

BAPS

Documentation for agents

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Status	Draft
Comments	-

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Introduction

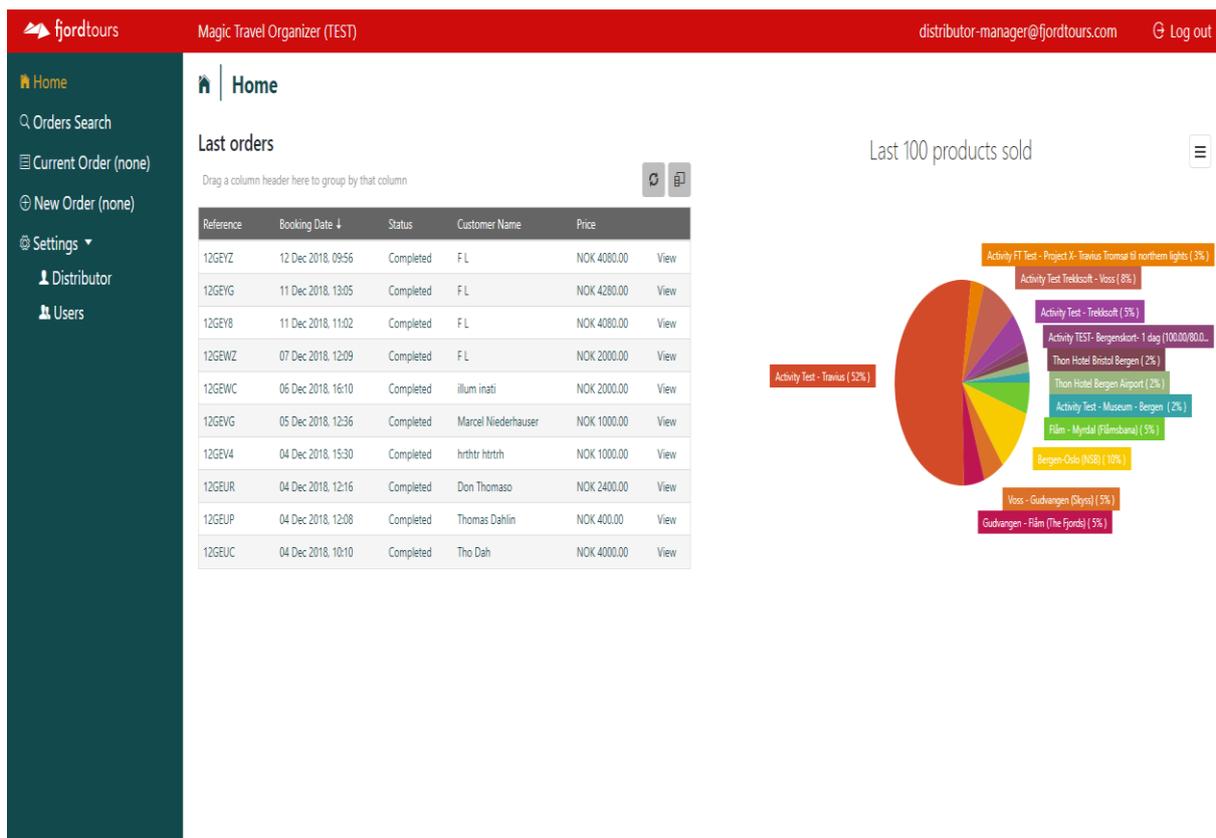
Baps is a booking and orders administration tool. It will be easy to make and keep track of your reservations. BAPS is continuously being updated, and screens might have changed from what is being shown in this documentation.

You will no longer receive a receipt from our accounting department on the bookings made. However when you make a reservation you will receive an email with the tickets for the guest, and a second email with the accounting information.

Home

This page gives an overview of the last orders made and the last 100 products sold with a cake diagram displaying the percentage of each product.

To open an order just double click on the order line. The reservation will open in the Current Order page.



The screenshot shows the 'Magic Travel Organizer (TEST)' interface. The top navigation bar includes the 'fjordtours' logo, the text 'Magic Travel Organizer (TEST)', the email 'distributor-manager@fjordtours.com', and a 'Log out' button. A dark sidebar on the left contains navigation options: Home, Orders Search, Current Order (none), New Order (none), Settings, Distributor, and Users.

The main content area is titled 'Home' and 'Last orders'. Below the title is a table with columns: Reference, Booking Date, Status, Customer Name, and Price. The table contains 12 rows of order data. To the right of the table is a pie chart titled 'Last 100 products sold'.

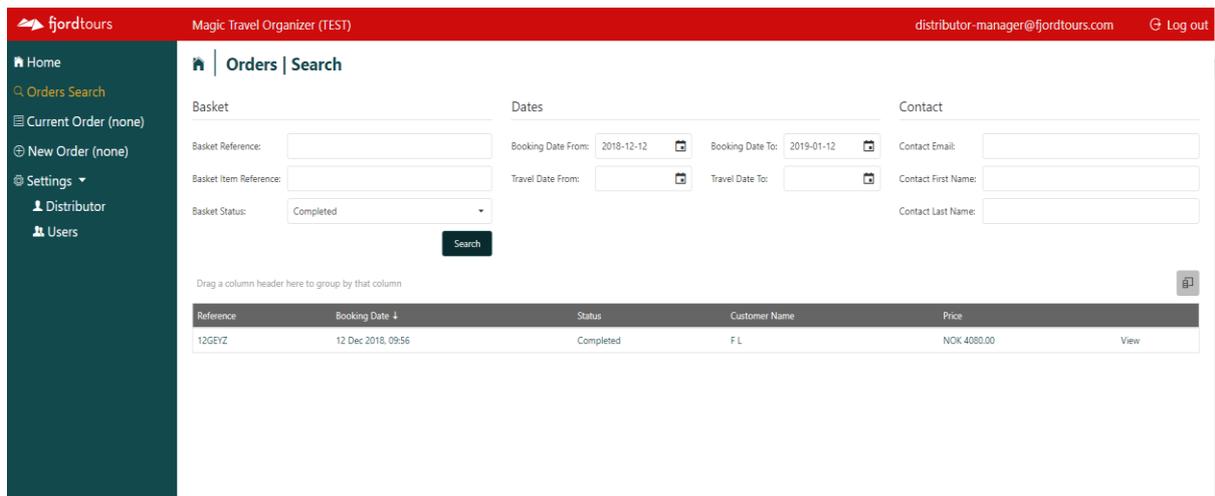
Reference	Booking Date	Status	Customer Name	Price	
12GEYZ	12 Dec 2018, 09:56	Completed	F L	NOK 4080.00	View
12GEYG	11 Dec 2018, 13:05	Completed	F L	NOK 4280.00	View
12GEY8	11 Dec 2018, 11:02	Completed	F L	NOK 4080.00	View
12GEWZ	07 Dec 2018, 12:09	Completed	F L	NOK 2000.00	View
12GEWC	06 Dec 2018, 16:10	Completed	illum inati	NOK 2000.00	View
12GEVG	05 Dec 2018, 12:36	Completed	Marcel Niederhauser	NOK 1000.00	View
12GEV4	04 Dec 2018, 15:30	Completed	hrthtr htrthtr	NOK 1000.00	View
12GEUR	04 Dec 2018, 12:16	Completed	Don Thomaso	NOK 2400.00	View
12GEUP	04 Dec 2018, 12:08	Completed	Thomas Dahlin	NOK 400.00	View
12GEUC	04 Dec 2018, 10:10	Completed	Tho Dah	NOK 4000.00	View

The pie chart 'Last 100 products sold' shows the following data series:

- Activity Test - Trinius (52%)
- Bergen-Oslo (NSB) (10%)
- Activity FT Test - Project A: Trinius Trompe til northern lights (3%)
- Activity Test - Trekksort - Voss (8%)
- Activity Test - Trekksort (5%)
- Activity TEST - Bergskort- 1 dag (100.00/80.00)
- Thon Hotel Bristol Bergen (2%)
- Thon Hotel Bergen Airport (2%)
- Activity Test - Museum - Bergen (2%)
- Film - Myrstad (Fjælsbana) (5%)
- Voss - Gudvangen (Dixys) (5%)
- Gudvangen - Flåm (The Fjords) (5%)

Orders Search

On this page you may search for a specific reservation, using one of the many criteria, booking or travel date intervals, name or email. The Basket Reference or Basket Item Reference is to be used for Fjord Tours staff only. To open an order just double click on the order line. The reservation will open in the Current Order page.



