Travel Agent - How to Remove a Promotion Code

Step 1		
Let us start on the reservation Summary screen. Click the Invoice Total section. Then on the right side of the screen click the Promotions button.	Cuess 1413 Reservation Agencies It visice Details Cruises Invoice Details Staterooms Invoice Details Ferd Stateroom Per Reservation Passengers CRUSE FARE Addres TAX Insurance Invoice Details Spec Requests Grand Total Addors Commission: Excursions Commission Paid. Drining Net Due: Hotels Total Pending Resents. Tansfers Total Pending Resents. Tansfers Total Pending Resents. Totas > Payments. Totas > Retunds	Logged in se: AZ_JOHNC Your Account English States main K Discard X Discard X S 25.125 Discard Y Discard X S 3.0251.52 S Discard X Discard X S 0.0251.52 Discard X Discard X Discard S 0.000 S 0.000 S Discard X Discard Discard
Sten 2		
You will be brought to the Applied Promotions screen. Here you will be able to see the Promotion(s) for our Guests. Click the highlighted Voyage number <u>JR230817-</u> <u>012</u> . This will open the details of the promotion. Then click the Edit button at the bottom of the screen.	Voyage JR239/17.012 Voyage JR239/17.012 Ship Package Code JOURNEY JR230/17.012 JOURNEY JR230/017.012 JOURNEY JR230/017.012 JOURNEY JR230/017.012 JOURNEY JR230/017.012 JOURNEY JR230/017.012 JOURNEY JR230/017.012	Filter Discount 2 Guests & Discount 2 1.2 N/A AM
Step 3		
This will bring us back to the Promotions screen. Here you will be able to Remove a Promotion. Under Current Promotions click the Check Boxes next to the Promotion you wish to remove.	Current Promotions: Filter	Fiter
Then click the Remove button.	X Cancel	✓ Save

Step 4						
On the next screen you will see	Promotion Upper Suite Onboard Credit selection					
your Promotions Boxes checked. Click the Bemove button at the						
					Filter	
bottom of the screen.		Component	A	Component Code	A	Guests 🔺
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	Cancel					Reminve
Sten 5						
This will bring you back to the	Promotions ×					
This will bring you back to the Promotions screen. Under the Available Promotions click the Check Boxes next to the promotion. Then click the SAVE button to remove the	Current Promotions:	Filter		Available Promotions:	Filter	
	Component 🔺	Component Code	▲ Guests ▲	Component	Component Code	▲ Guests ▲
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Promotion.			+	Include		
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	Cancel					Save
Step 6						
You will return to the Promotions screen, Click the			Pro	omotions		×
symbol in the top right-	And in a Brown from					
hand corner of the screen to continue.	Applied Promotions:				Filter	
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the Store button.	9 198
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Step 8	
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