
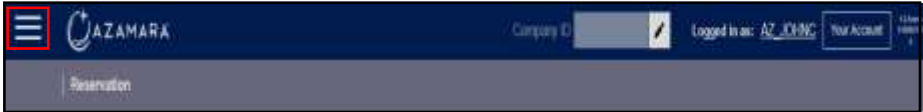





Travel Agent – Group - How to Add Available Land Programs

<p>Step 1</p> <p>Let us start on the Reservations screen. Click the 3 Bars  symbol on the left side of the screen.</p>	
<p>Step 2</p> <p>This will open the Main Menu screen. Click on the Find Group line.</p>	
<p>Step 3</p> <p>We will arrive on the Groups screen. Under the Find Groups section enter the Group RES booking number in the Group # field. Then click the Search button.</p>	
<p>Step 4</p> <p>The Group Results menu will open. Click on the Group Reservation you wish to work with, and it will become Highlighted. Then click the EDIT tab inside the Group booking.</p>	

Step 5

This will take us to the Review Group screen. Scroll down to the **Available Land Program** line. On the right side of the **Available Land Program** line click the **Pen & Pen** symbol.

Group Reservation

Invoice Total: \$ 144,687.28

1 Cruise: J020817-012 Ship: JOURNEY
Package Name: 12 NIGHT SCOTLAND INTENSIVE VOYAGE
Departure: Thu, Aug 17, 2023, 6:00 PM, AMSTERDAM, NETHERLANDS
Arrival: Tue, Aug 29, 2023, 6:00 AM, DUBLIN, IRELAND
Total # of Motorcycles: 14 Total # of Guests: 28

Code	Category Name	Updated	Reserve Type	Occupancy	Qty	Avail
10	Continental Suite			2	3	3
12	Vicenda			2	4	4
88	Chesterview			2	2	2
11	Interior			2	2	2

Reservations:

Reservations Status Code Statuses Updated Reserve Type Full Name

No data available in table

Insurance: Nothing booked

Special Requests: Nothing booked

Addons:

Estimations: Nothing booked

Land Programs: Nothing booked

Step 6

This will bring us to the Add Land Programs screen. Here we will see the following.

PRE – This will allow you to reserve a Land Program prior to the Reservations Embarkation boarding date.

POST – Will allow you to reserve a Land Program after your Reservations Disembarkation date.

Note! When you click on PRE or POST the City for the PRE or Post date will automatically fill in the calendar field.

With this example let's click on the **POST** box.

Add Land Programs

1 Cruise: J020817-012 Ship: JOURNEY
Package Name: 12 NIGHT SCOTLAND INTENSIVE VOYAGE
Departure: Thu, Aug 17, 2023, 6:00 PM, AMSTERDAM, NETHERLANDS
Arrival: Tue, Aug 29, 2023, 6:00 AM, DUBLIN, IRELAND
Guests: 1,2

PRE POST

City From To Min # Nights Max # Nights Package Type

IREQUS DUBLIN, NORTHERN IRELAND 08/29/2023 1

Match Itinerary Suggested Only

Available Land Programs

Package Type Package Name Location From To # of Nights Status Capacity Itinerary Price Availability

No data available in table

Step 7

We will continue now by clicking on the **To** Calendar symbol so we may Add the **To** date. With this example we will click on **August / 2023 / 31**.

The screenshot shows the 'Add Land Programs' interface. A calendar for August 2023 is displayed. Red boxes are used to highlight the 'To' date field, the calendar itself, and the date 31, which is the target date for selection.

Step 8

Here we will see our **POST – City / From Date / To Date** have been added. Click the **Search** button to continue.

The screenshot shows the 'Add Land Programs' interface with the 'From' and 'To' date fields populated with '08/29/2023' and '08/31/2023'. The 'Search' button is highlighted, indicating the next step in the process.

Step 9

This will take us to the Available Land Programs screen. Here we will see the Land Package(s) that are available. Select your land package and click the **Add** button.

The screenshot shows the 'Available Land Programs' screen. A list of programs is displayed, and the 'Add' button for the selected program is highlighted, indicating the next step in the process.

Step 10

We will now see the Select guests and enter options notes menu. With this example click the **Yes** will appear for both Guest 1 and Guest 2. If Guest 1 does not want to go on the Land Package click on the **Yes** button and it will turn to **No**. Let's add a Note if a reason is given.

Click on the **Apply** button to continue.

The screenshot shows the 'Select guests and enter optional notes' screen. The 'Yes' button for Mr. JOHN CASH is highlighted, and a note 'Guest 1 has declined the Land Package.' is entered in the text field. The 'Apply' button is also highlighted.

Step 11

We will now see the Land Program has been added for our Guest. Click the **Continue** button at the bottom of the screen.

Group Reservation

Selected 1 Total Price \$2,489

Package Type	Package Name	Location	Effective Date	From	To	# of Nights	Status	Capacity	Qty	Avail	Price
DUBLIN-2A	City stay in Dublin 2-Nt Post	DUBLIN, NORTHERN IRELAND	Dec 28, 2022 12:44:40 PM	Aug 29, 2023	Aug 31, 2023	2	1	1	1	1	\$2,489

Back Continue

Step 12

This will bring us to the Review Groups screen. Here we will now see the **Land Programs** have been added under the Land Programs line.

Group Reservation

Invoice Total: \$75,671.16

No data available in table

Previous Next

Insurance: Nothing Booked

Special Requests: Nothing Booked

Add-ons:

Add-on Code	Add-on Name	Delivery From	Delivery To	Qty	Avail
ENJOY	ENJOYMENT PACKAGE	Aug 17, 2023	Aug 29, 2023	1	1
ALCOHOL					
AZBL11	Alcohol Bottle	Aug 17, 2023	Aug 29, 2023	1	1
CREDIT					
1500BC	\$150 OBC	Aug 17, 2023	Aug 29, 2023	15	15
ALCOHOL					
STOREV	Standard Beverage Package	Aug 17, 2023	Aug 29, 2023	15	15

Exclusions: Nothing Booked

Land Programs:

Location	Package Type	Package Name	Start Date	End Date	# of Nights	Capacity	Qty	Avail
DUBLIN, IRELAND, IRELAND	DUBLIN-2A	City stay in Dublin 2-Nt Post	Aug 29, 2023	Aug 31, 2023	2	1	1	1

Hotel Requests: Nothing Booked

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