
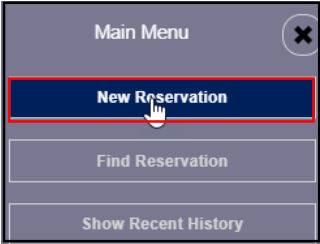

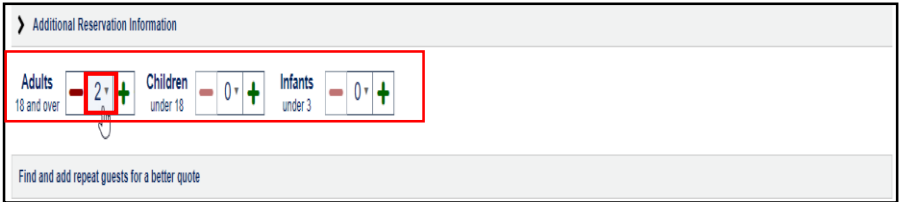



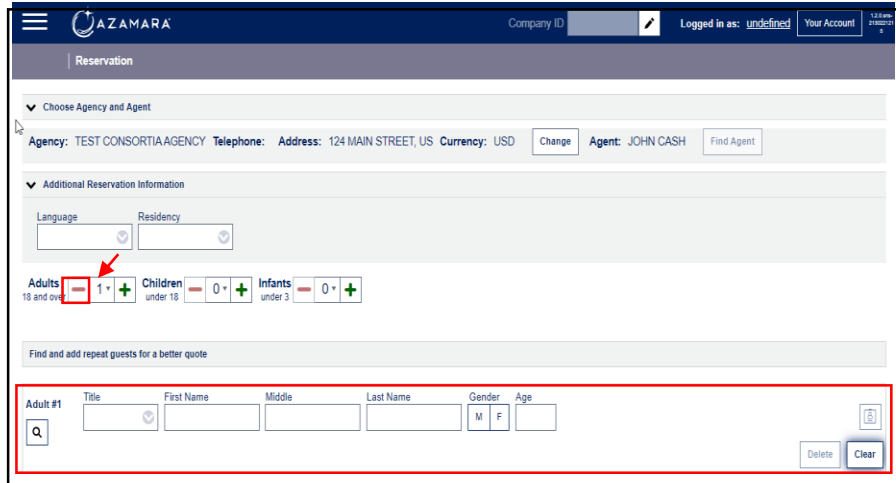
## Travel Agent - How to Make a Reservation for a Single Occupancy

<p>Step 1</p> <p>Welcome to the RezA home screen. When you have signed in you will see your Logged in as ID on the right. Create a new Travel Agent reservation by clicking the <b>3 bars</b> on the left side of the screen. This will open a drop-down menu.</p>	
<p>Step 2</p> <p>On the drop-down Main menu, click the <b>New Reservation</b> box.</p>	
<p>Step 3</p> <p>The Reservation screen will appear. Under the <b>Choose Agency and Agent</b> you will see the Agency and the Agent Name.</p>	
<p>Step 4</p> <p>Under the Additional Reservation Information is the <b>Adults</b> section. Adults will automatically default to <b>2 Adults</b>. If needed, you can <b>Add</b> + and <b>Subtract</b> - the Adults by using the minus and plus symbols. On the next step You will look at 1 Single Adult.</p>	

## Step 5

### Single Occupancy

You can delete a Guest number on our reservation by going to the **Adults** section. Click the **Minus**  symbol in the Adults field. The Adult number will change to number **1**. You will now see there is only Adult #1 field below.