Orders | Search

Basket Reference: Booking Date From: 2018-12-12 Booking Date To: 2019-01-12 Contact Email:

Basket Item Reference: Travel Date From: Travel Date To: Contact First Name:

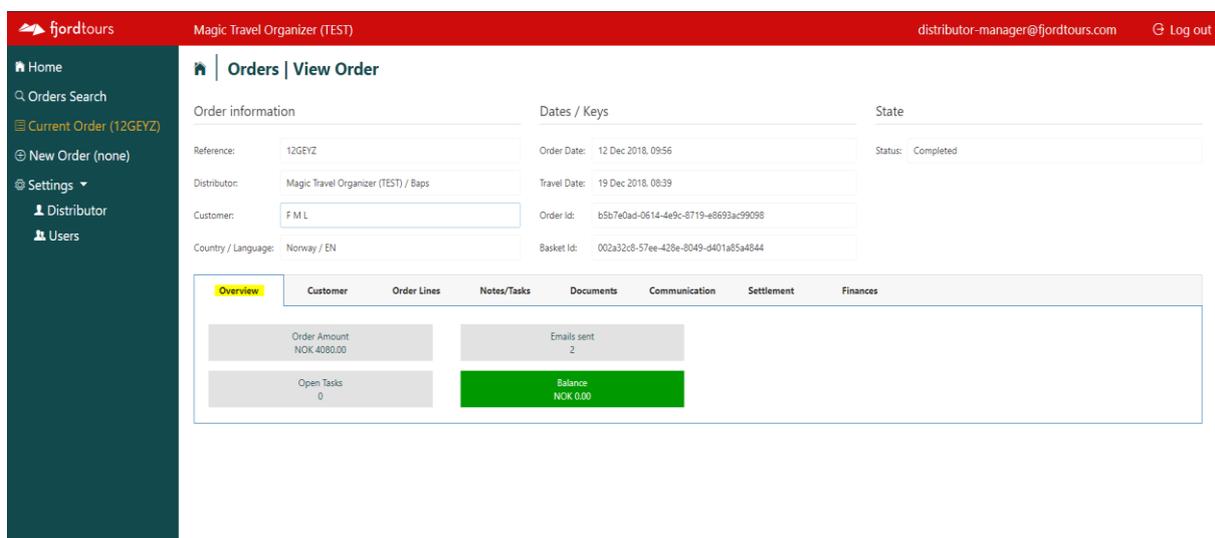
Basket Status: Contact Last Name:

Reference	Booking Date	Status	Customer Name	Price	
12GEVZ	12 Dec 2018, 09:56	Completed	F L	NOK 4080.00	View

Current Order

This page only displays when a reservation is opened from the "Home", "Search" or the "View Order" button on the "New Order" page. The order information is available on the different tabs.

Overview: displays order amount, open tasks, emails sent and most important the balance that should be zero.



Orders | View Order

Order information: Reference: 12GEVZ, Distributor: Magic Travel Organizer (TEST) / Baps, Customer: F M L, Country / Language: Norway / EN

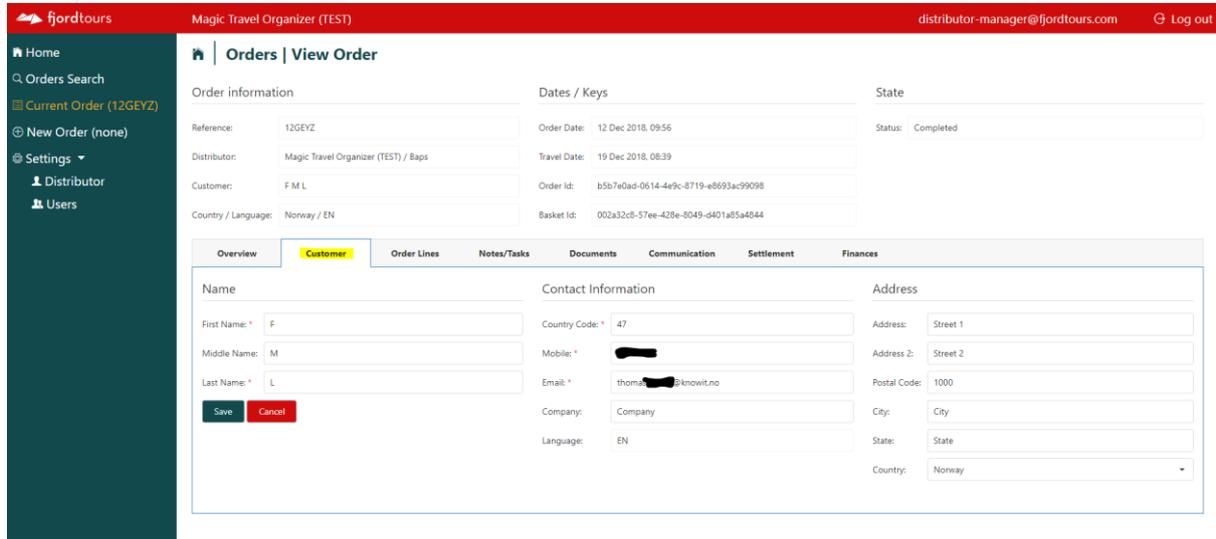
Dates / Keys: Order Date: 12 Dec 2018, 09:56, Travel Date: 19 Dec 2018, 08:39, Order Id: b5b7e0ad-0614-4e9c-8719-e8693ac99098, Basket Id: 002a32cb-57ee-428e-8049-d401a85a4844

State: Status: Completed

Overview | Customer | Order Lines | Notes/Tasks | Documents | Communication | Settlement | Finances

Order Amount NOK 4080.00	Emails sent 2
Open Tasks 0	Balance NOK 0.00

Customer: Name, address, phone number and email of the customer.



Order information

Reference: 12GEVZ
 Distributor: Magic Travel Organizer (TEST) / Baps
 Customer: F M L
 Country / Language: Norway / EN

Dates / Keys

Order Date: 12 Dec 2018, 09:56
 Travel Date: 19 Dec 2018, 08:39
 Order Id: b5b7e0ad-0614-4e9c-8719-e8693ac99098
 Basket Id: 002a32c8-57ee-428e-8049-d401a85a4844

State

Status: Completed

Overview | **Customer** | Order Lines | Notes/Tasks | Documents | Communication | Settlement | Finances

Name

First Name: * F
 Middle Name: M
 Last Name: * L

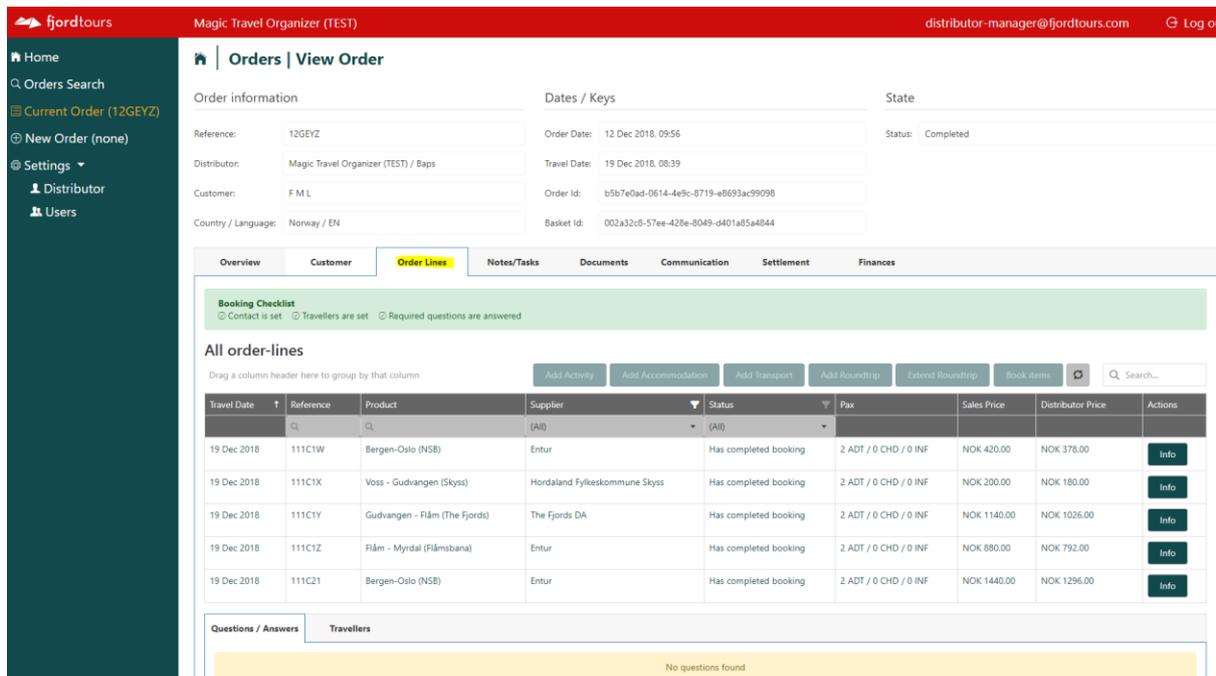
Country Code: * 47
 Mobile: * [REDACTED]
 Email: * thoma[REDACTED]@knowit.no
 Company: Company
 Language: EN

Address

Address: Street 1
 Address 2: Street 2
 Postal Code: 1000
 City: City
 State: State
 Country: Norway

Order Lines: Displaying the items included in the reservation. The info button displays more detailed information such as actual transport leg, departure and arrival times.

On the travelers tab below, you find the names of the ones who are travelling if required.



