


Travel Agent - How To Add An Addon for a Booking

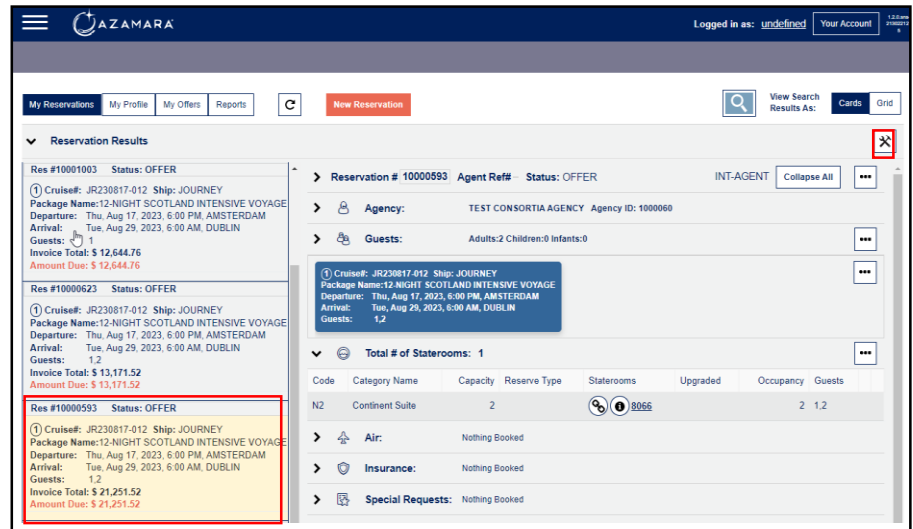
Step 1

Let us start by clicking on the **Your Account** tab. This will open a drop-down menu. Click the **My Reservations** tab.



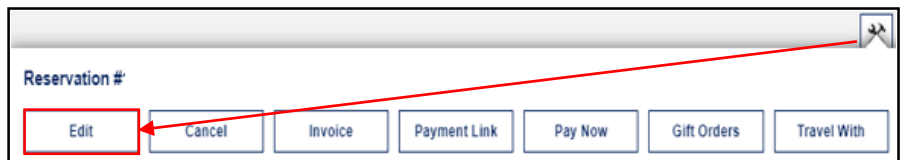
Step 2

This will open the My Reservations screen. You will find our reservation under the **Reservations Results** column. Click on the Reservation you are working with, and it will become **highlighted**. Then go to the right side of the Reservation screen click the **Tools**  symbol.




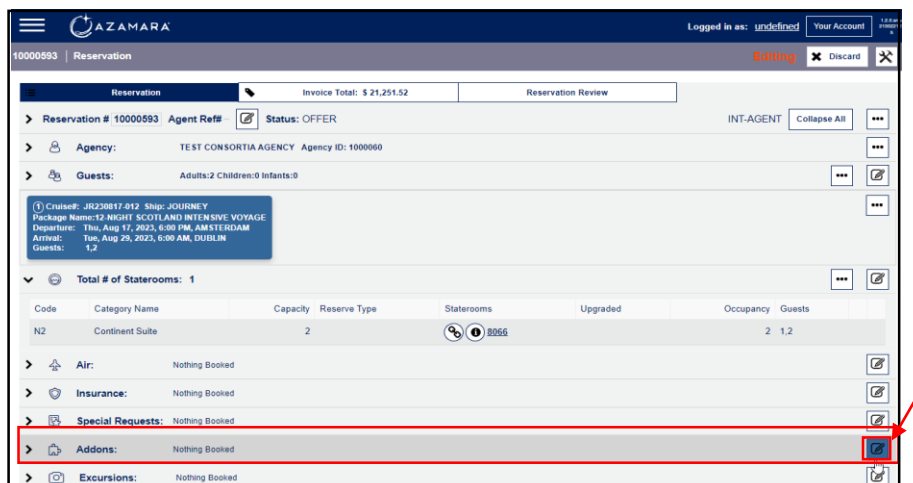
Step 3

This will open the Tools menu. Click the **Edit** tab.



Step 4

You will be brought to the Summary Screen. Scroll down to the **Addon** line. On the right side of the line click the **Pen & Pad**  symbol.



