

Travel Agent - How to Add a (Back-to-Back) Reservation

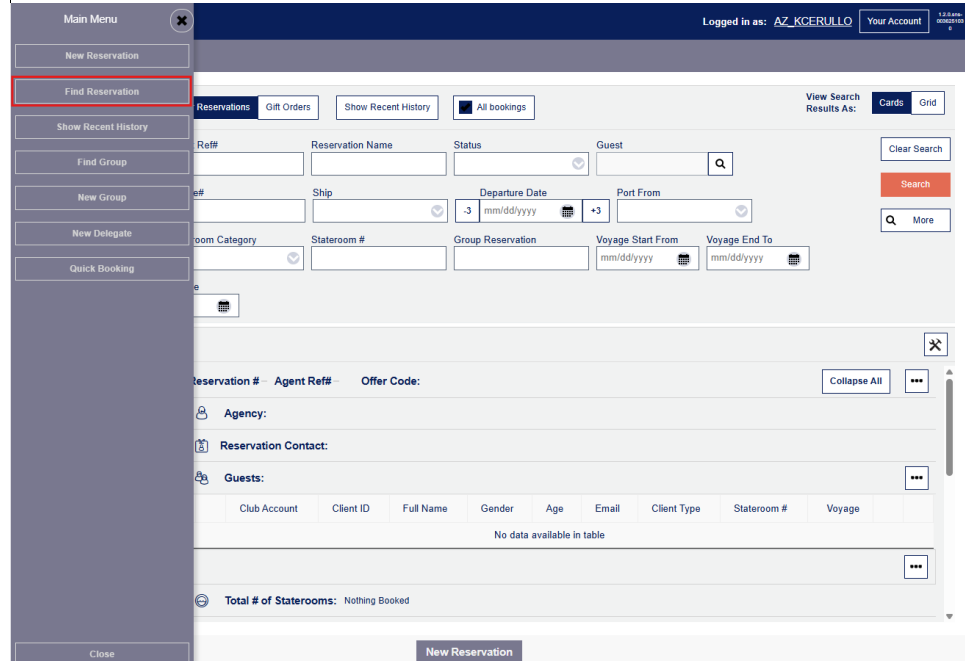
Step 1

Let us start on the Log In screen. Click the **Main Menu 3 Bars** symbol.



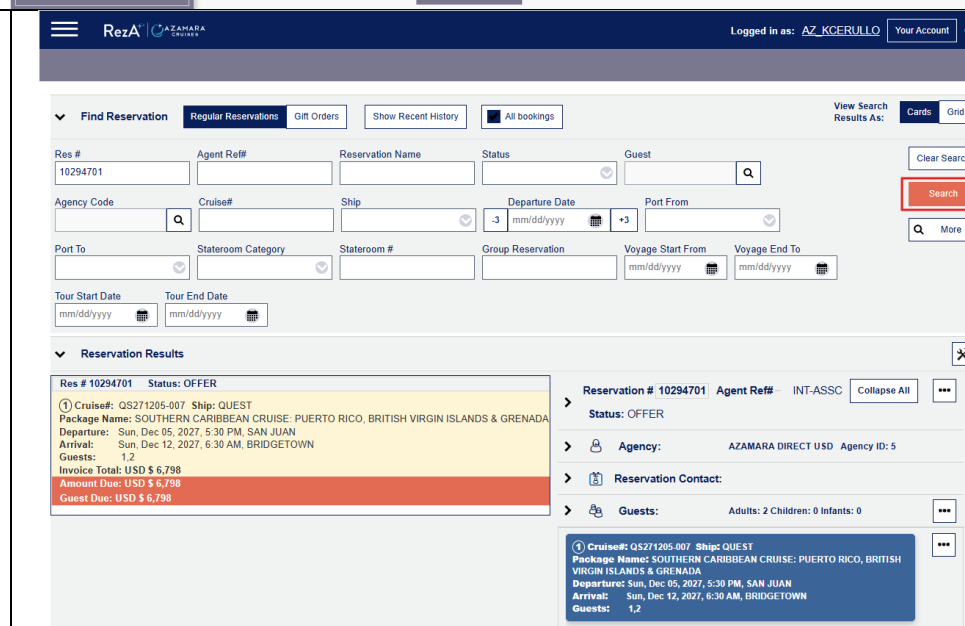
Step 2

This will open the Main Menu drop down list. Click the **Find Reservation** tab.



Step 3

You will arrive on the Find Reservation screen. Enter the **Reservation Number** you wish to work with in the **Res#** field. Then click the **Search** button.



