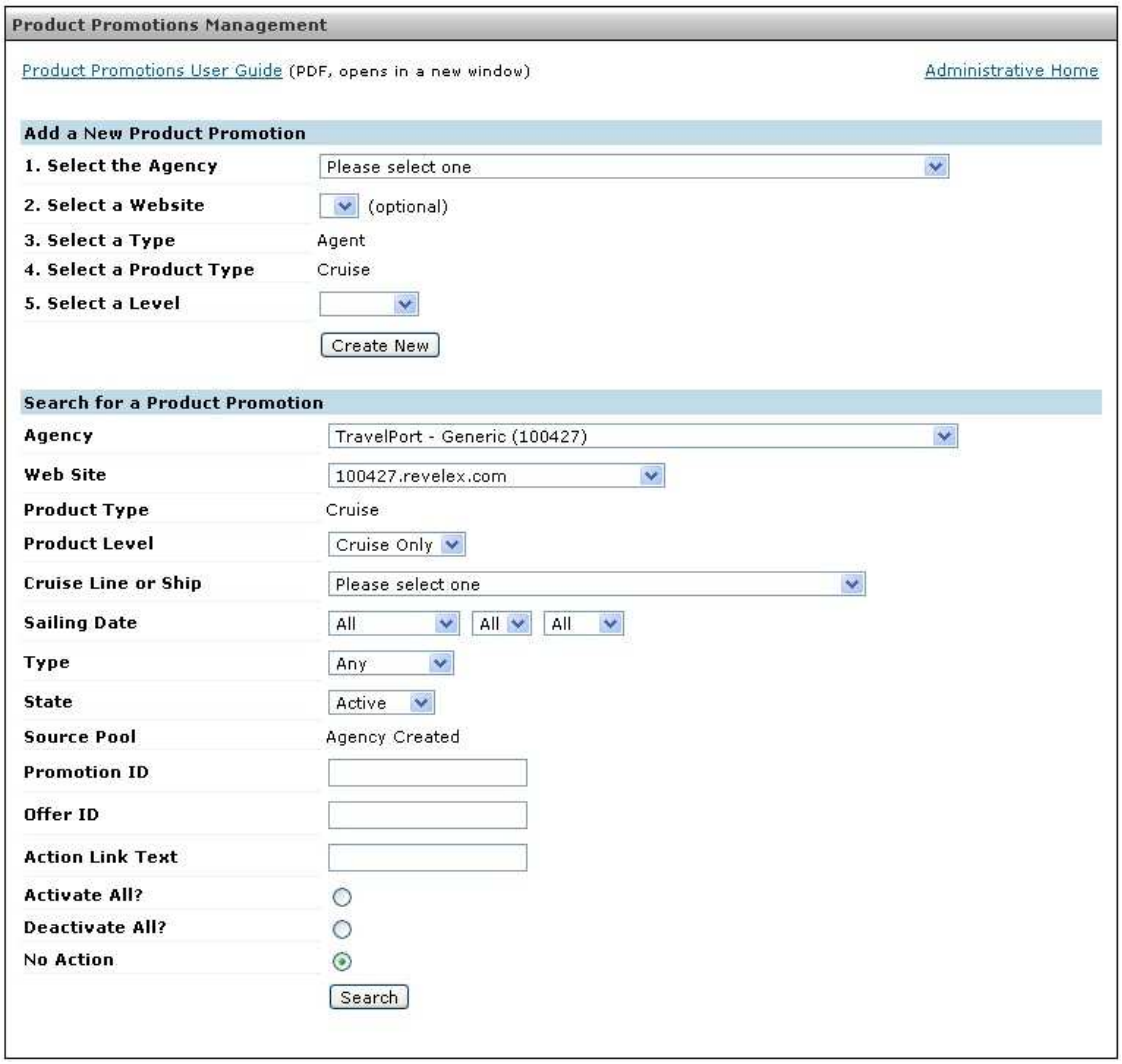
1.2. Edit Existing Promotions

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.

