



CRUISE GROUP ACCESS TOOL

This tool gives the user the ability to grant access to groups across multiple agencies and websites. Through the Cruise Group Access tool the user can create unique rate codes for ease of use. The tool also allows agencies to book under the contracting agency's credentials.

GROUP ACCESS MANAGEMENT

1. Click the **Admin** menu. It displays the admin menu options.
2. Click the **Administration** menu option. It displays the Administration window.
3. Click the **Group Access Management** link. It displays the following:

The screenshot shows a web application window titled "Add a Group Access Rule". At the top, there is a search bar labeled "Search for a Group Access Rule". On the left, there is a sidebar with three tabs: "Applicability" (selected), "Cruise Details", and "Group Details". The main content area is titled "Applicability" and contains the following elements:

- 1. Choose Agencies and Websites:** A tree view showing a hierarchy of agencies and websites. The root is "Galileo Leisure AAA TRAVEL HOLDINGS, INC.", which has a sub-item "Galileo Leisure AAA National". Under "Galileo Leisure AAA National", there are three sub-items: "Galileo Leisure AAA CAROLINAS-Master", "Galileo Leisure AAA EAST CENTRAL-Master", and a list of websites: "100744.revelex.com", "aaanational.revelex.com", "b2b.aaa.revelex.com", "aaanational-ca.revelex.com", "aaa998.revelex.com", "aaa996.revelex.com", and "caa997.revelex.com". All items in the tree have a green checkmark icon next to them, indicating they are selected.
- 2. Choose the Type:** A dropdown menu with "Agent" selected.
- A "Next (Cruise Details) >>" button is located at the bottom right of the main content area.

1.1 Add a Group Access Rule: Applicability

1. **Choose Agencies and Websites:** Check off the agencies that are to be included in the access rule.

Note: Checking off an agency will automatically select all websites for that agency. Also, checking off a website will automatically select the agency.

2. **Choose the Type.** Select Agent, Consumer, or Both for the type of rule. Agent means the rule will only appear on B2B sites. Consumer means the rule will appear on B2C sites. Both means the rule will apply to both B2B and B2C sites.

3. Click on **Next (Cruise Details)**. It displays the following:

1.3 Add a Group Access Rule: Group Details

1. **Active Dates:** Fill out the **From** and **To** dates for this rule in MM/DD/YYYY format.

Note: Clicking in the **From** or **To** field will trigger a calendar to appear for convenience.

2. **Apply Rate Code(s):** Enter the appropriate rate code. If there are multiple rate codes click on the Add Another Rate Code link and another field will appear. Repeat this step for each additional rate code.

Note: Wildcards can be used for rate codes by appending an * to the rate code. For Carnival and Royal Caribbean groups, rate codes always begin with the group ID.

3. **Group ID:** Enter the ID for this group. This only applies for Carnival groups.

4. **Use My Agency's Credentials:** Check this off so that the credentials of the agency of creation will be used for all bookings of this group and not the credentials of the agency who actually makes the booking.

5. **Agency Group Pitch:** Enter the **Group Action Text** and the **Group Action Note**. The Group Action Text will appear on the Passenger Select page. Clicking on the Group Action Text will trigger the Group Action Note to appear. The Group Action Note will allow up to 4000 characters.

Note: As of this time the **Group Action Note** is text only and will not allow html tags.

6. Click on **Create & Save Group Access Rule**. It will display the following:

Group Access #748483 was updated successfully.

[Administration Home](#)

Add a Group Access Rule Search for a Group Access Rule

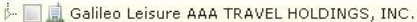
Applicability

Cruise Details

Group Details

Applicability

1. Choose Agencies and Websites:



2. Choose the Type

Agent

2.1 Search for a Group Access Rule

1. Click on the tab **Search for a Group Access Rule**. It displays the following:

The screenshot shows a web interface with two tabs: "Add a Group Access Rule" and "Search for a Group Access Rule". The "Search" tab is active. Below the tabs is a "Search" section with the following fields:

- Agency:** A dropdown menu showing "Galileo Leisure AAA TRAVEL HOLDINGS, INC. [108845]".
- Website:** A dropdown menu showing "108845.revelex.com".
- Type:** A dropdown menu showing "Agent".
- Sailing Type:** Two radio buttons: "Cruise Only" (selected) and "Cruise Tour".
- Cruise Line or Ship:** A dropdown menu showing "Carnival Cruise Lines - Carnival Glory".
- Sailing Date:** Two text input fields labeled "From:" and "To:".
- Active Dates:** Two text input fields labeled "From:" and "To:".
- Status:** A dropdown menu showing "Active".
- Group Action Text:** A text input field.

A "Search" button is located at the bottom right of the form.

Note: The following search options are not required. However, the more information that is entered the more specific the search results will be.