Step 4

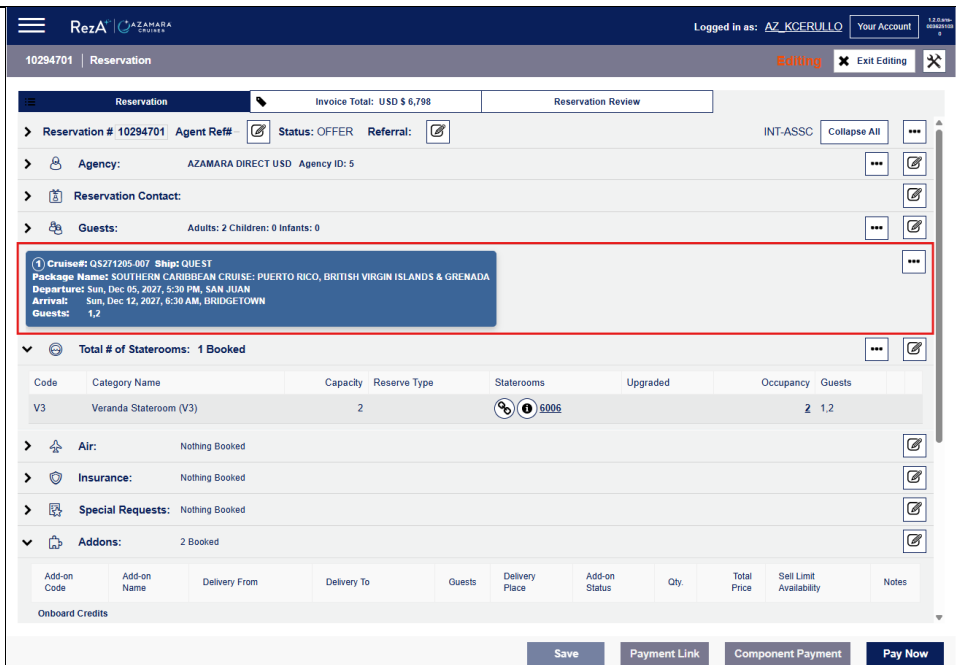
This will bring up the reservation you have entered. Under Reservation Results select your **Res#** and click its **Edit** button.

The screenshot displays the RezA+ web application interface. At the top, the user is logged in as 'AZ_KCERULLO'. The 'Find Reservation' section includes search filters for Res # (10294701), Agent Ref#, Reservation Name, Status, Guest, Agency Code, Cruise#, Ship, Departure Date, Port From, Port To, Stateroom Category, Stateroom #, Group Reservation, Voyage Start From, Voyage End To, and Tour Start Date. A modal window titled 'Reservation #10294701' is open, showing an 'Edit' button highlighted with a red box, along with 'Copy', 'Cancel', 'Refresh', 'Invoice', 'Payment Link', 'Pay Now', 'Gift Orders', and 'Travel With' buttons. Below the modal, the 'Reservation Results' section shows a list of reservations. The first result, 'Res # 10294701 Status: OFFER', is expanded, displaying details such as Cruise#, Package Name, Departure, Arrival, Guests, Invoice Total, Amount Due, and Guest Due. A second reservation result is partially visible below.

Step 5

The Reservation screen will appear with your Res#. We are using Res# 10294701 for this example.

Here you will see the Cruise Information highlight in - On the right-side of the Cruise Information click the **Ellipse**  symbol.



RezA+ | AZAMARA CRUISES

Logged in as: AZ_KCERULLO | Your Account

10294701 | Reservation

Editing | Exit Editing

Reservation

Invoice Total: USD \$ 6,798

Reservation Review

Reservation # 10294701 Agent Ref# Status: OFFER Referral:

Agency: AZAMARA DIRECT USD Agency ID: 5

Reservation Contact:

Guests: Adults: 2 Children: 0 Infants: 0

Cruise#: QS271205-007 Ship: QUEST
Package Name: SOUTHERN CARIBBEAN CRUISE: PUERTO RICO, BRITISH VIRGIN ISLANDS & GRENADA
Departure: Sun, Dec 05, 2027, 5:30 PM, SAN JUAN
Arrival: Sun, Dec 12, 2027, 6:30 AM, BRIDGETOWN
Guests: 1,2

Total # of Staterooms: 1 Booked

Code	Category Name	Capacity	Reserve Type	Staterooms	Upgraded	Occupancy	Guests
V3	Veranda Stateroom (V3)	2		6006		2	1,2