Order information

Reference: 12GEVZ
 Distributor: Magic Travel Organizer (TEST) / Baps
 Customer: F M L
 Country / Language: Norway / EN

Dates / Keys

Order Date: 12 Dec 2018, 09:56
 Travel Date: 19 Dec 2018, 08:39
 Order Id: b5b7e0ad-0614-4e9c-8719-e8693ac99098
 Basket Id: 002a32c8-57ee-428e-8049-d401a85a4844

State

Status: Completed

Overview | Customer | **Order Lines** | Notes/Tasks | Documents | Communication | Settlement | Finances

Booking Checklist

Contact is set Travellers are set Required questions are answered

All order-lines

Drag a column header here to group by that column

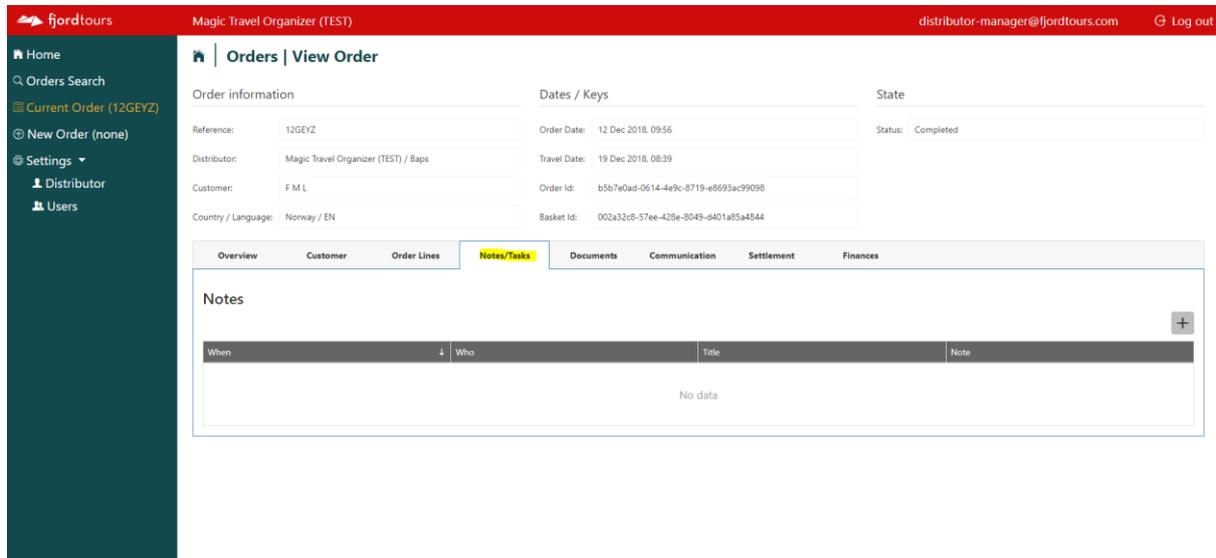
Travel Date	Reference	Product	Supplier	Status	Pax	Sales Price	Distributor Price	Actions
19 Dec 2018	111CIW	Bergen-Oslo (NSB)	Entur	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 420.00	NOK 378.00	<input type="button" value="Info"/>
19 Dec 2018	111CIX	Voss - Gudvangen (Skyst)	Hordaland Fylkeskommune Skyst	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 200.00	NOK 180.00	<input type="button" value="Info"/>
19 Dec 2018	111CIY	Gudvangen - Flåm (The Fjords)	The Fjords DA	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 1140.00	NOK 1026.00	<input type="button" value="Info"/>
19 Dec 2018	111CIZ	Flåm - Myrdal (Flåmsbana)	Entur	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 880.00	NOK 792.00	<input type="button" value="Info"/>
19 Dec 2018	111C21	Bergen-Oslo (NSB)	Entur	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 1440.00	NOK 1296.00	<input type="button" value="Info"/>

Questions / Answers

Travellers

No questions found

Notes/ Tasks: Comments may added to the reservations and tasks if exists will display.



The screenshot shows the 'Orders | View Order' page with the 'Notes/ Tasks' tab selected. The order information is as follows:

Order information	Dates / Keys	State
Reference: 12GEYZ	Order Date: 12 Dec 2018, 09:56	Status: Completed
Distributor: Magic Travel Organizer (TEST) / Baps	Travel Date: 19 Dec 2018, 08:39	
Customer: F M L	Order Id: b5b7e0ad-0614-4e9c-8719-e8693ac99098	
Country / Language: Norway / EN	Basket Id: 002a32c8-57ee-428e-8049-d401a85a4844	

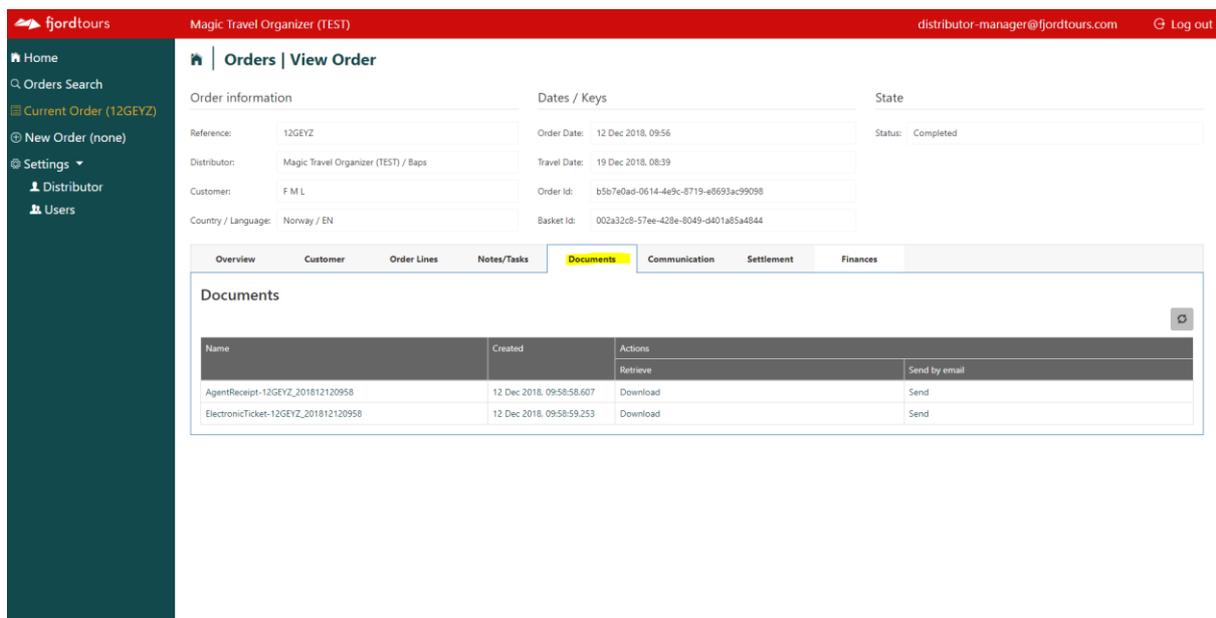
The 'Notes' section is currently empty, displaying 'No data'.

Documents- Email and Ticket : Each reservation generates 2 documents: Ticket which the agent can forward to their customer and a Receipt, which is only for internal use of the agent.

The ticket for the guest and your agent receipt may be downloaded or forwarded to the desired email address.

You will also receive the system generated documents by email and they will be sent to emails listed in Distributor section "Booking E-Mail (for tickets / receipts)"

You will no longer receive an email from our accounting department like you used to.

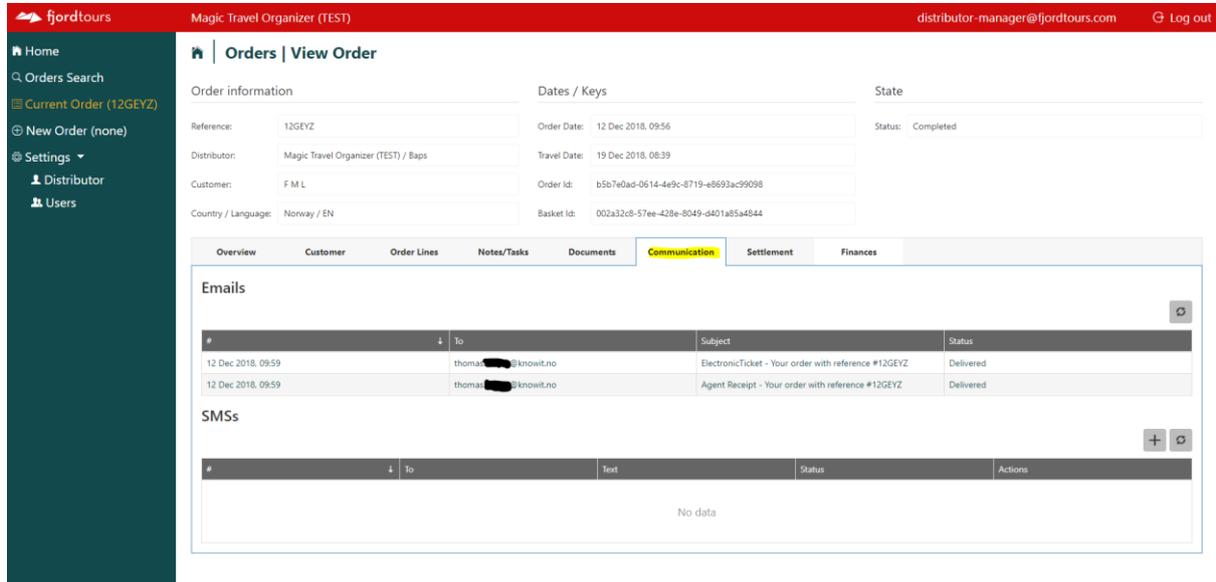


The screenshot shows the 'Orders | View Order' page with the 'Documents' tab selected. The order information is the same as in the previous screenshot. The 'Documents' section displays a table of generated documents:

Name	Created	Actions
AgentReceipt-12GEYZ_201812120958	12 Dec 2018, 09:58:58.607	Download
ElectronicTicket-12GEYZ_201812120958	12 Dec 2018, 09:58:59.253	Download

Each document row also includes a 'Send by email' action.

Communication: System communication either by email or sms is listed here. You will see where it has been sent and the delivery status of the communication. Emails are sent automatically while sms are sent manually by using the “plus” button.



