

Travel Agent - How to Include a Promotion Code

Step 1

Let us start on the Reservation Summary screen. Click on the **Invoice Total** section tab.

The screenshot shows the Azamara reservation summary interface. On the left, a sidebar lists various sections: Guests, Cruises, Staterooms, Edit Stateroom, Passengers, Air, Insurance, Spec. Requests, Addons, Excursions, Land, Hotels, Transfers, and Summary (highlighted). The main area displays reservation details for 10000619. A red box highlights the 'Invoice Total: USD \$ 10,957.90' in the top right corner of the main content area.

Step 2

This will take us to the **Invoice Totals** screen. On the right side of the screen click the **Promotions** button.

The screenshot shows the 'Invoice Totals' screen. The 'Promotions' button is located in the bottom right corner of the main content area and is highlighted with a red box.

Step 3

You will be brought to the Applied Promotions screen. Here you will see the **Promotion(s)** for our Guest. Click the highlighted **Voyage Number**. This will display our details on the promotion. Click the **Edit** button at the bottom of the screen.

The screenshot shows the 'Promotions' screen. It displays a table of applied promotions. The 'Voyage' column is highlighted, and the 'Edit' button is located in the bottom right corner. A red box highlights the 'Voyage' column, and a red arrow points to the 'Edit' button.

Promotion	Component	Component Code	Guests	Discount
Wave Promotion	Voyage	QS231012-010	1,2	- USD \$ 2,630

Ship	Package Code	Package Type	Start Date	End Date
Azamara Quest®	QS231012-010	10 N Get Cruise	10/22/23 12:00 PM	10/22/23 10:00 AM

Step 4

This will take us to the Promotions screen. Under the **Available Promotions** section, you will see the promotions. Click the **Check Boxes** next to the Promotion you which to include. Then click the **Include Button**.

The screenshot shows the 'Promotions' interface. It has two main sections: 'Current Promotions' and 'Available Promotions'. Both sections have a table with columns: Component, Component Code, and Guests. In the 'Available Promotions' section, the 'Upgrade Offer' row is selected, and its checkbox is checked. Below the tables, there are 'Include' and 'Remove' buttons. The 'Include' button is highlighted with a red box.

Step 5

On the next screen you will see your **Promotions** boxes checked. Click the **Add** button to add the Promotions.

The screenshot shows the 'Promotion Upgrade Offer selection' screen. It has a table with columns: Component, Component Code, and Guests. The 'Upgrade Offer' and 'Addon' rows are selected, and their checkboxes are checked. At the bottom, there are 'Cancel' and 'Add' buttons. The 'Add' button is highlighted with a red box.

Step 6

When you return to the Promotions screen you will see the promotions are now under Current Promotions. Make sure the **Promotions are Checked**. Then click the **Save** button at the bottom of the screen.

The screenshot shows the 'Promotions' interface. In the 'Current Promotions' section, the 'Wave Promotion', 'Voyage', 'Upgrade Offer', and 'Addon' rows are all selected, and their checkboxes are checked. In the 'Available Promotions' section, the 'B2B Booking Bonus Commission', 'Voyage', and 'Upgrade Offer' rows are visible. At the bottom, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Step 7

This will bring us back to the Promotions screen. Click the **X** in the right-hand corner of the screen.

Promotions

Applied Promotions:

Filter

Promotion	Component	Component Code	Guests	Discount
Wave Promotion	Voyage	QS231012-010	1,2	- USD \$ 2,630
Upgrade Offer	Addon	AZZ28 10/12/23 - 10/22/23	1	N/A

Step 8

You will be brought back to the Summary screen. Click the **Store** button on the bottom of the screen.

AZAMARA

Logged in as: jcash+ta@azamara.com

10000619 | Reservation

Invoice Total: USD \$ 10,957.90

Invoice Details: Current USD \$ 10,957.90 USD \$ 0.00

ADDON USD \$ 95

CRUISE FARE USD \$ 9,502

NCF USD \$ 1,018

TAX USD \$ 342.90

Invoice Total USD \$ 10,957.90

Grand Total USD \$ 10,957.90

Total Pending Payments: USD \$ 0.00

Payments USD \$ 0.00

Guest Payment Schedule Payment Due Date: 3/10/23

Coupons

Coupon ID Apply Coupon View Coupons

Amount Due USD \$ 10,957.90

Financial Transactions

Store Payment Link Pay Now

Step 9

This will give you a Confirm message. Click **Yes** to save.

Confirm

There are some unsaved changes. Would you like to save changes?

Yes No

Step 10

You will receive another Confirm message stating the reservation has been stored successfully.

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

Confirm

Reservation #10000619 is stored successfully.

Would you like to continue working with the reservation?

Yes No **Print/View Confirmation**