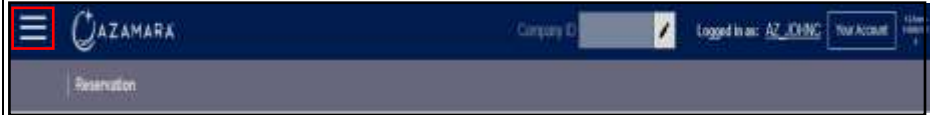


Travel Agent - How to Add an Addon for a Group

Step 1

Let us start on the Reservations screen. Click the **3 Bars** symbol on the left side of the screen.



Step 2

This will open the Main Menu screen. Click on the **Find Group** line.



Step 3

We will arrive on the Groups screen. Under the Find Groups section enter **Group RES Number** in the **Group #** field. Then click the **Search** button.



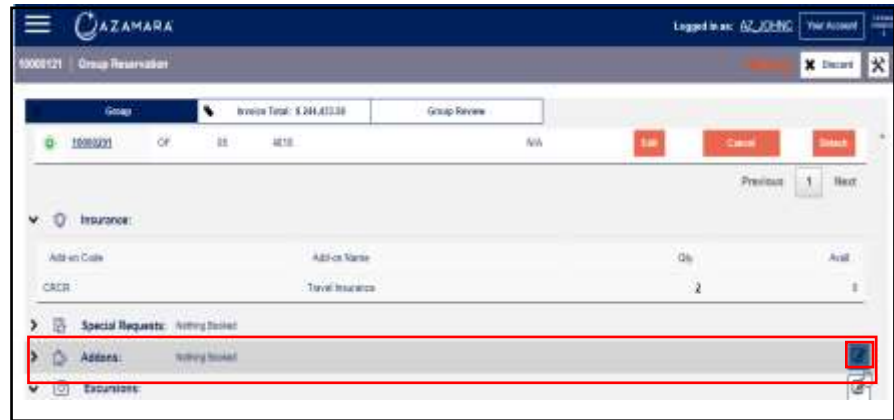
Step 4

The Group Results menu will open. Click on the Group you wish to work with, and it will become **Highlighted**. Then click the **EDIT** tab inside the Group booking.



Step 5

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



Step 6

We will be brought to the **Addons Add Items** screen. Click on the **Add Items** tab.

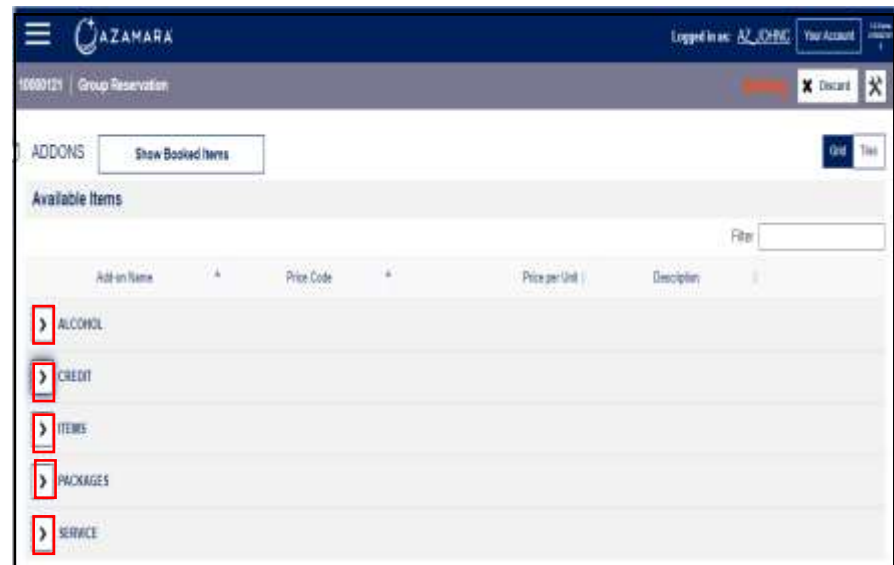


Step 7

This will bring up the Addons Available Items screen. Here we will have a selection of the following.

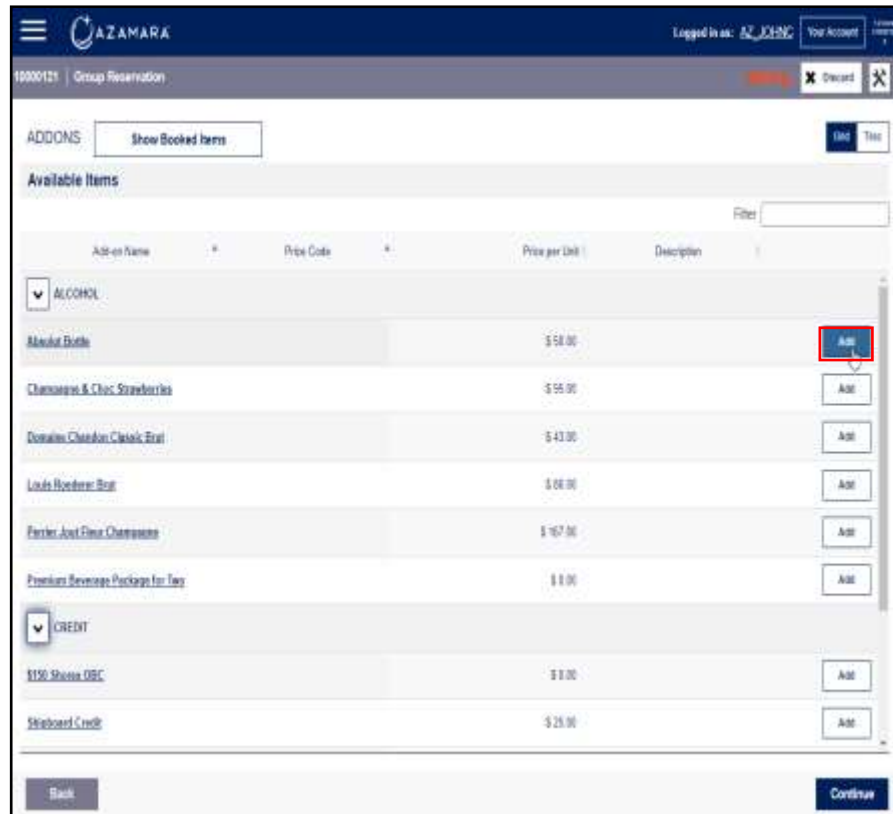
Alcohol >
Credit >
Items >
Packages >
Services >