Order information: Reference: 12GEYZ, Distributor: Magic Travel Organizer (TEST) / Baps, Customer: F M L, Country / Language: Norway / EN

Dates / Keys: Order Date: 12 Dec 2018, 09:56, Travel Date: 19 Dec 2018, 08:39, Order Id: b5b7e0ad-0614-4e9c-8719-e8693ac99098, Basket Id: 002a32c8-57ee-428e-8049-d401a85a4844

State: Status: Completed

Communication Tab: Overview, Customer, Order Lines, Notes/Tasks, Documents, **Communication**, Settlement, Finances

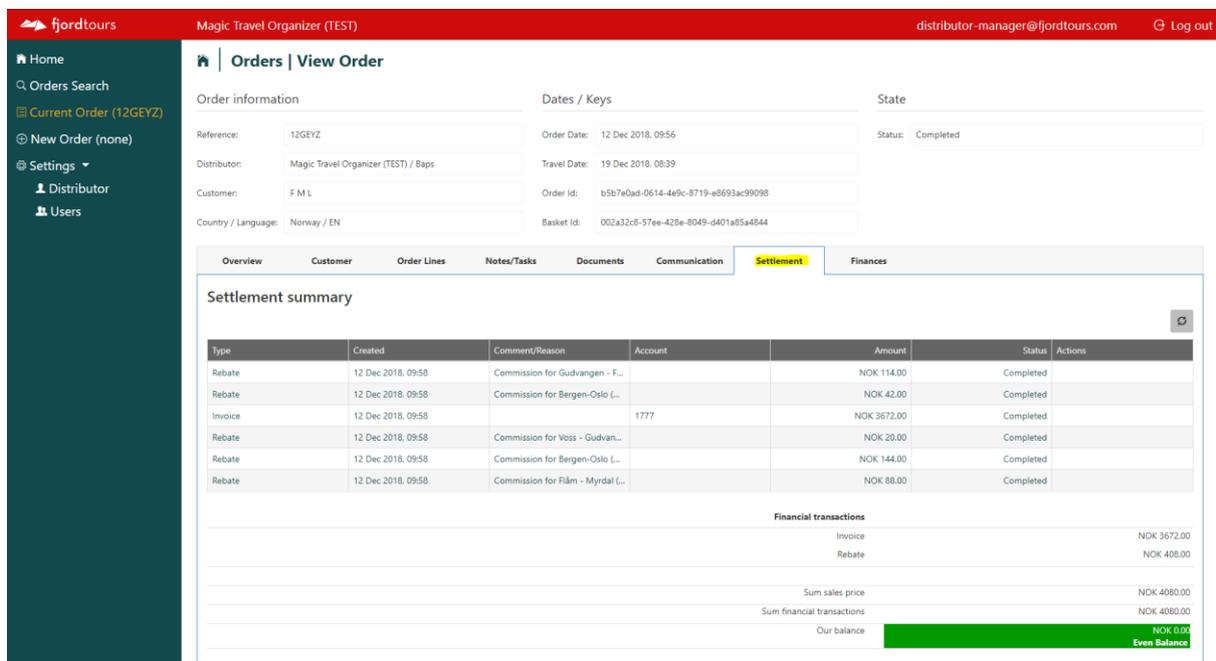
Emails Table:

#	To	Subject	Status
12 Dec 2018, 09:59	thomas@fjordtours.no	ElectronicTicket - Your order with reference #12GEYZ	Delivered
12 Dec 2018, 09:59	thomas@fjordtours.no	Agent Receipt - Your order with reference #12GEYZ	Delivered

SMSs Table:

#	To	Text	Status	Actions
No data				

Settlement: This page displays the agent discounts/commission and the balance of the transaction. Items to be paid for on site such as accomodation will be listed below the balance.



Order information: Reference: 12GEYZ, Distributor: Magic Travel Organizer (TEST) / Baps, Customer: F M L, Country / Language: Norway / EN

Dates / Keys: Order Date: 12 Dec 2018, 09:56, Travel Date: 19 Dec 2018, 08:39, Order Id: b5b7e0ad-0614-4e9c-8719-e8693ac99098, Basket Id: 002a32c8-57ee-428e-8049-d401a85a4844

State: Status: Completed

Settlement Tab: Overview, Customer, Order Lines, Notes/Tasks, Documents, Communication, **Settlement**, Finances

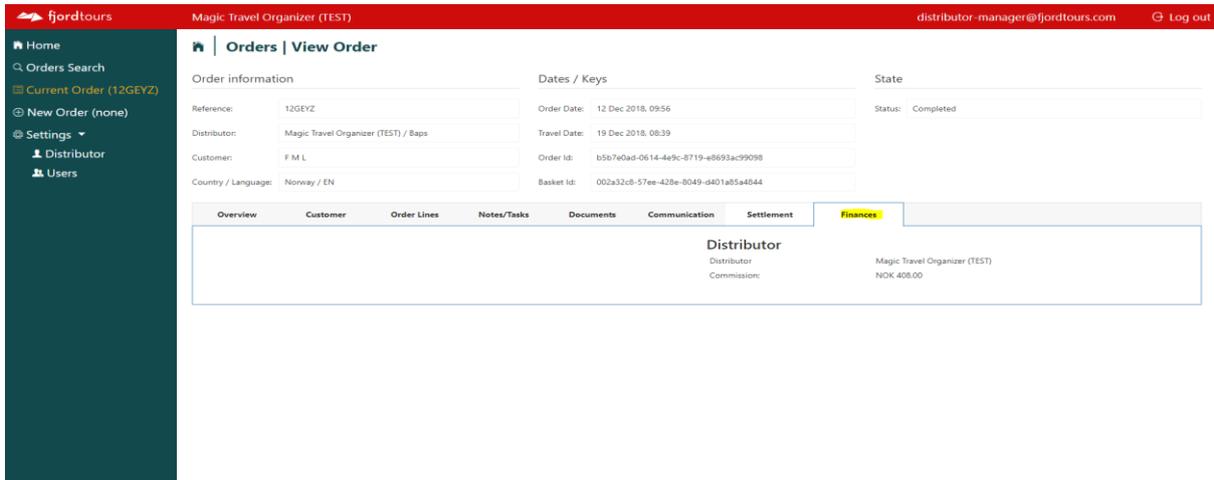
Settlement summary Table:

Type	Created	Comment/Reason	Account	Amount	Status	Actions
Rebate	12 Dec 2018, 09:58	Commission for Gudvangen - F...		NOK 114.00	Completed	
Rebate	12 Dec 2018, 09:58	Commission for Bergen-Oslo (...)		NOK 42.00	Completed	
Invoice	12 Dec 2018, 09:58		1777	NOK 3672.00	Completed	
Rebate	12 Dec 2018, 09:58	Commission for Voss - Gudvan...		NOK 20.00	Completed	
Rebate	12 Dec 2018, 09:58	Commission for Bergen-Oslo (...)		NOK 144.00	Completed	
Rebate	12 Dec 2018, 09:58	Commission for Flåm - Myrdal (...)		NOK 88.00	Completed	

Financial transactions Table:

Invoice	NOK 3672.00
Rebate	NOK 408.00
Sum sales price	NOK 4080.00
Sum financial transactions	NOK 4080.00
Our balance	NOK 0.00
Even Balance	

Finances: This page displays the agent commission on the booked product.

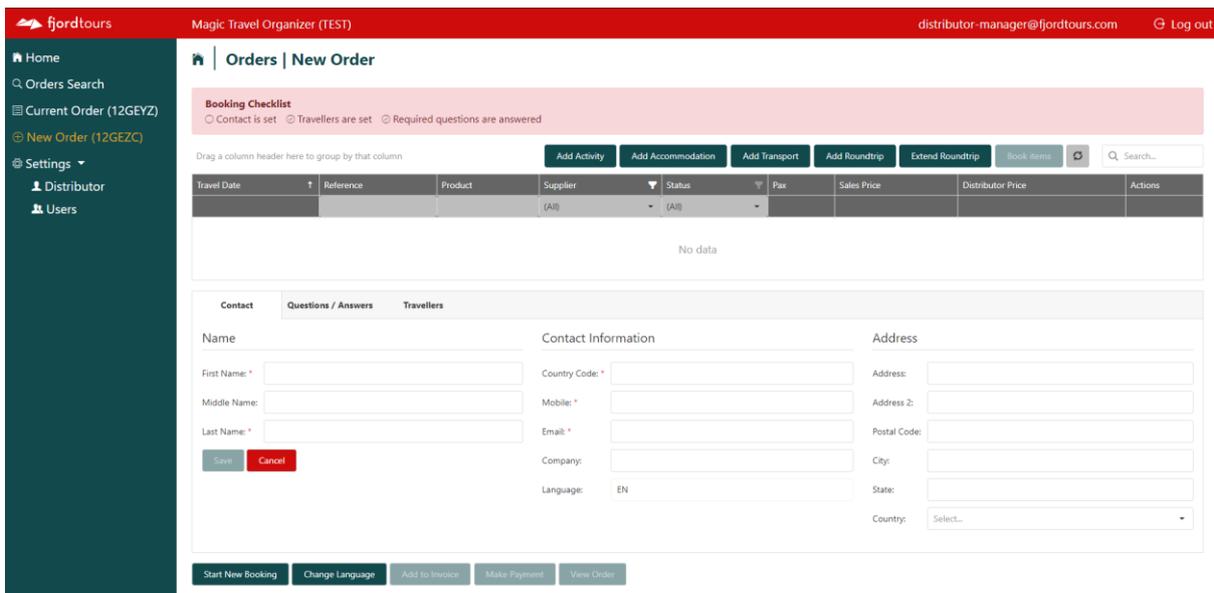


The screenshot shows the 'View Order' page with the 'Finances' tab selected. The order information includes Reference: 12GEYZ, Order Date: 12 Dec 2018, 09:56, and Status: Completed. The distributor is Magic Travel Organizer (TEST) / Baps, and the customer is F M L. The commission is listed as NOK 408.00.

New order

It is possible to create a booking containing a roundtrip with activities and accommodation, or book activities and accommodation separately from the roundtrip. "Add Transport" and "Extend Roundtrip" will not be relevant for the agent. First you select the language you wish the documents to be in. A pop up will appear. Then you start with adding the desired product, contact and travelers info can be added afterwards. Use the appropriate buttons.

