


## Travel Agent – How to Add a Transfer on a Reservation

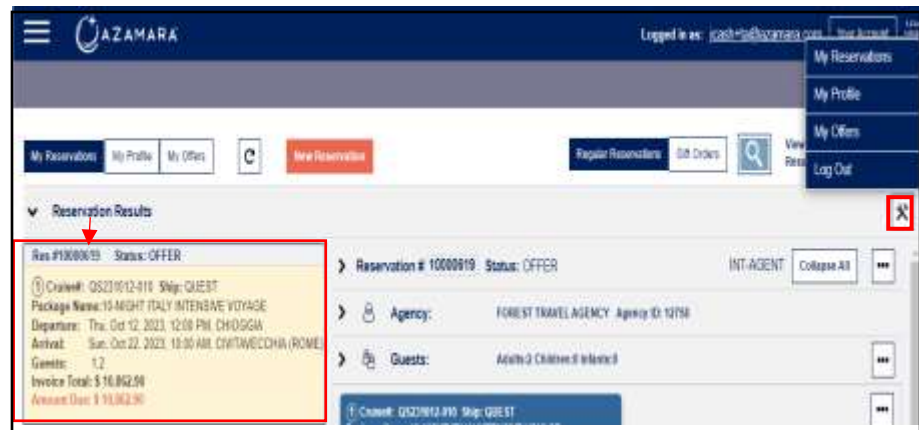
### Step 1

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



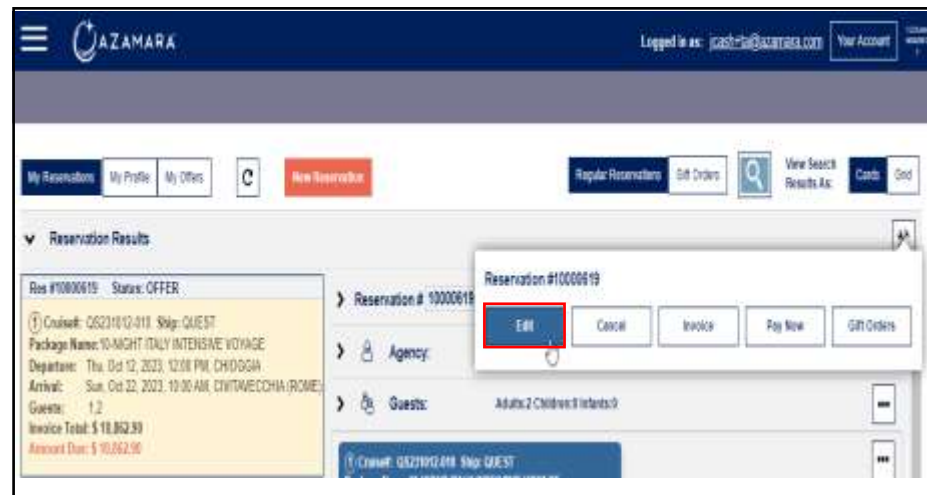
### Step 2

This will open the My Reservations screen. Under the **Reservation Results** click on your Reservation. With this example we will click on **Res #. 619**. Now go to the right side of the screen click the **Tools**  symbol.




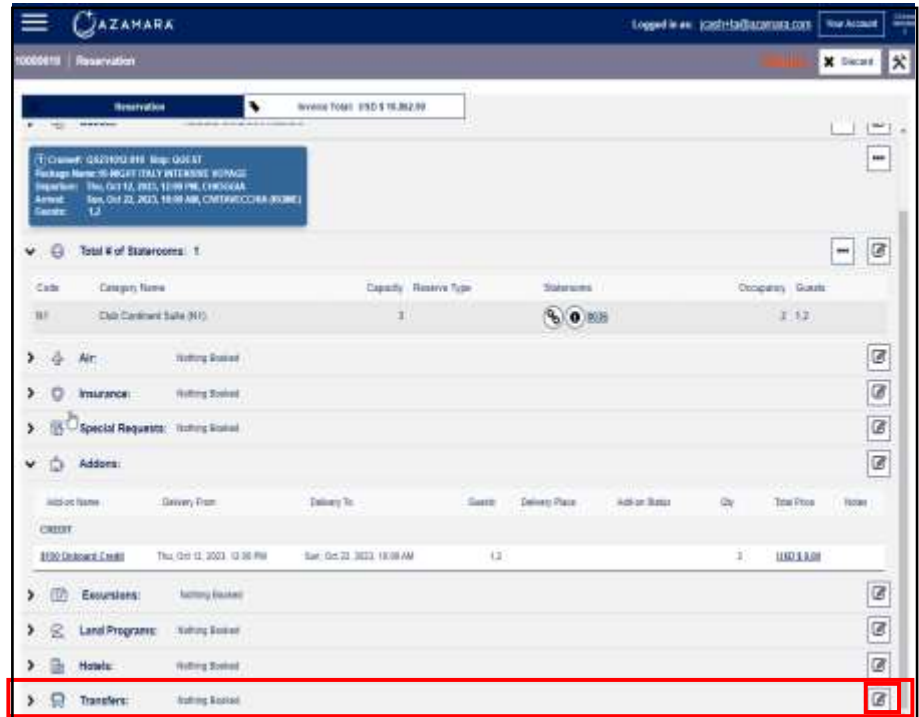
### Step 4

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



## Step 4

We will be brought to the Summary screen. In the Reservations section scroll down to the **Transfers** line and on the right side click the **Pen & Pad**  symbol.