Air: Nothing Booked

Insurance: Nothing Booked

Special Requests: Nothing Booked

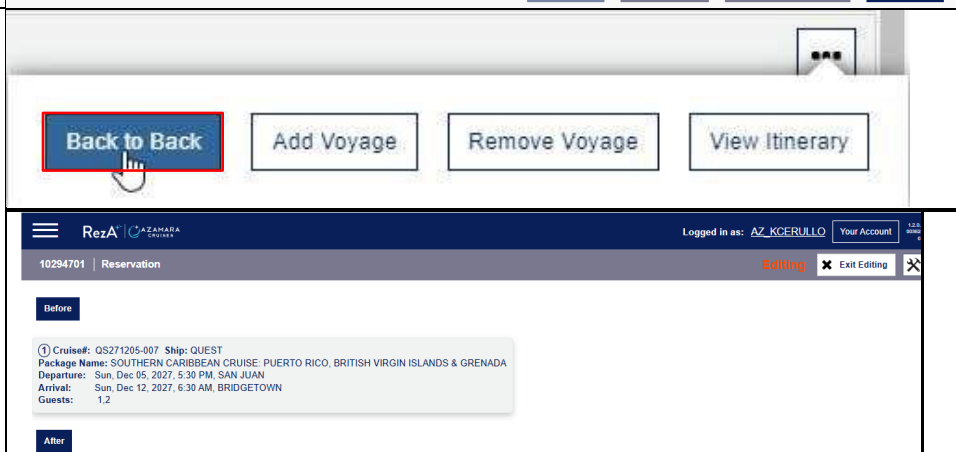
Addons: 2 Booked

Add-on Code	Add-on Name	Delivery From	Delivery To	Guests	Delivery Place	Add-on Status	Qty	Total Price	Sell Limit Availability	Notes
Onboard Credits										

Save | Payment Link | Component Payment | Pay Now

Step 6

This will open the Cruise Information menu. Click on the **Back-to-Back** button.



RezA+ | AZAMARA CRUISES

Logged in as: AZ_KCERULLO | Your Account

10294701 | Reservation

Editing | Exit Editing

Before

Cruise#: QS271205-007 Ship: QUEST
Package Name: SOUTHERN CARIBBEAN CRUISE: PUERTO RICO, BRITISH VIRGIN ISLANDS & GRENADA
Departure: Sun, Dec 05, 2027, 5:30 PM, SAN JUAN
Arrival: Sun, Dec 12, 2027, 6:30 AM, BRIDGETOWN
Guests: 1,2

After

Back to Back | Add Voyage | Remove Voyage | View Itinerary

Step 7

You will be brought to the Back-To-Back screen. Here you will see the **Before Cruise Details** have been automatically populated with our selected Reservation. Click on the **After** button to **Add** the additional Back-to-Back cruise.

The screenshot shows the RezA+ interface for a reservation. At the top, it says 'Logged in as: AZ_KCERULLO' and 'Your Account'. Below this is a header bar with '10294701 | Reservation' and buttons for 'Editing', 'Exit Editing', and a close icon. The main content area is divided into two tabs: 'Before' and 'After'. The 'Before' tab is active, showing details for a cruise: Cruise# QS271205-007, Ship QUEST, Package Name: SOUTHERN CARIBBEAN CRUISE: PUERTO RICO, BRITISH VIRGIN ISLANDS & GRENADA, Departure: Sun, Dec 05, 2027, 5:30 PM, SAN JUAN, Arrival: Sun, Dec 12, 2027, 6:30 AM, BRIDGETOWN, Guests: 1,2. Below this, the 'After' tab is highlighted with a red box. The 'After' tab shows a table of available cruises. The table has columns: Cruise#, Ship, Cruise Name, Comments, Port From, Departure Date, Port To, End Date, Price per Room, Promotion, and a circular icon. Two cruises are listed: 1. Cruise# QS271212-007, Ship QUEST, Cruise Name: EASTERN CARIBBEAN CRUISE: SAINT LUCIA, DOMINICA & SINT MAARTEN, Comments: 7n, Port From: BRIDGETOWN, Departure Date: Sun, Dec 12, 2027, 5:30 PM, Port To: SAN JUAN, End Date: Sun, Dec 19, 2027, 6:30 AM, Price per Room: USD \$ 3,898, Promotion: Onboard Credit Bonus!, Icon: ①. 2. Cruise# QS271212-015, Ship QUEST, Cruise Name: CARIBBEAN COMBINATION CRUISE: DOMINICA, BEQUIA & GRENADA, Comments: 15n, Port From: BRIDGETOWN, Departure Date: Sun, Dec 12, 2027, 5:30 PM, Port To: BRIDGETOWN, End Date: Mon, Dec 27, 2027, 6:30 AM, Price per Room: USD \$ 8,978, Promotion: Onboard Credit Bonus!, Icon: ①. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Back' and 'Continue' buttons.