Add Roundtrip



The screenshot shows the 'New Order' page with the 'Booking Checklist' section. The checklist includes 'Contact is set', 'Travellers are set', and 'Required questions are answered'. Below the checklist is a table for adding activities and a form for contact information.

Travel Date	Reference	Product	Supplier	Status	Plan	Sales Price	Distributor Price	Actions
			(All)	(All)				

The contact information form includes fields for Name (First, Middle, Last), Country Code, Mobile, Email, Company, Language, Address (Address, Address 2, Postal Code, City, State, Country), and buttons for Save and Cancel.

Follow the steps.

Do the selections and click next.

Book Roundtrip ×

Step 1 - Select Roundtrip, Dates and Guests

Roundtrip: Norway in a nutshell®

Variation: Bergen - Oslo (Bergen - Oslo)

Pick Travel Date: **JANUARY 2019**

MON	TUE	WED	THU	FRI	SAT	SUN
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Adults: 2

Children (younger than 18): 0

Cancel Previous Next Done

Timetables/ Availability will be checked.

Times might be changed by using the earlier/ later buttons. Activities and accommodation might be added directly in the travel plan selecting the “plus” sign on the desired location. Remember that the time between two transport products might be longer when you change the timetables and/or add activities/accommodation. When you are satisfied with the travelplan then use the “Validate” button at the end of the travelplan. Then you click “Done”

Book Roundtrip - Norway in a nutshell® ×

Step 2 - Book tour

11:20	+	Gudvangen	Free Seating
12:00	+	Gudvangen	< Earlier <input checked="" type="radio"/> Later >
14:00	+	Flåm	Winter Boat
16:50	+	Flåm	< Earlier <input checked="" type="radio"/> Later >
17:32	+	Vatnahalsen	Free Seating
17:40	+	Myrdal	
17:53	+	Myrdal	< Earlier <input checked="" type="radio"/> Later >
18:19	+	Finse	Standard Switch to Comfort (+NOK 200)
18:58	+	Geilo	
22:27	+	Oslo	

Validate

Help us improve by commenting your feedback.

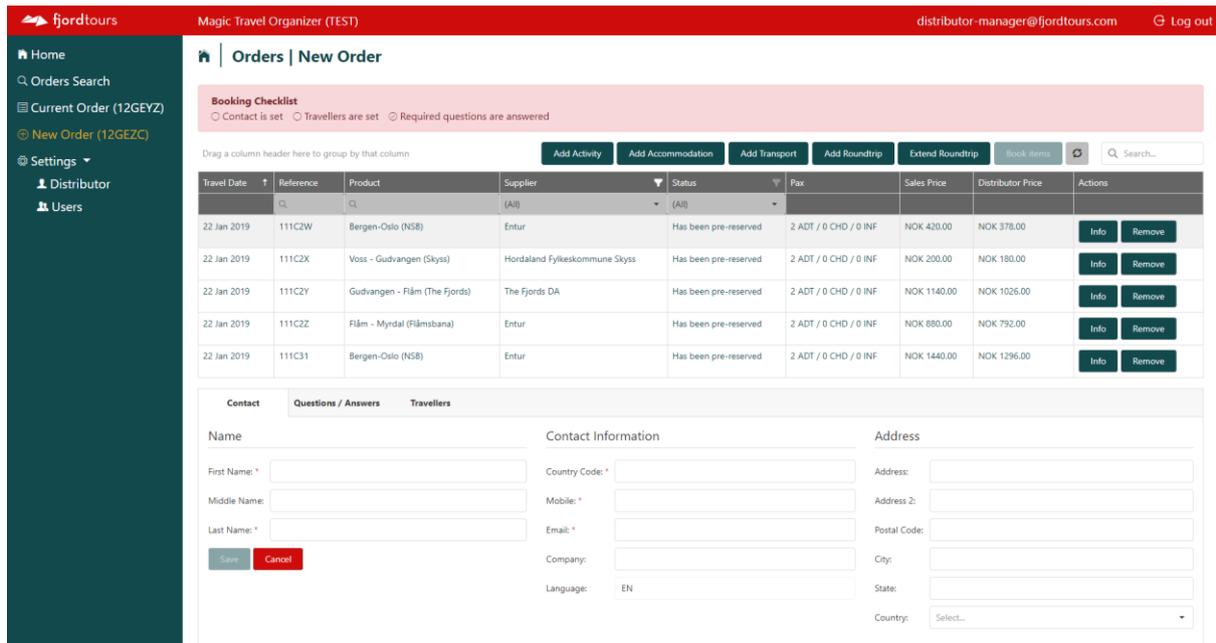
Sales price from NOK	4080
Distributor price from NOK	3672

Cancel Previous Next Done

The items in the travelplan are displayed. The info button displays detailed information about the item, such as actual transport leg, departure code, departure and arrival time and the kind of ticket, the kind of accommodation and activity.

Seat reservations on trains: the seats will be generated by the system and preferred seats cannot be requested, nor can seats be modified.

Then add contact info and save. Then add travelers if required and save.



Booking Checklist
 Contact is set Travellers are set Required questions are answered

Drag a column header here to group by that column

Travel Date	Reference	Product	Supplier	Status	Pax	Sales Price	Distributor Price	Actions
22 Jan 2019	111C2W	Bergen-Oslo (NSB)	Entur	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 420.00	NOK 378.00	Info Remove
22 Jan 2019	111C2X	Voss - Gudvangen (Skyst)	Hordaland Fylkeskommune Skyst	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 200.00	NOK 180.00	Info Remove
22 Jan 2019	111C2Y	Gudvangen - Flåm (The Fjords)	The Fjords DA	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 1140.00	NOK 1026.00	Info Remove
22 Jan 2019	111C2Z	Flåm - Myrdal (Flåmsbana)	Entur	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 880.00	NOK 792.00	Info Remove
22 Jan 2019	111C31	Bergen-Oslo (NSB)	Entur	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 1440.00	NOK 1296.00	Info Remove

Contact | Questions / Answers | Travellers

Name:

First Name: *

Middle Name:

Last Name: *

Country Code: *

Mobile: *

Email: *

Company:

Language: EN

Address:

Address 2:

Postal Code:

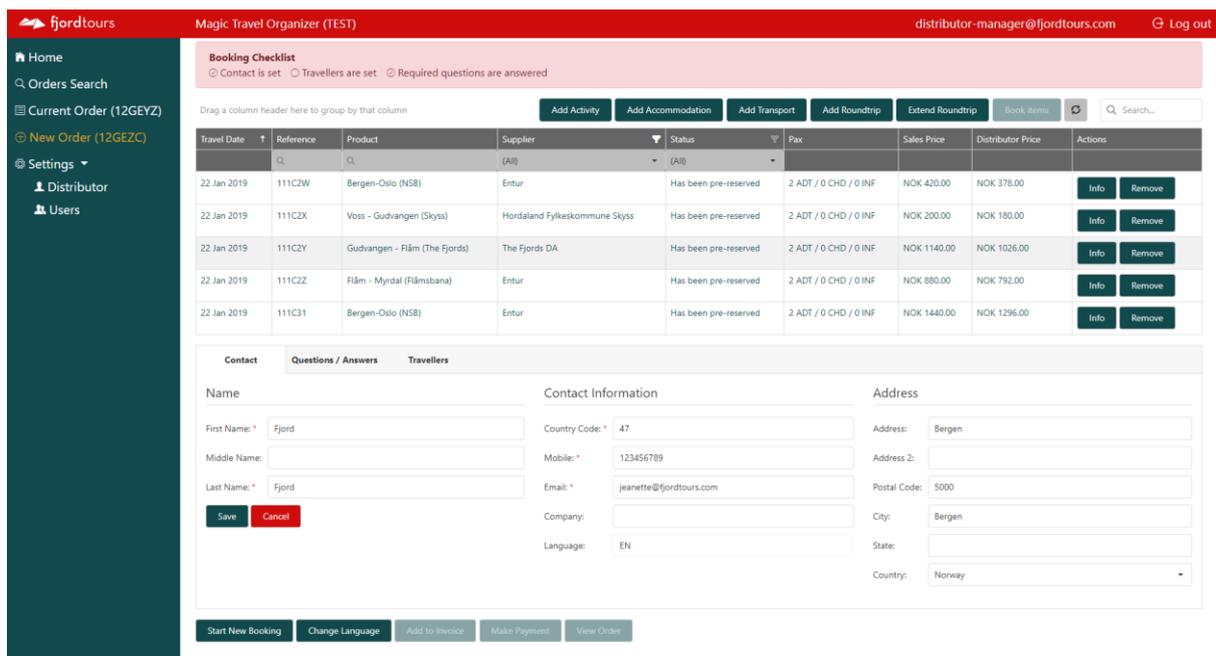
City:

State:

Country:

[Save](#) [Cancel](#)

When contact info and travelers are set and saved, you click the “book items” button and then the refresh button.