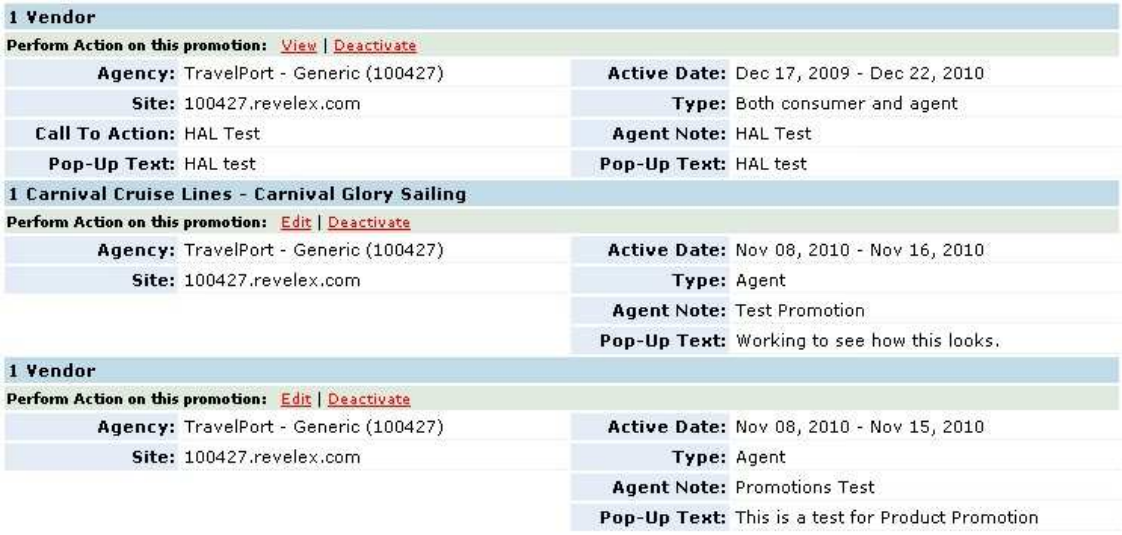
3. Select the Product Promotions Management link from Extended Website Administration options. It displays the following window.



Select any field combination from the following:

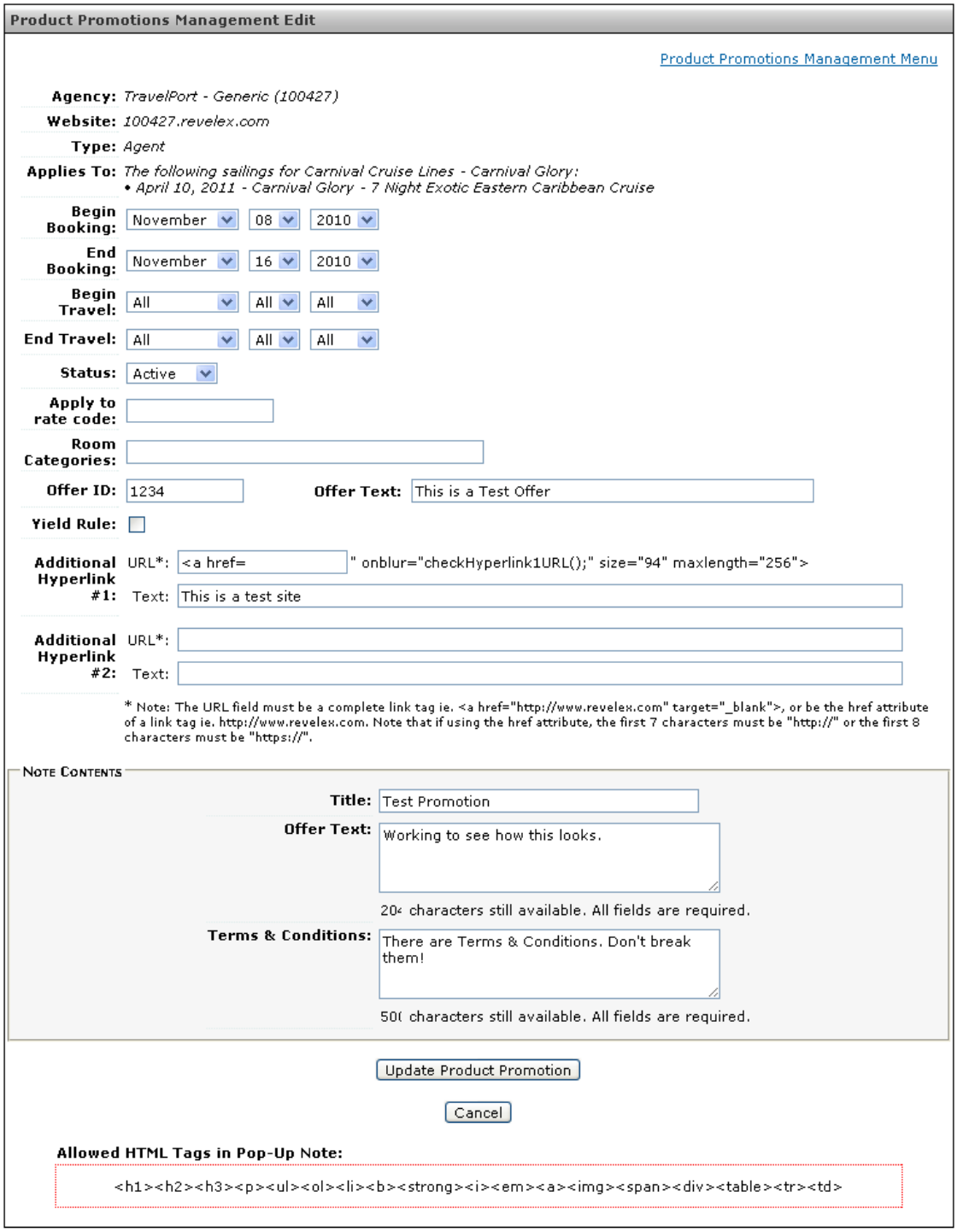
4. Select the **Agency** using the drop down list, if applicable.
5. Select a **Web Site** if applicable, using the drop down list.
6. **Product Type** is automatically selected.
7. Select the **Product Level** using the drop down list.
8. Select a **Cruise Line or Ship** if applicable.
9. Select a **Sailing 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: View | Deactivate			
Agency:	TravelPort - Generic (100427)	**Active Date:**	Dec 17, 2009 - Dec 22, 2010
Site:	100427.revelex.com	**Type:**	Both consumer and agent
Call To Action:	HAL Test	**Agent Note:**	HAL Test
Pop-Up Text:	HAL test	**Pop-Up Text:**	HAL test
1 Carnival Cruise Lines - Carnival Glory Sailing			
Perform Action on this promotion: Edit | Deactivate			
Agency:	TravelPort - Generic (100427)	**Active Date:**	Nov 08, 2010 - Nov 16, 2010
Site:	100427.revelex.com	**Type:**	Agent
		Agent Note:	Test Promotion
		Pop-Up Text:	Working to see how this looks.
1 Vendor			
Perform Action on this promotion: Edit | Deactivate			
Agency:	TravelPort - Generic (100427)	**Active Date:**	Nov 08, 2010 - Nov 15, 2010
Site:	100427.revelex.com	**Type:**	Agent
		Agent Note:	Promotions Test
		Pop-Up Text:	This is a test for Product Promotion

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



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.