The screenshot shows the Azamara Reservations Summary screen. The 'Transfers' section is highlighted with a red box, and the 'Pen and Pad' icon next to it is also highlighted.


## Step 5

This will open the Transfer Request screen. Here we will see the following.

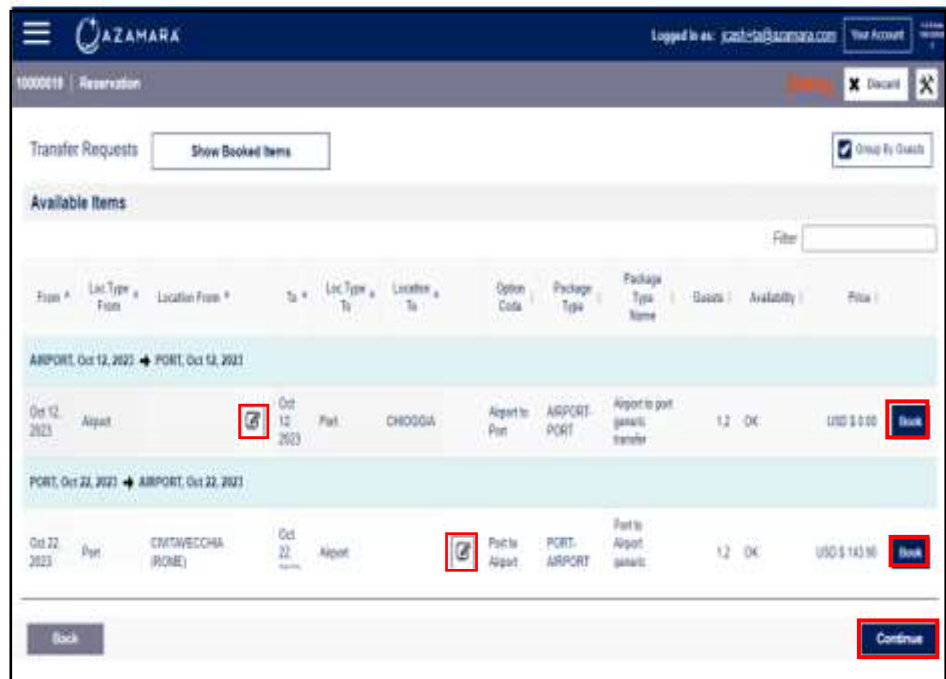
### Airport to Port

Click on the **Pen and Pad**  symbol to view the Airport location. Click the **Book** Button to receive a transfer from Airport to Port.

### Port to Airport

Click on the **Pen and Pad**  symbol to view the Airport location. Click the **Book** Button to receive a transfer from Port to Airport.

Click the **Continue** button.



The screenshot shows the Azamara Transfer Requests screen. The 'Available Items' section shows two transfer options: 'AIRPORT, Oct 12, 2023 -> PORT, Oct 12, 2023' and 'PORT, Oct 22, 2023 -> AIRPORT, Oct 22, 2023'. Both options have a 'Book' button highlighted with a red box.

## Step 6

We will be brought back to the Summary screen. Under the **Transfers** line you will see the Transfers that have been booked. Click the **Store** button.

Transfers																																	
<table border="1"> <thead> <tr> <th>Trans</th> <th>Loc From</th> <th>Location From</th> <th>To</th> <th>Loc To</th> <th>Location To</th> <th>Option Code</th> <th>Package Type</th> <th>Package Type Name</th> <th>Stateroom</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>01/10/2023</td> <td>Amstel</td> <td></td> <td>01/10/2023</td> <td>Port</td> <td>01/10/2023</td> <td>Amstel to Port</td> <td>AMSTEL-PORT</td> <td>Amstel to port generic stateroom</td> <td>1.0</td> <td>USD \$ 0.00</td> </tr> <tr> <td>01/22/2023</td> <td>Port</td> <td>01/22/2023</td> <td>Amstel</td> <td></td> <td>01/22/2023</td> <td>Port to Amstel</td> <td>PORT-AMSTEL</td> <td>Port to Amstel generic stateroom</td> <td>1.0</td> <td>USD \$ 0.00</td> </tr> </tbody> </table>	Trans	Loc From	Location From	To	Loc To	Location To	Option Code	Package Type	Package Type Name	Stateroom	Price	01/10/2023	Amstel		01/10/2023	Port	01/10/2023	Amstel to Port	AMSTEL-PORT	Amstel to port generic stateroom	1.0	USD \$ 0.00	01/22/2023	Port	01/22/2023	Amstel		01/22/2023	Port to Amstel	PORT-AMSTEL	Port to Amstel generic stateroom	1.0	USD \$ 0.00
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## Step 7

This will give us a **Confirm** message letting us know the Invoice was changed. Click the **Continue** button.

## Step 8

We will receive a **Confirm** message asking if we would like to Save the Changes. Click the **Yes** button.

## Step 9

This will give us another **Confirm** message telling us that the reservation has been **stored successfully**.

**Yes** – To Continue  
**No** – To End the process  
**Print/View Confirmation** – Print and View the reservation.