Booking Checklist
 Contact is set Travellers are set Required questions are answered

Drag a column header here to group by that column

Travel Date	Reference	Product	Supplier	Status	Pax	Sales Price	Distributor Price	Actions
22 Jan 2019	111C2W	Bergen-Oslo (NSB)	Entur	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 420.00	NOK 378.00	Info Remove
22 Jan 2019	111C2X	Voss - Gudvangen (Skyst)	Hordaland Fylkeskommune Skyst	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 200.00	NOK 180.00	Info Remove
22 Jan 2019	111C2Y	Gudvangen - Flåm (The Fjords)	The Fjords DA	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 1140.00	NOK 1026.00	Info Remove
22 Jan 2019	111C2Z	Flåm - Myrdal (Flåmsbana)	Entur	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 880.00	NOK 792.00	Info Remove
22 Jan 2019	111C31	Bergen-Oslo (NSB)	Entur	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 1440.00	NOK 1296.00	Info Remove

Contact | Questions / Answers | Travellers

Name:

First Name: *

Middle Name:

Last Name: *

Country Code: *

Mobile: *

Email: *

Company:

Language: EN

Address:

Address 2:

Postal Code:

City:

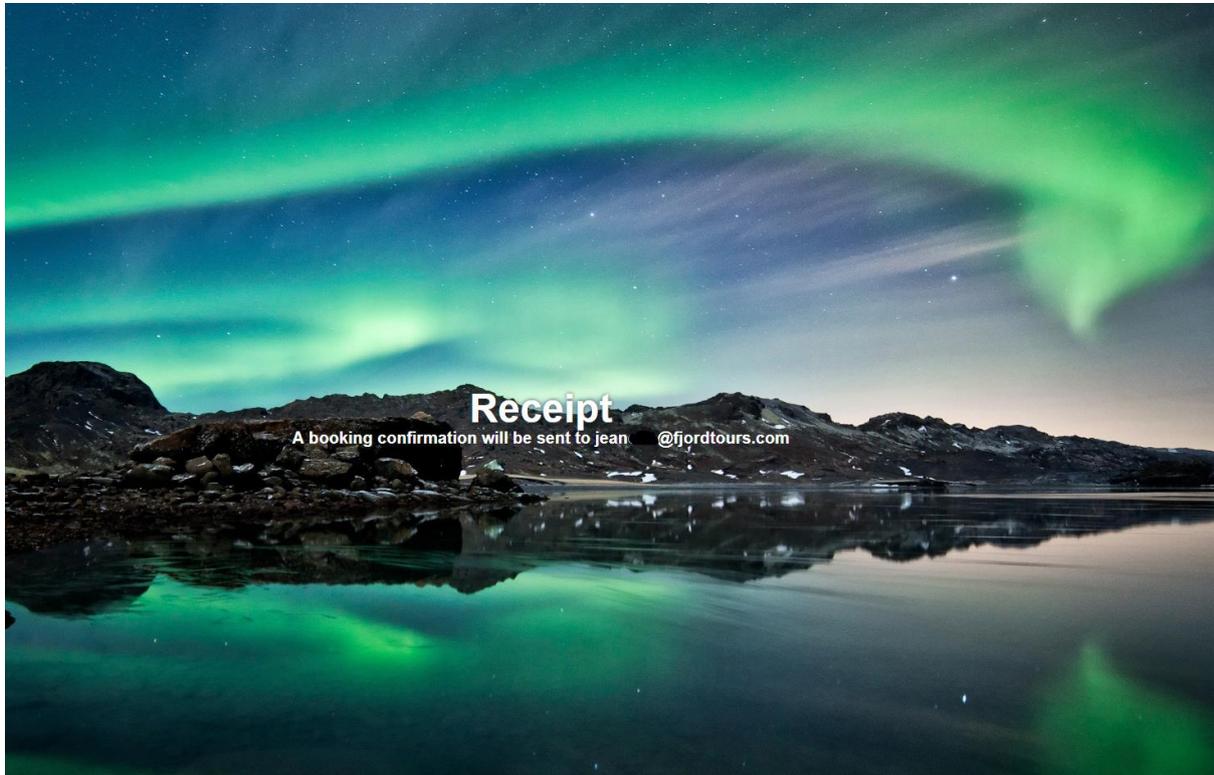
State:

Country:

[Save](#) [Cancel](#)

[Start New Booking](#) [Change Language](#) [Add to Itinerary](#) [Make Payment](#) [View Order](#)

Then you need to make the payment by using the «make payment» button, you will then be redirected to the Nets payment page where you use a valid credit card, and the Booking is complete. Add to invoice is only for Fjord Tours.



From BAPS page click the «View Order» button.

fjordtours Magic Travel Organizer (TEST) distributor-manager@fjordtours.com Log out

Home Orders Search Current Order (12GEYZ) New Order (12GEZC) Settings Distributor Users

Orders | New Order

ATTENTION: order is underpaid, please make payment. Order is not finalized and no ticket/receipt will be sent unless order is paid!

Booking Checklist
 Contact is set Travellers are set Required questions are answered

Drag a column header here to group by that column

Travel Date	Reference	Product	Supplier	Status	Pat	Sales Price	Distributor Price	Actions
22 Jan 2019	111C2W	Bergen-Oslo (NSB)	Entur	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 420.00	NOK 378.00	Info
22 Jan 2019	111C2X	Voss - Gudvangen (Skys)	Hordaland Fylkeskommune Skys	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 200.00	NOK 180.00	Info
22 Jan 2019	111C2Y	Gudvangen - Film (The Fjords)	The Fjords DA	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 1140.00	NOK 1026.00	Info
22 Jan 2019	111C2Z	Film - Myrdal (Filmsbana)	Entur	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 880.00	NOK 792.00	Info
22 Jan 2019	111C31	Bergen-Oslo (NSB)	Entur	Has completed booking	2 ADT / 0 CHD / 0 INF	NOK 1440.00	NOK 1296.00	Info

Contact Questions / Answers Travellers

Norway in a nutshell® - (22 Jan 2019 - 22 Jan 2019)

Adult

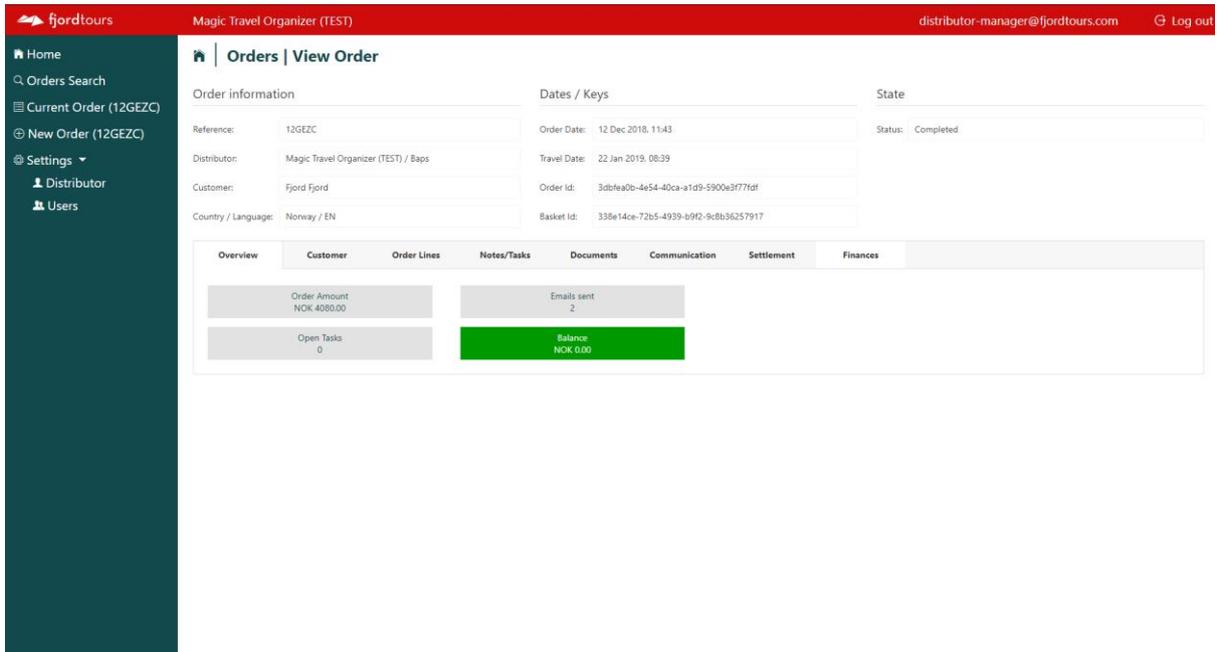
First Name * Fjord Last Name * Fjord

Adult

First Name * Tours Last Name * Tours

Save

Then you see all the information on the booking and that the balance is zero.



The screenshot shows the 'View Order' page in the Magic Travel Organizer (TEST) system. The interface includes a sidebar with navigation options like Home, Orders Search, Current Order (12GEZC), New Order (12GEZC), Settings, Distributor, and Users. The main content area displays order information, dates/keys, and a summary table.

Overview	Customer	Order Lines	Notes/Tasks	Documents	Communication	Settlement	Finances
	Order Amount NOK 4080.00			Emails sent 2			
	Open Tasks 0			Balance NOK 0.00			

Terms and Conditions

The Terms & Conditions as agreed upon in the "Distributor Contract" applies. Please also refer to <https://www.fjordtours.com/agents> for more information.

Add Activity

Start with selecting the language of which the documents and tickets should be in. (A pop up window will appear). You might filter on location, name of activity, supplier etc. Click on the desired activity and use the next button.

Book Activity ×

Step 1 - Select Activity

Location Clear

Name	Supplier	Supplier System	Price from	Locations
Segway Tours Stavanger	Segway Tours Norway	Trekksøft	549	Stavanger.
The Norwegian Canning Museum	Museum Stavanger AS	Trekksøft	90	Stavanger.
Agatunet Village	Stiftinga Hardanger og Voss Museum	Trekksøft	90	
Stavanger Maritime Museum	Museum Stavanger AS	Trekksøft	90	Stavanger.
Sightseeing in Stavanger	Strømme Norge AS	Trekksøft	275	Stavanger.
Sightseeing in Ålesund	Strømme Norge AS	Trekksøft	275	Ålesund.
Polaria	Stiftelsen Polaria	Trekksøft	130	Tromsø.
Activity Test - Travius		Travius	1000	Flåm.
Activity FT Test - Project X- Travius Tromsø til north...		Travius	1165	Tromsø.
Indoor Skydiving in Voss	Vossvind Drift AS	Travius	765	Voss.