Step 8

This will automatically populate the Cruises that are available for the 2nd Back-to-Back voyage. On the left-hand side of the Cruise line click the **Check** box. Then click the **Continue** button at the bottom of the screen.

The screenshot shows the same RezA+ interface as Step 7, but now the 'After' tab is active. The 'Before' tab shows the same cruise details. The 'After' tab shows the same table of available cruises. In the first row, the checkbox next to the cruise number QS271212-007 is checked. At the bottom right, the 'Continue' button is highlighted with a red box. The 'Back' button is also visible at the bottom left. The text 'Showing 1 to 2 of 2 entries' is still present.

Step 9

You will receive a **Confirm** message telling us the voyage contains more than one category. Click the **Yes** tab to continue.

Confirm

Your voyage contains more than one assigned category. Choose Yes for continue with the same categories. No for select other.

Yes

No

Step 10

This will give us an **Information** message telling us the Changes to the reservation have been stored successfully.

The screenshot shows the RezA+ reservation system interface. A confirmation message is displayed: "Reservation #10294701 is stored successfully. Would you like to continue working with the reservation?" with "Yes", "No", and "Print/View Confirmation" buttons. The background shows reservation details for "10294701 | Reservation".

Reservation Details:

- Reservation #:** 10294701
- Agent Ref#:** [icon]
- Agency:** AZAMARA DIRECT USD
- Reservation Contact:** [icon]
- Guests:** Adults: 2 Children: 0 Infants: 0

Cruise Details:

- Cruise#:** Q5271205-007 **Ship:** QUEST
- Package Name:** SOUTHERN CARIBBEAN CRUISE: PUERTO RICO, BRITISH VIRGIN ISLANDS & GRENADA
- Departure:** Sun, Dec 05, 2027, 5:30 PM, SAN JUAN
- Arrival:** Sun, Dec 12, 2027, 6:30 AM, BRIDGETOWN
- Guests:** 1,2

Staterooms:

Code	Category Name	Capacity	Reserve Type	Staterooms	Upgraded	Occupancy	Guests
V3	Veranda Stateroom (V3)	2		1		2	1,2

Other Details:

- Air:** Nothing Booked
- Insurance:** Nothing Booked
- Special Requests:** Nothing Booked

Buttons: Save, Payment Link, Component Payment, Pay N

You will be brought back to the Reservation screen.
Here you will see both Back-to-Back cruises under Reservation# 10294701.

RezA | AZAMARA CRUISES
Logged in as: **AZ_KCERULLO** Your Account

10294701 | Reservation
✕ Exit Editing ✕

Reservation	Invoice Total: USD \$ 13,536	Reservation Review					
> Reservation # 10294701 Agent Ref# Status: OFFER Referral: INT-ASSC Collapse All ⋮							
> Agency: AZAMARA DIRECT USD Agency ID: 5 ⋮							
> Reservation Contact: ⋮							
> Guests: Adults: 2 Children: 0 Infants: 0 ⋮							
① Cruise#: QS271205-007 Ship: QUEST Package Name: SOUTHERN CARIBBEAN CRUISE: PUERTO RICO, BRITISH VIRGIN ISLANDS & GRENADA Departure: Sun, Dec 05, 2027, 5:30 PM, SAN JUAN Arrival: Sun, Dec 12, 2027, 6:30 AM, BRIDGETOWN Guests: 1,2 ⋮							
② Cruise#: QS271212-007 Ship: QUEST Package Name: EASTERN CARIBBEAN CRUISE: SAINT LUCIA, DOMINICA & SINT MAARTEN Departure: Sun, Dec 12, 2027, 5:30 PM, BRIDGETOWN Arrival: Sun, Dec 19, 2027, 6:30 AM, SAN JUAN Guests: 1,2							
✓ Total # of Staterooms: 1 Booked ⋮							
Code	Category Name	Capacity	Reserve Type	Staterooms	Upgraded	Occupancy	Guests
V3	Veranda Stateroom (V3)	2		⑥ 6006		2	1,2
> Air: Nothing Booked							
> Insurance: Nothing Booked							
> Special Requests: Nothing Booked							

Save Payment Link Component Payment Pay Now