Click the **>Arrow** symbol next to each Addon to open the drop-down list.



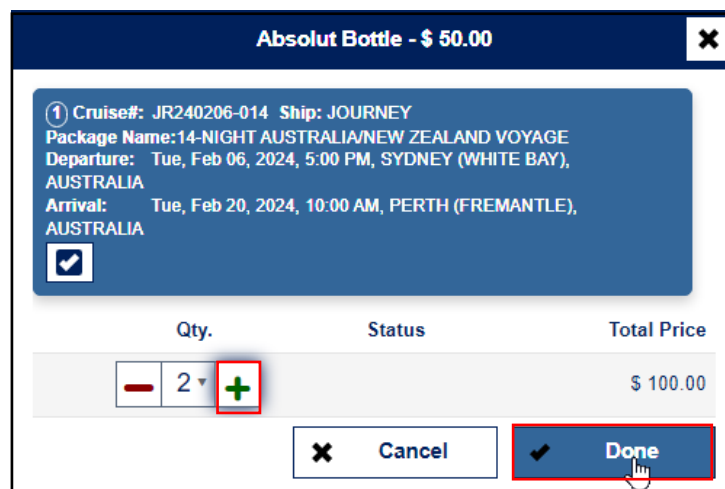
Step 8

Here we will see the drop-down list open. With this example let's select the **Alcohol** selection. We will go to the right of the Absolut Bottle and click the **Add** button.



Step 9

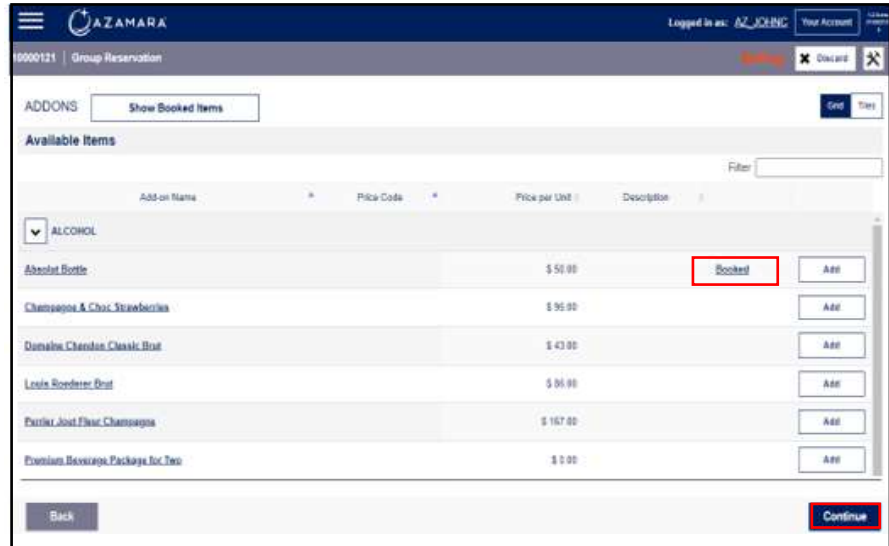
This will open an Absolut Bottle display menu. Click the **QTY** of bottle(s) by using the **Plus+** symbol. With this example we will select 2. Then click the **Done** button when finished.



Step 10

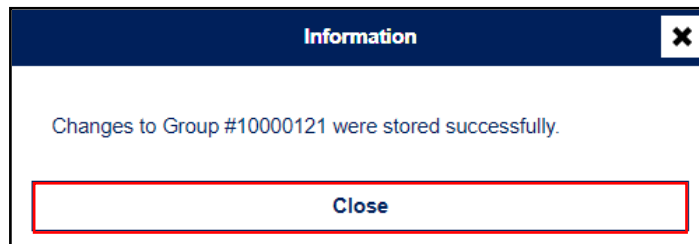
We will return to the Available items screen here you will see on the Absolut Bottle line a **Booked** hyperlink. Click this to see the items that have been requested.

When we have completed our requests click the **Continue** button at the bottom of the screen.



Step 11

This will give us an Information message telling us we have stored our changes to our Group successfully. Click the **Close** tab.



Step 12

We will be brought back to the Review Groups screen. On the **Addons** line, we will now see the Addons we have added.