1 2 3 4 5 6 7 8 9

Cancel
Previous
Next
Done

Do your selections and click «Done»

Book Activity - FT Test - Project X- Travius Tromsø til northern lights ×

Step 2 - Select Date, Departure and Guests

Pick Travel Date Pick Departure 16 Jan 2019

● 17:00 (8 Available places)

JANUARY 2019						
MON	TUE	WED	THU	FRI	SAT	SUN
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Minimum Guests: 1 Maximum Guests: 8

Adults Children (5 - 15)

Sales Price: **NOK 2000.00** Distributor Price: **NOK 2000.00**

Cancel
Previous
Next
Done

Then you follow the same procedure as for the roundtrip booking: add contact info and save, then use “Book Items” button. Then you need to make the payment by using the «make payment» button, you will then be redirected to the Nets payment page where you use a valid credit card, and the Booking is complete. Add to invoice is only for Fjord Tours.

Click on the “View Order” to check the reservation.

Add Accommodation

Start with selecting the language of which the documents and tickets should be in. (A pop up window will appear).

Then you follow the steps and select the required data. Then click next.

Book Accommodation ×

Step 1 - Select dates and location

Location

Late arrival (after 18:00)

Check-in Date Check-out Date

DECEMBER 2018							DECEMBER 2018						
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
<	<	<	<	<	<	<	<	<	<	<	<	<	<
<	<	<	13	14	15	16	<	<	<	<	<	<	<
17	18	19	20	21	22	23	<	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31	1	2	3	4	5	6	31	1	2	3	4	5	6

Cancel
Previous
Next
Done

Select the traveler info and click next.

Book Accommodation ×

Step 2 - Traveller info

Adults Children (younger than 18)

Number of rooms

Room for adult 1

Room for adult 2

Cancel
Previous
Next
Done

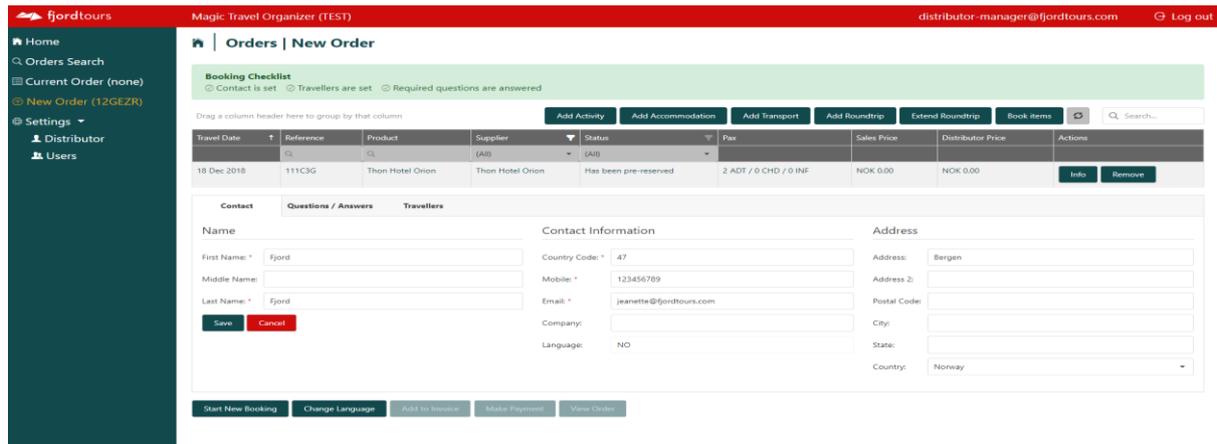
Click on the "not selected" text and the available unit types will appear. Select the desired unit type.

Book Accommodation x

Step 4 - Choose room(s) - Thon Hotel Orion
 Total price: NOK 1245.00
 2 adults - Standard Room Double (NOK 1245) ▾

Name	Linen Fee	Cleaning Fee	Distributor Price (Sales)	
Standard Room Double	NOK 0.00	NOK 0.00	NOK 1245.00 (1245.00)	Selected
Standard Room Triple / Family	NOK 0.00	NOK 0.00	NOK 1345.00 (1345.00)	Select this
Standard Room Twin	NOK 0.00	NOK 0.00	NOK 1245.00 (1245.00)	Select this
Superior Room	NOK 0.00	NOK 0.00	NOK 1545.00 (1545.00)	Select this
Business Room	NOK 0.00	NOK 0.00	NOK 1745.00 (1745.00)	Select this

Then add the contact info and save, now the "Book Items" button become available to click. Then you might use the "view order" to check the reservation. As all accommodation is to be paid for on site, the payment step is skipped.



Orders | New Order

Booking Checklist
 Contact is set Travellers are set Required questions are answered

Drag a column header here to group by that column

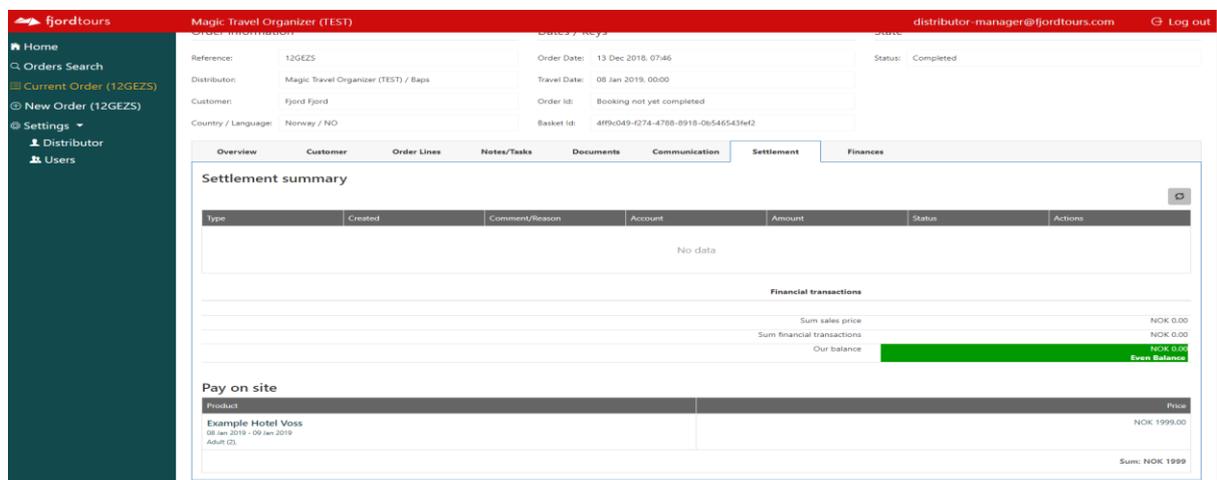
Travel Date	Reference	Product	Supplier	Status	Pass	Sales Price	Distributor Price	Actions
18 Dec 2018	111CSG	Thon Hotel Orion	Thon Hotel Orion	Has been pre-reserved	2 ADT / 0 CHD / 0 INF	NOK 0.00	NOK 0.00	Info Remove

Contact Questions / Answers Travellers

Name: Fjord
 Country Code: 47
 Address: Bergen
 Mobile: 123456789
 Email: jeanette@fjordtours.com
 Language: NO

Buttons: Start New Booking, Change Language, Add to basket, Make Payment, View Order

You will see on the Settlement tab that no transactions has been done and that the amount is to be paid for on site.



Settlement

Settlement summary

Type	Created	Comment/Reason	Account	Amount	Status	Actions
No data						

Financial transactions

Sum sales price	NOK 0.00
Sum financial transactions	NOK 0.00
Our balance	NOK 0.00
Even Balance	

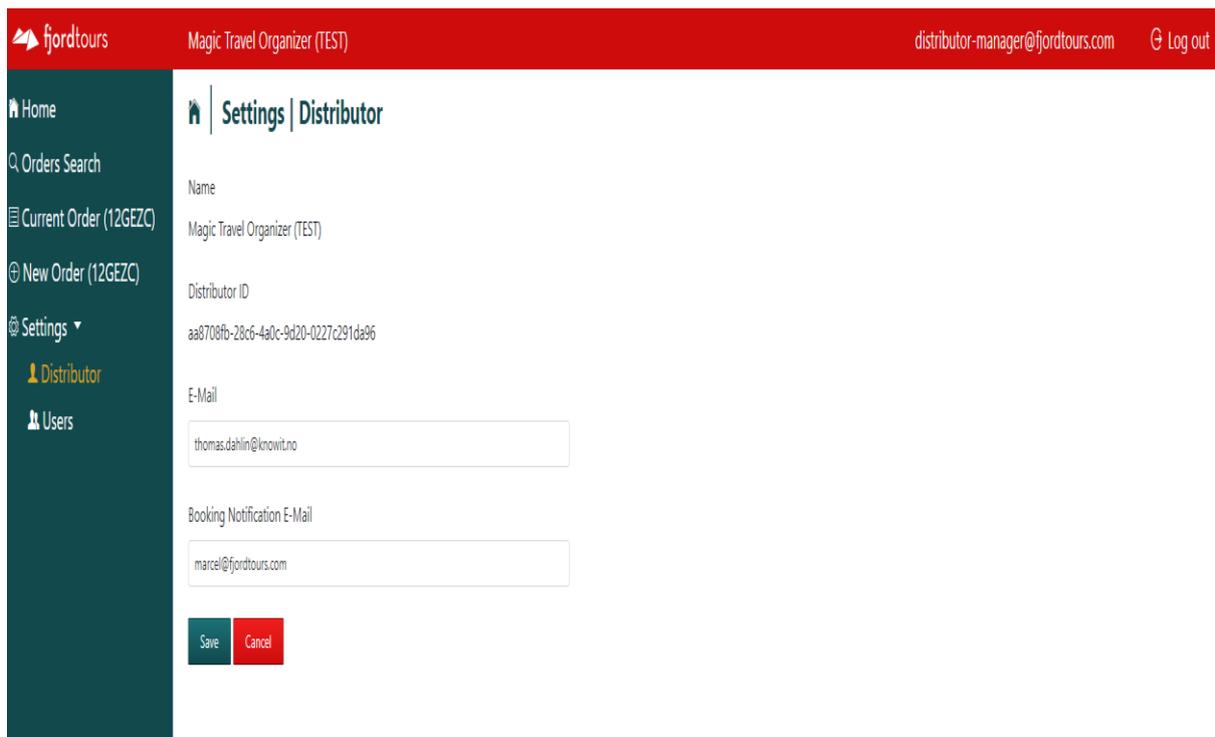
Pay on site

Product	Price
Example Hotel Voss 08 Jan 2019 - 09 Jan 2019 Adult (2)	NOK 1999.00
Sum:	NOK 1999