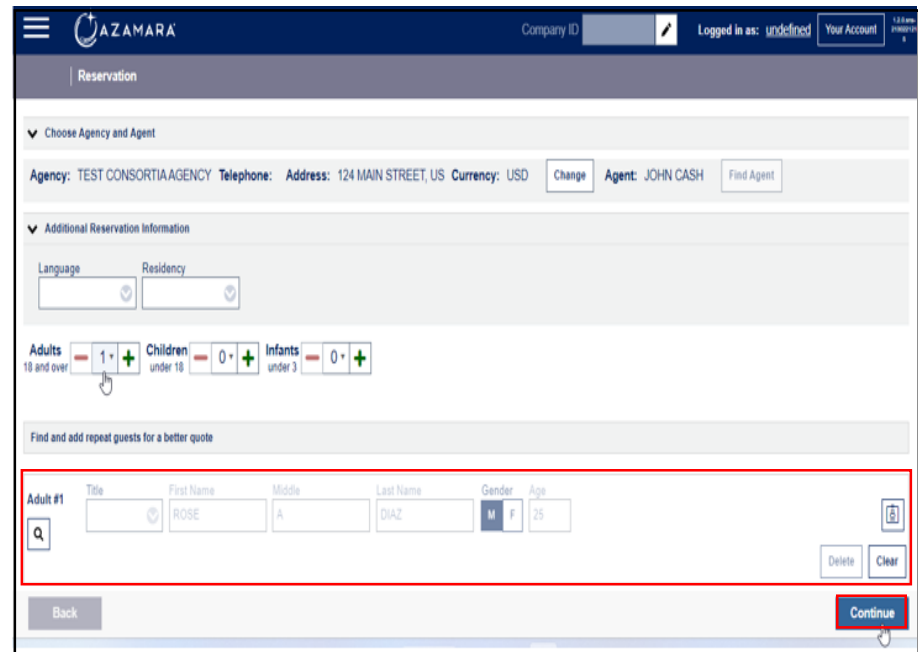
The screenshot shows the Azamara reservation system interface. At the top, there's a header with the Azamara logo and navigation links. Below that, the 'Reservation' section is active. Under 'Choose Agency and Agent', the agency is 'TEST CONSORTIA AGENCY' and the agent is 'JOHN CASH'. Under 'Additional Reservation Information', there are fields for Language and Residency. The 'Adults' section shows 1 adult, 0 children, and 0 infants. The 'Adult #1' field is highlighted with a red box, showing fields for Title, First Name, Middle, Last Name, Gender, and Age. There are 'Delete' and 'Clear' buttons at the bottom right of the form.

## Step 6

**Add the Adult #1** information.  
Enter the following:

**Title**                      **Gender**  
**First Name**           **Age**  
**Middle**  
**Last Name**

You have added all the required information for **Adult #1**. Click the **Continue** button at the bottom of the screen to proceed with the booking process.




The screenshot shows the Azamara reservation system interface. The 'Adult #1' field is now filled with 'ROSE A DIAZ' and '25'. The 'Continue' button at the bottom right is highlighted with a red box. There is also a 'Back' button at the bottom left.

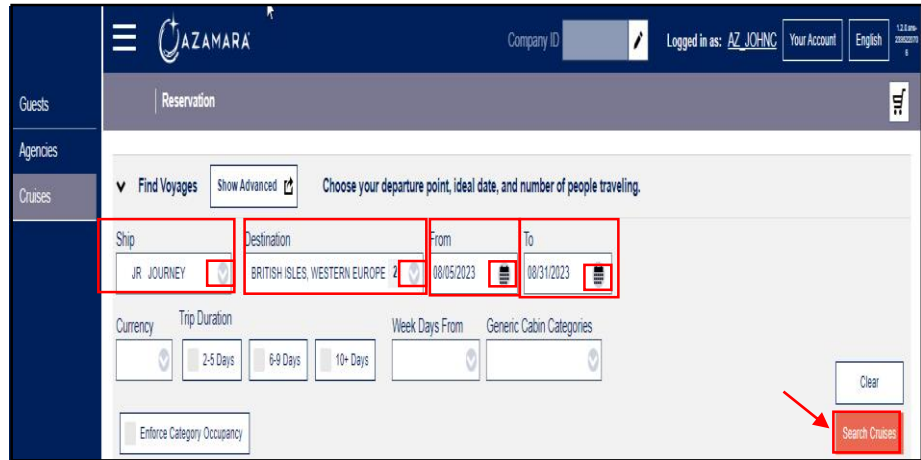
## Step 7

This will bring us to the Cruises screen. Under the **Find Voyages** use the following to select your voyage.

**Ship and Destination** – Click on the **drop-down Arrow** to open and make your selections.

**From and To** – Use both **Calendars** to select your dates. Click on the hyperlink **Calendar** symbol  next to **From** and **To** and select your dates.

When you have completed making your selections click the **Search Cruise** button.



Reservation

Find Voyages Show Advanced Choose your departure point, ideal date, and number of people traveling.

Ship: JR JOURNEY Destination: BRITISH ISLES, WESTERN EUROPE From: 08/05/2023 To: 08/31/2023

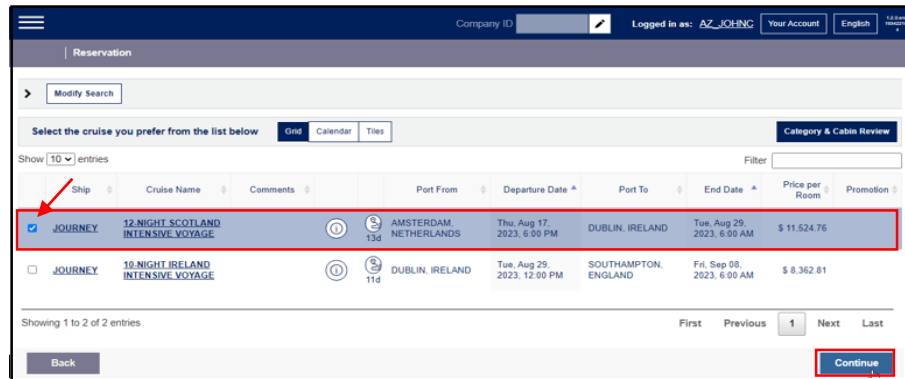
Currency: Trip Duration: 2-5 Days 6-9 Days 10+ Days Week Days From: Generic Cabin Categories:

Enforce Category Occupancy

Clear Search Cruises

## Step 8

The Search Cruise will select all the available Voyages. You will see our Voyages displayed. Select the Voyage by clicking the **Check Box** left next to the Ship name. Then click the **Continue** button.



Reservation

Modify Search

Select the cruise you prefer from the list below Grid Calendar Tiles Category & Cabin Review

Show 10 entries Filter

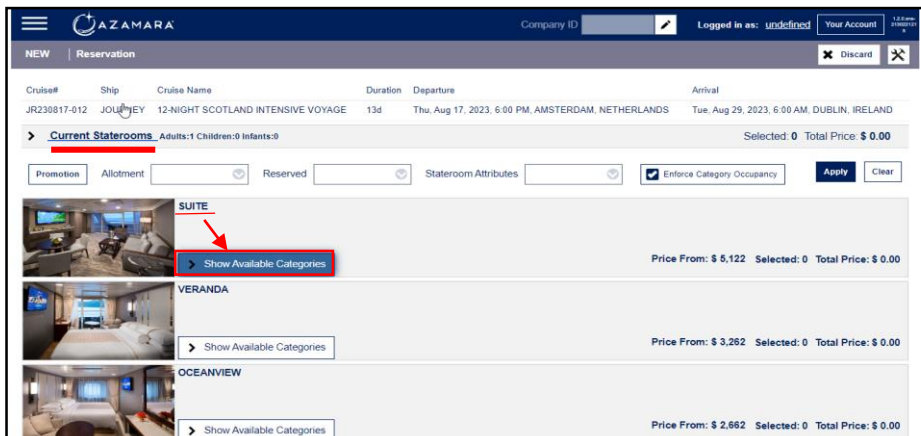
Ship	Cruise Name	Comments	Port From	Departure Date	Port To	End Date	Price per Room	Promotion
<input checked="" type="checkbox"/> JR JOURNEY	12-NIGHT SCOTLAND INTENSIVE VOYAGE		AMSTERDAM, NETHERLANDS	Thu, Aug 17, 2023, 6:00 PM	DUBLIN, IRELAND	Tue, Aug 29, 2023, 6:00 AM	\$ 11,524.76	
<input type="checkbox"/> JR JOURNEY	10-NIGHT IRELAND INTENSIVE VOYAGE		DUBLIN, IRELAND	Tue, Aug 29, 2023, 12:00 PM	SOUTHAMPTON, ENGLAND	Fri, Sep 08, 2023, 6:00 AM	\$ 8,362.81	

Showing 1 to 2 of 2 entries

Back Continue

## Step 9

This will bring us to the Current Stateroom screen. With this example you will select the **Suite**. Then click the **Show Available Categories**.



NEW | Reservation

Cruise# JR230817-012 Ship JOURNEY Cruise Name 12-NIGHT SCOTLAND INTENSIVE VOYAGE Duration 13d Departure Thu, Aug 17, 2023, 6:00 PM, AMSTERDAM, NETHERLANDS Arrival Tue, Aug 29, 2023, 6:00 AM, DUBLIN, IRELAND

Current Staterooms Adults:1 Children:0 Infants:0 Selected: 0 Total Price: \$ 0.00

Promotion Allotment Reserved Stateroom Attributes Enforce Category Occupancy Apply Clear

**SUITE** Show Available Categories Price From: \$ 5,122 Selected: 0 Total Price: \$ 0.00

VERANDA Show Available Categories Price From: \$ 3,282 Selected: 0 Total Price: \$ 0.00

OCEANVIEW Show Available Categories Price From: \$ 2,662 Selected: 0 Total Price: \$ 0.00

## Step 10

The **Suite** section will open. Let us select the **N2 - Continent Suite** category. Go to the **# of Staterooms** column. Click the **+** symbol on the line of your selected category. You may only select one Stateroom Category per booking. When you see the number **1** symbol appear go to the bottom of the screen and click **Continue**.

