

Travel Agent – How to Accept or Change a Stateroom

Step 1


Accept a Stateroom

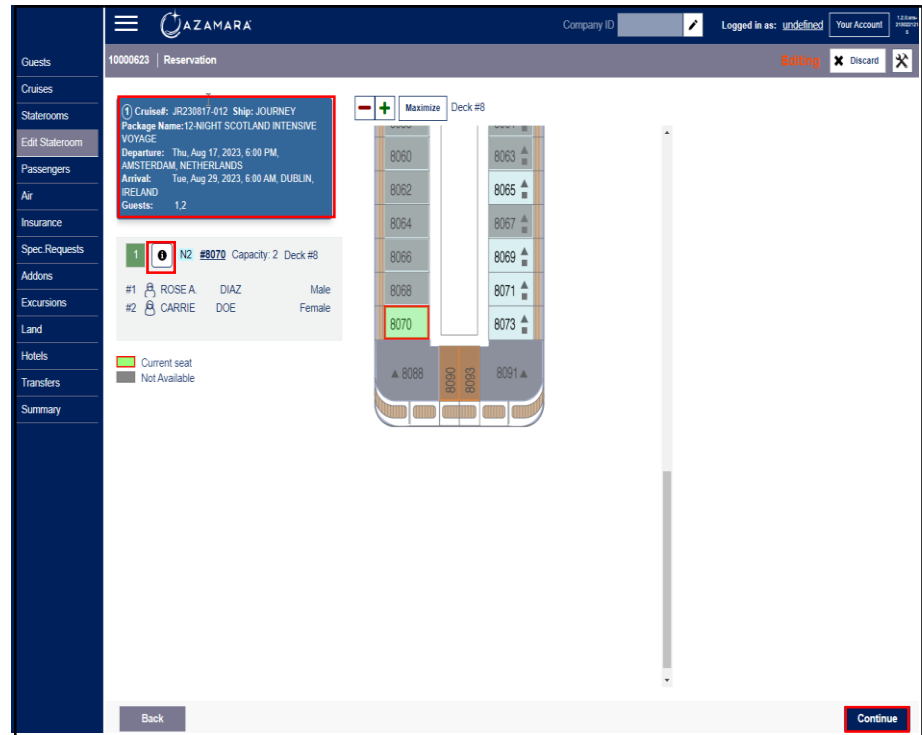
During the initial booking process, you will arrive on the Edit Stateroom screen. The Edit Stateroom Section will give us a diagram image of the following.

Deck and Stateroom

Guest Information

Description of the Voyage

Note! – Click the  symbol to display the Stateroom. Rez A automatically assigns the Stateroom based on the category ranking. This will display your Stateroom number highlighted in green. To accept the assigned Stateroom, click the **Continue** box.



Step 2

Change Stateroom

You will be able to change the Stateroom upon request. If our Guest would like to request another available Stateroom do this by clicking on the **Change Stateroom** button.



Step 3

This will open the Select Stateroom screen.

On the right side of the screen, you will see a **Filtered by Category** section.

Click the **Deck** ☒ check box to accept **Deck 8**.

Go down and you will see two available staterooms available. The staterooms that are available are not grayed out. Staterooms 8071 and 8073 are available. With this example you will go to the right side of the screen and click on the **Select** tab for **#8073**.

The screenshot shows the 'NEW | Reservation' screen for Cruise # JR230817-012, Ship: JOURNEY, Package Name: 12-NIGHT SCOTLAND INTENSIVE VOYAGE. The departure is on Thu, Aug 17, 2023, 6:00 PM from Amsterdam, Netherlands, and arrival is on Tue, Aug 29, 2023, 6:00 AM in Dublin, Ireland. The current stateroom selected is N2 #8069, Capacity: 3, Deck #8, for guest #1 ROSE A. DIAZ, Female. The 'Filtered by: Category N2 Deck #8' section on the right shows the 'Deck' checkbox selected. The 'Selected Staterooms' section shows N2 #8069 as the current stateroom. The 'Current Stateroom' section shows N2 #8069 as the current stateroom. The 'Deck 8' section shows a list of staterooms with their capacities and deck numbers. Staterooms 8071 and 8073 are highlighted in green, indicating they are available. The 'Accept' button is at the bottom right.

Step 4

You have selected our Stateroom # 8073 and it will now appear highlighted under the Selected Stateroom section. Click the **Accept** button at the bottom of the screen.

The screenshot shows the 'NEW | Reservation' screen with the same cruise details as Step 3. The 'Filtered by: Category N2 Deck #8' section on the right shows the 'Deck' checkbox selected. The 'Selected Staterooms' section now shows N2 #8073, Capacity: 3, Deck #8, as the selected stateroom, with a 'Remove' button next to it. The 'Current Stateroom' section still shows N2 #8069 as the current stateroom. The 'Deck 8' section shows a list of staterooms with their capacities and deck numbers. Staterooms 8071 and 8073 are highlighted in green, indicating they are available. The 'Accept' button is at the bottom right.

Step 5

This will take us back to the Edit Stateroom screen. Here you will see **Stateroom 8073** highlighted in **Green**. This shows that the Stateroom change has been accepted. Click the **Continue** button at the bottom of the screen to complete the Stateroom Change process.