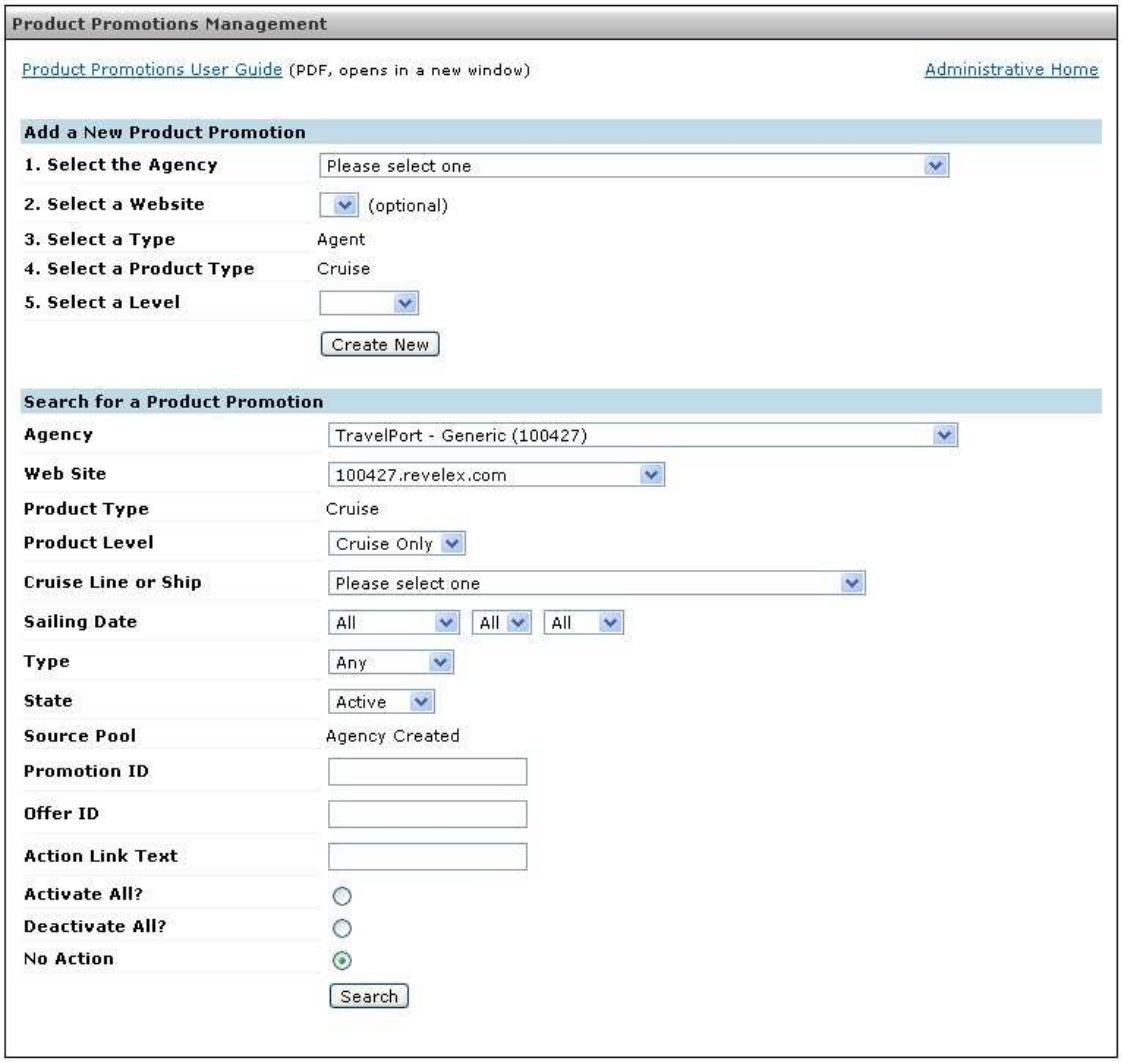
1.3. Deactivating/Activating Promotions

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.



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.

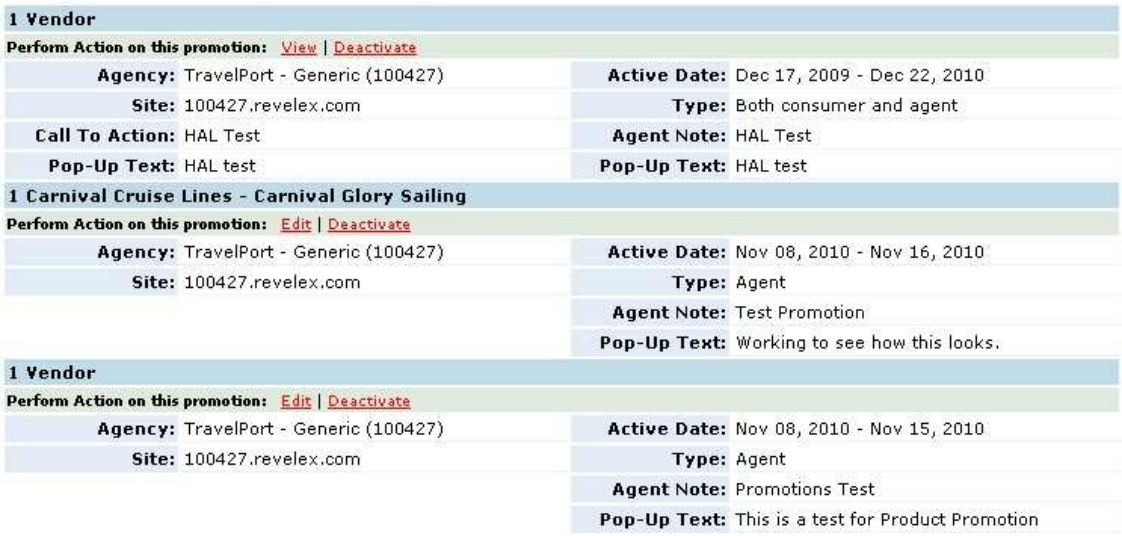
9. Select a **Sailing Date**, if applicable using the drop down lists.

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