2. **Agency:** Select the appropriate agency from the drop down.
3. **Website:** Select the appropriate website if needed.
4. **Type:** Select **Agent**, **Consumer**, or **Any**.
5. **Sailing Type:** Select **Cruise Only** or **Cruise Tour**.
6. **Cruise Line or Ship:** Select the appropriate Cruise Line and Ship from the drop down.
7. **Sailing Date:** Enter the **From** and **To** dates for the sailing.

Note: Clicking in the **From** or **To** field will trigger a calendar to appear for convenience.

8. **Active Dates:** Enter the **From** and **To** dates for the rule.

Note: Clicking in the **From** or **To** field will trigger a calendar to appear for convenience.

9. **Status:** Select either **Active** or **Inactive** rules from the drop down.

10. **Group Action Text:** Enter the Group Action Text in the field to search for rules with this text.

Note: You only need to populate the form down to the Cruise Line and Ship. The remaining information is optional.

11. Click on **Search**. It displays the following:

Prev 1 Next

Carnival Cruise Lines, Carnival Glory: January 15, 2012 - 7 Night Exotic Eastern Caribbean Cruise

Actions Available: [Edit](#) [Deactivate](#)

Websites: 100744.revelex.com (4426)
aaanational.revelex.com (4520)
b2b.aaa.revelex.com (5607)
aaanational-ca.revelex.com (7604)
aaa998.revelex.com (8295)
aaa996.revelex.com (8431)
caa997.revelex.com (8468)
108845.revelex.com (9801)

Active Dates: December 9, 2010 - December 15, 2010

Group Action Text: This is a test

Type: Agent (B2B)

Prev 1 Next

12. Click on **Edit** to make modifications to the rule. It displays the following:

Note: If bookings have already been made against the rule you will not be able to edit the rule, except for the active dates. The options will let you either view or deactivate the rule.

Editing Access Rule 748483 Search for a Group Access Rule

Applicability
Cruise Details
Group Details

Applicability

1. Agencies and Websites:

- Galileo Leisure AAA TRAVEL HOLDINGS, INC.
 - Galileo Leisure AAA National
 - Galileo Leisure AAA CAROLINAS-Master
 - Galileo Leisure AAA EAST CENTRAL-Master
 - 100744.revelex.com
 - aaanational.revelex.com
 - b2b.aaa.revelex.com
 - aaanational-ca.revelex.com
 - aaa998.revelex.com
 - aaa996.revelex.com
 - caa997.revelex.com

2. Type

Agent

Cancel Edit Next (Cruise Details) >>

13. Make any needed changes to the **Applicability** page and click on **Next (Cruise Details)**. It displays the following:

Group Access #748483 was updated successfully.

[Administration Home](#)

Add a Group Access Rule Search for a Group Access Rule

Search

Agency: Galileo Leisure AAA TRAVEL HOLDINGS, INC. [108845]

Website: 108845.revelex.com

Type: Agent

Sailing Type: Cruise Only Cruise Tour

Cruise Line or Ship: Carnival Cruise Lines - Carnival Glory

Sailing Date: From:
To:

Active Dates: From:
To:

Status: Active

Group Action Text

Prev **1** Next

Carnival Cruise Lines, Carnival Glory: January 15, 2012 - 7 Night Exotic Eastern Caribbean Cruise

Actions Available: [Edit](#) [Deactivate](#)

Websites: 100744.revelex.com (4426) aaanational.revelex.com (4520) b2b.aaa.revelex.com (5607) aaanational-ca.revelex.com (7604) aaa998.revelex.com (8295) aaa996.revelex.com (8431) caa997.revelex.com (8468) 108845.revelex.com (9801)	Active Dates: December 9, 2010 - December 15, 2010 Group Action Text: This is a test Type: Agent (B2B)
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Prev **1** Next

16. **Deactivate/Activate:** To turn the rule off click on **Deactivate**. Conversely, to turn a rule back on click on **Activate**.


Note: Rules cannot be deleted, only activated or deactivated.


3.1 Booking into Group Access

1. Use your preferred method of booking (**Quick Cruise**, **Enhanced** search, etc...)
2. On the **Select Number of Passengers** page the following will be displayed for sailings with a Group Access rule:

Select Number of Passengers

1 2 3 4 5 6 7 8 9
Cruise Search Number of Rate Code Category Cabin Options Payment Booking
Search Results Passengers Selection Selection Selection & Review Confirmation


Ship Name: Carnival Glory
Plan Name: 7 Night Exotic Eastern Caribbean Cruise
Departing: Sunday, January 15, 2012 [View Itinerary](#)
Departure Port: Miami, Florida



Select the number of guests and click "Continue" to view pricing and availability for this cruise. You may purchase only one cabin at a time, so please select the appropriate number of passengers per cabin. If you would like to reserve more than one cabin, complete your booking then repeat the search for this sailing to add additional cabins.

Adults: (13 to 54 years old) **Seniors:** (55 years old and older) ⓘ
Children: (2 to 12 years old) **Infants:** (6 to 23 months)
 US/Canada resident? **Include cruise line airfare?**
Group Qualification ⓘ
 Past Passenger(s)? ⓘ

3. Select the Group Access Rule from the dropdown.
4. Click on Group Offer to see details on the rule:

Agent Link: Group Access TEST

Agent Note: This is a test.