Step 5

The Addon/Available Items listed will open. You will see the following display below.

Alcohol Credit Items Packages Service

Click the **Arrow** ➤ symbol to open the Addons. Let us click the **Alcohol** ➤ arrow for this example.

The screenshot shows the Azamara website interface. At the top, there's a navigation bar with the Azamara logo and user account information. Below that, a 'Reservation' header shows the reservation number 10000593. The main content area has a tab labeled 'ADDONS' and a button 'Show Booked Items'. Underneath, the 'Available Items' section is active, displaying a list of items. The first item, 'ALCOHOL', is highlighted with a red box around its right arrow icon, indicating it should be clicked to open the dropdown menu.

Step 6

The Alcohol drop-down menu will open. Here you will have a choice of several alcohol addons. For this example, click the **Add** button for the **Absolut Bottle** on the right side of the line.

This screenshot shows the 'Available Items' list with the 'ALCOHOL' dropdown menu open. The dropdown menu lists several alcohol items: 'Absolut Bottle', 'Champagne & Choc Strawberries', 'Domaine Chandon Classic Brut', 'Louis Roederer Brut', 'Perrier Jout Fleur Champagne', and 'Premium Beverage Package for Two'. The 'Absolut Bottle' item is selected, and the 'Add' button next to it is highlighted with a red box, indicating it should be clicked.

Step 7

This will open an Absolut Bottle display menu. Click the **QTY** of bottle(s) by using the **Plus** + symbol. With this example you will select 2.

Delivery Place – Click the drop-down arrow to select locations.

Notes – Add a message.

Then click the **Done** button when finished.

This screenshot shows the 'Absolut Bottle - \$ 50.00' display menu. It includes a summary box at the top with cruise details. Below that, there's a table with columns for 'Guest', 'Full Name', 'Qty.', 'Delivery Place', 'Status', 'Total Price', and 'Notes'. The 'Qty.' column for 'Mr JOHN DOE' is highlighted with a red box, and the '+' button is being clicked to increase the quantity from 1 to 2. The 'Delivery Place' dropdown menu is also open, showing 'CABIN' and 'RESTAURANT' options. At the bottom, the 'Done' button is highlighted with a red box, indicating it should be clicked to complete the selection.

Step 8

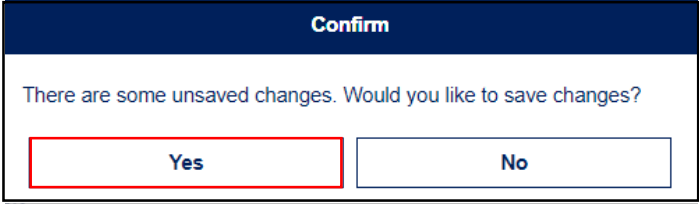
You will return to the Available items screen. On the Absolut Bottle line you will see a **Booked** hyperlink. Click this to see the item(s) that have been requested. When you have completed our request(s) click the **Continue** button at the bottom of the screen.

Add-on Name	Price Code	Price per Unit	Description	Status	Action
Absolut Bottle		\$ 50.00		Booked	Add
Champagne & Choc Strawberries		\$ 95.00			Add
Domaine Chandon Classic Brut		\$ 43.00			Add
Louis Roederer Brut		\$ 95.00			Add
Petrot Jout Fleuve Champagne		\$ 167.00			Add
Premium Beverage Package for Two		\$ 0.00			Add

Step 9

This will bring us to the Summary screen. Here you will see under Addons our selections. Click the **Store** button at the bottom of the screen.

Add-on Name	Delivery From	Delivery To	Guests	Delivery Place	Add-on Status	Qty	Total Price	Notes
Absolut Bottle	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1	CABIN		1	\$ 50.00	
Absolut Bottle	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	2	RESTAURANT		1	\$ 50.00	

<p>Step 10</p> <p>You will receive a Confirm message asking us to save the changes. Click the Yes tab to continue.</p>	
<p>Step 11</p> <p>This will give you a Confirm message providing a Reservation # number and Stored Successfully confirmation.</p> <p>You will then be asked the following.</p> <p>Yes – To Continue working on the reservation. No – To End the process Print/View Confirmation – Print and View the reservation.</p>	