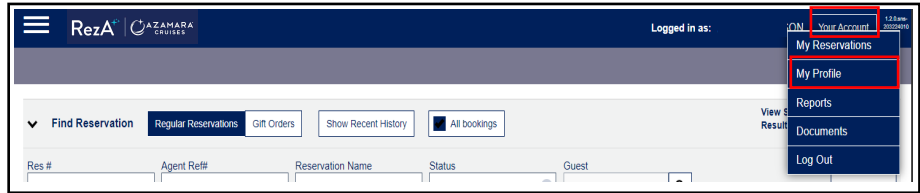


## Agency Admin – How to Add/Edit an Advisor for an Agency

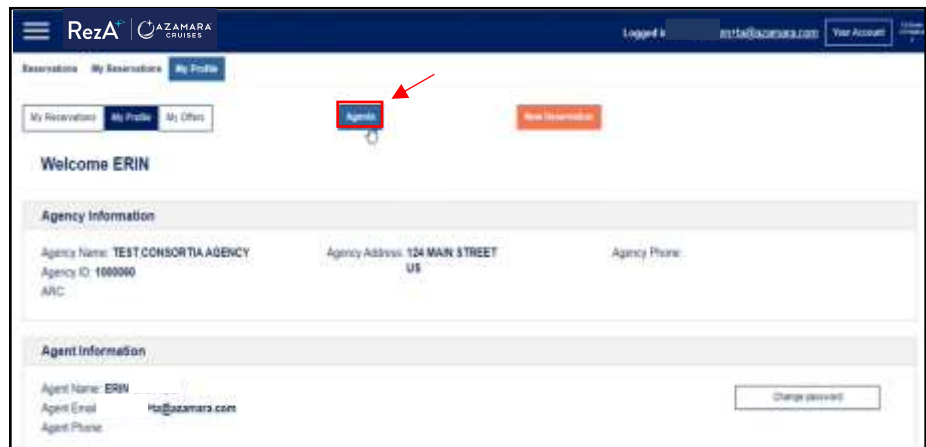
### Step 1

Once we have logged in at the top of the screen click the **Your Account** tab. This will open a drop-down list. Now click the **My Profile** tab.



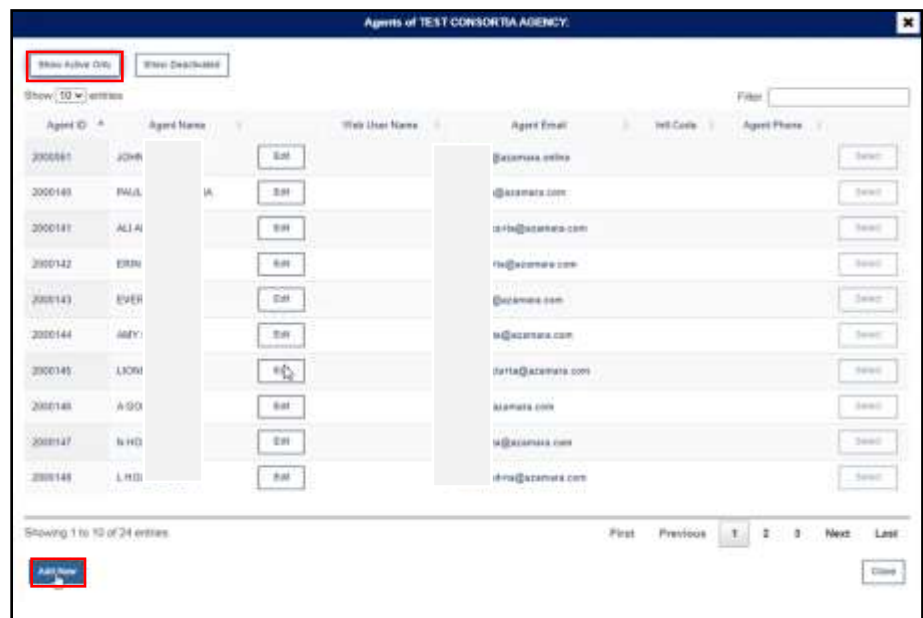
### Step 2

This will open the **My Profile** screen. Here we will be able to add an agent by clicking the **Agents** tab.



### Step 3

We will be brought to the **Show Active Only** screen. Here we will see all the Active Agents. To add a new agent, click the **Add New** tab at the bottom of the screen.



## Step 4

This will open an entry section at the bottom of the screen. Here we will enter the following information.

**First Name\***

**Last Name\***

**Agent Phone**

**Agent Email**

Once you have entered the information click the **Save** button at the bottom of the screen.