Consumer Link:

Consumer Note:

Rate Codes: 85X5C7*

Group ID: 85X5C7


Valid: Thursday, December 9, 2010 to Thursday, December 16, 2010

5. Click on **Continue**. It displays the following:

Rate Code Selection

1 2 3 4 5 6 7 8 9
 Cruise Search Number of Rate Code Category Cabin Options Payment Booking
 Search Results Passengers Selection Selection Selection & Review Confirmation

Carnival
 Ship Name: Carnival Glory
 Plan Name: 7 Night Exotic Eastern Caribbean Cruise
 Departing: Sunday, January 15, 2012 [View Itinerary](#)
 Departure Port: Miami, Florida
 Passengers: 2 adults



Choose one or more Rate Codes then click Continue.

Cruise Group	Description	Remarks	Rate Code	<input type="checkbox"/>
	Group Access Test PGY	CPGY - NO UPGRADES APPLY SUPPORTS AMENITIES AND COMPS	85X5C701	<input checked="" type="checkbox"/>
	Group Access Test BST	CPGY - NO UPGRADES APPLY MAY OR MAY NOT SUPPORT AMENITIES AND COMPS	85X5C7BST	<input type="checkbox"/>

**It is the agent's responsibility to ensure that the customer qualifies for the rate code(s) selected.
 There is no validation of passenger selection type or residency against rate code selected.**

[Available Dates](#) [Continue](#)

[Cancellation Policy](#)

6. **Cruise Group** denotes that you are now booking into the group.

7. Continue with the booking process as normal.

3.2 Booking into Group Access: Example of Passive PNR in Apollo

ZDMG7W/WS QSBGX DGXGWS AG 34942666 19NOV
1.1MASON/ALEX 2.1MASON/BRUCE
1 CRU ZC BK1 PCV 15OCT-15OCT/**CCL**/CF-42XP82
FONE-FLLR/561 988-5588
2 FLLE/TRAVEL//AAACAROLINAS.COM
TKTG-TAU/19NOV
ATFQ-UNABLE
RMKS-CT/-BEGIN CRUISE BOOKING INFORMATION-
2 CT/-CLINE:CARNIVAL CRUISE LINES-SHIPNM:CARNIVAL SENSATION
3 CT/-DEPDTE:10NOV11-RTNDTE:13NOV11-SAILTIM:1600-CFNUM:42XP82
4 CT/-DESCRIPT:CARNIVAL SENSATION 3 NIGHT BAH-
DESTNME:BAHAMAS
5 CT/-NUMNGHT:3-CRUPRT:NOT AVAILABLE-CRUCODE:PCV-DECK:MAIN
6 CT/-CABTYP:UNKNWN-CABNUM:M19-CATSLD:4B-CABINT:INSIDE
7 CT/-ANYRCODE:30XF060-DINE:EARLY DINING-NUMADT:02-NUMCHD:00
8 CT/-END CRUISE BOOKING INFORMATION-
9 CT/-BEGIN CRUISE PRICE BREAKDOWN-
10 CT/-BFTTL:320.00-BF1:160.00-BF2:160.00-BF3:0-BF4:0-BF5:0
11 CT/-TXTTL:98.84-TX1:49.42-TX2:49.42-TX3:0-TX4:0-TX5:0
12 CT/-FSTTL:0.00-FS1:0.00-FS2:0.00-FS3:0-FS4:0-FS5:0
13 CT/-ATTTL:0.00-AT1:0.00-AT2:0.00-AT3:0-AT4:0-AT5:0
14 CT/-FOTTL:60.00-FO1:30.00-FO2:30.00-FO3:0-FO4:0-FO5:0
15 CT/-INTTL:0.00-IN1:0.00-IN2:0.00-IN3:0-IN4:0-IN5:0
16 CT/-NFTTL:178.00-NF1:89.00-NF2:89.00-NF3:0-NF4:0-NF5:0
17 CT/-NTTTL:656.84-NT1:0-NT2:0-NT3:0-NT4:0-NT5:0
18 CT/-CTTTL:656.84-CT1:328.42-CT2:328.42-CT3:0-CT4:0-CT5:0
19 CT/-COMM:0.00-OVRCOM:0.00
20 CT/-DEPTTL:200.00-DEPDDT:21NOV10
21 CT/-END CRUISE PRICE BREAKDOWN-
22 CT/-BEGIN PAYMENT INFORMATION-
23 CT/-BALDUEDETE:12SEP11
24 CT/-BALCK:656.84-BALCC:656.84
25 CT/-END PAYMENT INFORMATION-
26 CT/-GRPPCC:J1W-GRPPH:407-444-7881
27 CT/-GRPID:30XF06-GRPAGY:GALILEO LEISURE AAA NATIONAL
28 CT/-GRPPCC:CE5-GRPRG:100745
TRMK-CA ACCT-00