Settings

Distributor

Email address for the distributor user and the "Booking E-Mail for tickets / receipts" can be edited only by the distributor Manager while the distributor Agent can only view them.



The screenshot shows the Fjordtours web application interface. At the top, there is a red header bar with the Fjordtours logo on the left, the text "Magic Travel Organizer (TEST)" in the center, and "distributor-manager@fjordtours.com" and a "Log out" button on the right. A dark teal sidebar on the left contains navigation links: Home, Orders Search, Current Order (12GEZC), New Order (12GEZC), Settings (with a dropdown arrow), Distributor (highlighted in yellow), and Users. The main content area is titled "Settings | Distributor" and contains the following fields:

- Name: Magic Travel Organizer (TEST)
- Distributor ID: aa8708fb-28c6-4a0c-9d20-0227c291da96
- E-Mail: thomas.dahlin@knowit.no (text input field)
- Booking Notification E-Mail: marcel@fjordtours.com (text input field)

At the bottom of the form, there are two buttons: "Save" (dark teal) and "Cancel" (red).

Users

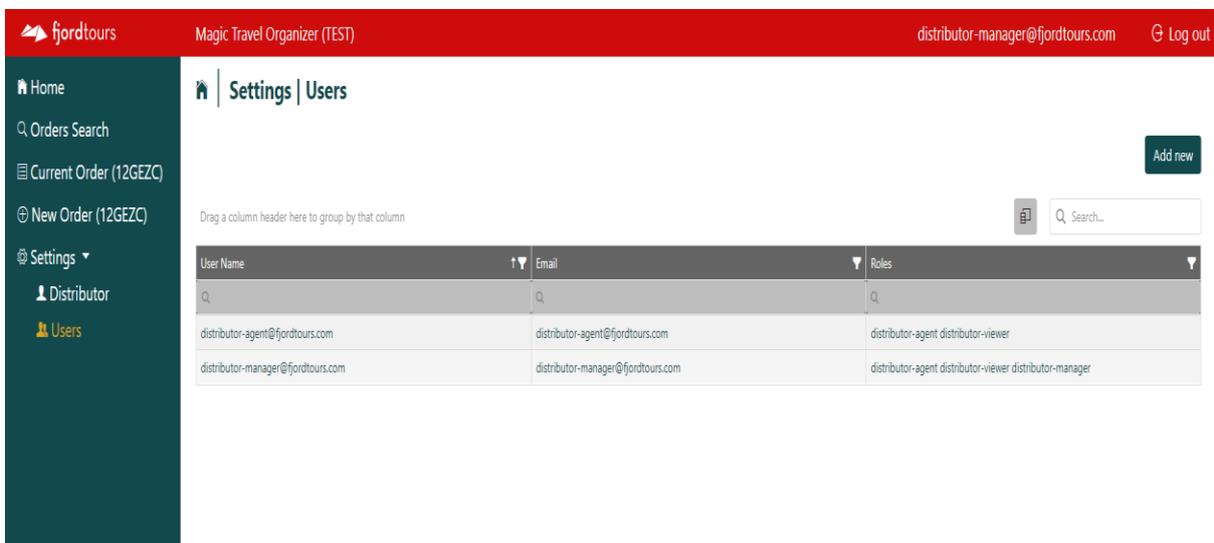
Only the Distributor Manager will see this option on the menu. To create a new user within your organization use the “Add new” button. Email and username are the same. The user roles have different accesses.

Manager: the only one who can edit distributor settings and create users.

Agent: all functionality except editing distributor settings and creating users.

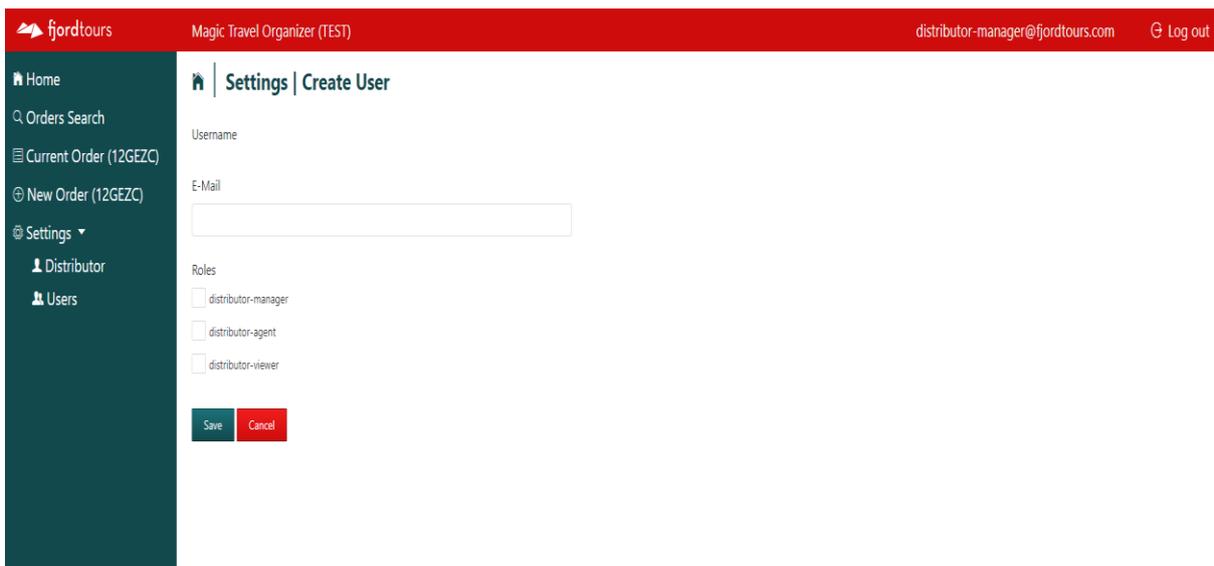
Viewer: only see existing reservations and settings, but not create nor edit.

The newly created user will receive an email with a validation link in it, and must validate the email address before using the log in.



The screenshot shows the 'Settings | Users' page. The top navigation bar is red and contains the 'fjordtours' logo, 'Magic Travel Organizer (TEST)', the user email 'distributor-manager@fjordtours.com', and a 'Log out' button. The left sidebar is dark teal and contains navigation links: Home, Orders Search, Current Order (12GEZC), New Order (12GEZC), Settings (with a dropdown arrow), Distributor, and Users (highlighted). The main content area is white and features an 'Add new' button in the top right. Below it is a search bar with a magnifying glass icon and the text 'Search...'. A table with three columns: 'User Name', 'Email', and 'Roles' is displayed. The table has a search input in the first column. The data rows are as follows:

User Name	Email	Roles
distributor-agent@fjordtours.com	distributor-agent@fjordtours.com	distributor-agent distributor-viewer
distributor-manager@fjordtours.com	distributor-manager@fjordtours.com	distributor-agent distributor-viewer distributor-manager



The screenshot shows the 'Settings | Create User' page. The top navigation bar is red and contains the 'fjordtours' logo, 'Magic Travel Organizer (TEST)', the user email 'distributor-manager@fjordtours.com', and a 'Log out' button. The left sidebar is dark teal and contains navigation links: Home, Orders Search, Current Order (12GEZC), New Order (12GEZC), Settings (with a dropdown arrow), Distributor, and Users (highlighted). The main content area is white and features a form with the following fields:

- Username: [input field]
- E-Mail: [input field]
- Roles:
 - distributor-manager
 - distributor-agent
 - distributor-viewer

At the bottom of the form are two buttons: 'Save' (green) and 'Cancel' (red).



Email and Ticket

Each reservation generates 2 emails with documents:

Tickets: which the agent can forward to their customer. Including attachments with information about transfer points and additional relevant information, if needed.

Receipt: which is only for internal use of the agent.

You will receive the system generated documents by email and they will be sent to the emails listed in Distributor section "Booking E-Mail (for tickets / receipts)"

You will no longer receive an email from our accounting department like you used to.

The ticket for the guest and your agent receipt may also be downloaded or forwarded from the "documents" tab on the "View Order" / "Current Order" page.

Identity

Agents may log in via this page <https://identity.fjordtours.com>

After logging in you will be able to edit your profile, change your password, and go via a direct link to BAPS.

You may access BAPS by following this link: <https://baps.fjordtours.com>