Note: **Access All Data box.**

a) If checked the travel advisor can see and edit all bookings made by the agency.

b) If not checked, the travel advisor can only see their own bookings created.

Agent ID	Agent Name	Web User Name	Agent Email	Int Code	Agent Phone
2000061	JOHN		@scamara.com		
2000148	PAUL		@scamara.com		
2000141	ALI/ALI		ali@scamara.com		
2000142	ERIN		erin@scamara.com		
2000143	EVER		@scamara.com		
2000144	AMY		amy@scamara.com		
2000146	LIONEL		lionel@scamara.com		
2000148	A.GOLAR		agolar@scamara.com		

Showing 1 to 10 of 24 entries

First Name \* Last Name \* Int Code Agent Phone Birth Date Agent Email

Web User Name First Name Native Last Name Native Reset Password Access All Data Active

Cancel Save

## Step 5

Now click the **Last** tab at the bottom of the screen. This will bring us to the last added agent.

Showing 1 to 10 of 26 entries

First Previous 1 2 3 Next Last

Add New Close

## Step 6

We will be brought to the **Show Active Only** screen. Here we will see our **New Agent** has been added.

Showing 1 to 10 of 26 entries

First Previous 1 2 3 Next Last

Add New Close

Agent ID	Agent Name	Web User Name	Agent Email	Int Code	Agent Phone
2000100	SINAR		se@qualtrics.com		
2000101	KRISH		krish@qualtrics.com		
2000102	AMAR		amar@qualtrics.com		
2000103	LUKE		luke@qualtrics.com		
2000240	ERIC		eric@qualtrics.com		412476333F
2000250	MARY JONES		mjones@gmail.com		

Showing 21 to 26 of 26 entries

First Previous 1 2 3 Next Last

Add New Close

## Step 7

To Edit the Agents profile, click the **Edit** tab on the Agents line.

Agent ID	Agent Name	Web User Name	Agent Email	Intl Code	Agent Phone
2000160	SIVA NAM				
2000161	KRISHNA				
2000162	AMRITA V				
2000182	LUKE CR				
2000240	ERIC KR				4124783337
2000260	MARY JONES		mjones@gmail.com		

## Step 8

Here we will be able to add or edit the Agents profile. Once we have finished editing click the **Save** button.

Showing 21 to 25 of 26 entries

First Previous 1 2 3 Next Last

First Name \* MARY Last Name \* JONES Intl Code Agent Phone Birth Date mm/dd/yyyy M F Agent Email mjones@gmail.com

Web User Name First Name Native Last Name Native Reset Password Active

Cancel Save

## Step 9

The **Active** ☒ checked field on the Agents profile shows the Agent has an active account with an Agency.

Showing 21 to 25 of 26 entries

First Previous 1 2 3 Next Last

First Name \* MARY Last Name \* JONES Intl Code Agent Phone Birth Date mm/dd/yyyy M F Agent Email mjones@gmail.com

Web User Name First Name Native Last Name Native Reset Password Active

Cancel Save

## Step 10

To **Deactivate** the Agents profile simply **Uncheck** the Active field and then click the **Save** button.

Showing 21 to 25 of 26 entries

First Previous 1 2 3 Next Last

First Name \* MARY Last Name \* JONES Intl Code Agent Phone Birth Date mm/dd/yyyy M F Agent Email mjones@gmail.com

Web User Name First Name Native Last Name Native Reset Password Active

Cancel Save

## Step 11

On the top of the Agent screen click the **Show Deactivated** tab. Here we will see our Agent is now deactivated.

The screenshot shows the 'Agents of TEST CONSORTIA AGENCY' interface. At the top, there are two tabs: 'Show Active Only' and 'Show Deactivated', with the latter being selected and highlighted by a red box. Below the tabs, there is a 'Show' dropdown menu set to '10' and a 'Filter' input field. A table lists the agents, with the first row highlighted by a red box. The table has columns for Agent ID, Agent Name, Web User Name, Agent Email, Int Code, and Agent Phone. The first row shows Agent ID 2000088, Agent Name SHAH, Web User Name, Agent Email sbahwria@azamara.com, Int Code, and Agent Phone. The second row shows Agent ID 2000088, Agent Name MARY JONES, Web User Name, Agent Email, Int Code, and Agent Phone. At the bottom, there is a pagination bar showing 'Showing 1 to 2 of 2 entries' and navigation buttons for First, Previous, 1, Next, and Last. There are also 'Add New' and 'Close' buttons at the bottom.

Agent ID	Agent Name	Web User Name	Agent Email	Int Code	Agent Phone
2000088	SHAH		sbahwria@azamara.com		
2000088	MARY JONES				