The screenshot shows the Azamara reservation interface. At the top, it displays the company ID, login status, and account information. The main section is titled 'Reservation' and shows details for a cruise named 'JOURNEY' on the ship '12-NIGHT SCOTLAND INTENSIVE VOYAGE'. The current selection is for 'Current Staterooms' with a total price of \$5,122. Below this, there are filters for Promotion, Allotment, Reserved, and Stateroom Attributes. The 'SUITE' section is expanded, showing a list of stateroom categories: World Owner's Suite, Ocean Suite, Continent Suite, and N2 - Continent Suite. The 'N2 - Continent Suite' is selected, and the '# of Staterooms' column shows a '1' with a '+' button next to it. The 'Continue' button is highlighted at the bottom right.

## Step 11

This will bring us to the **Edit Stateroom** screen. Here you will see a diagram image of the following.

### Description of the Voyage Guest Information Deck & Stateroom #

RezA 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.

The screenshot shows the 'Edit Stateroom' screen. It displays the cruise details: 'JOURNEY' on the ship '12-NIGHT SCOTLAND INTENSIVE VOYAGE'. The guest information shows 'ROSE A. DIAZ' (Male). The selected stateroom is 'N2 - Continent Suite' with a capacity of 2. The deck is 'Deck #8'. A diagram of the deck is shown, with the stateroom number '8065' highlighted in green. The 'Continue' button is highlighted at the bottom right.

## Step 12

You will return to the Passenger screen. Review the **Adult #1** information. Continue by clicking the **Save & Continue** button.

## Step 13

You will arrive on the **Summary** screen. The Summary screen has three sections.

1. **Reservation**
2. **Invoice Total**
3. **Reservation Review**
4. **Shopping Cart**

**Store Button** – Click the Store button to save your booking and generate a Reservation number.

**Pay Now** – Click the **Pay Now** button and this will allow you to pay your down payment, partial payment, or Full Payment.

**Note:** Before using the **Store** or **Pay Now** buttons, you will continue learning about the Reservation Summary screens.

## Step 14

### Reservation

This section will have sub-sections which feature all reservation categories. Each sub-section will have a drop-down menu. Click the **(Hyperlink > Right Arrow)** on each of the sections to open their menus.

## Step 15

### Invoice Total

This section will feature the Invoice Details. The **Invoice Details** provides specific details on the following.

**Per Reservation** – Click the **Drop-Down > arrow** next to **Payments** and **Guest Payment Schedule**.

Click on each section of the Invoice Details for more information.

**Per Guest** – See next step.

## Step 16

Click the **Per Guest** box. This will open the Per Guest screen displaying the Guest Invoice information.

The screenshot shows the AZAMARA reservation system interface. At the top, there is a header with the AZAMARA logo and a 'Company ID' field. Below the header, there is a 'NEW | Reservation' tab. The main content area is divided into three sections: 'Reservation', 'Invoice Total: \$ 12,644.76', and 'Reservation Review'. The 'Invoice Details' section is expanded, showing a table with the following items:

Item	Amount
Ms ROSE DIAZ	
CRUISE FARE	\$ 10,780
NCF	\$ 1,338
TAX	\$ 526.76
<b>Invoice Total</b>	<b>\$ 12,644.76</b>

Below the table, there are two buttons: 'Per Reservation' and 'Per Guest'. The 'Per Guest' button is highlighted with a red box, indicating it should be clicked.

## Step 17

### Reservation Review

Click the Document drop-down **Arrow** symbol next to **Document**. This will open a menu which provides information on the following.

**Financial View**  
**Guest Invoice Confirmation**  
**Guest Travel Descriptions**  
**Hotel Vouchers**  
**Open Vouchers**  
**Reservation Invoices**  
**Reservation Summary**  
**Shopping Basket**  
**Shorex Voucher**  
**Transfer Voucher**

The screenshot shows the AZAMARA reservation system interface. At the top, there is a header with the AZAMARA logo and a 'Company ID' field. Below the header, there is a 'NEW | Reservation' tab. The main content area is divided into three sections: 'Reservation', 'Invoice Total: \$ 12,644.76', and 'Reservation Review'. The 'Document' dropdown menu is open, showing a list of options:

- Agency Invoice Confirmation
- Financial View
- Guest Invoice Confirmation
- Guest Travel Description
- Hotel Voucher
- Open Voucher
- Reservation Invoice
- RESERVATION SUMMARY
- Reservation Summary
- Shopping Basket
- Shorex Voucher
- Transfer Voucher

The 'Document' label is highlighted with a red box, and a red arrow points to the dropdown arrow next to it.

## Step 18

### Shopping Cart

This section is found on the right side of the Summary screen. It will provide a condensed summary of all the essential information on our reservation.

**Reservation Number** – Number on the reservation.

**Created** – The creation date and time of the reservation.

**Status** – This displays the status of the reservation.

**Agency** – The Agency Name on the reservation.

**Agency Phone Number** – The phone number of the agency.

**Agent** – The Agents Name on the reservation.

**Your Journey Starts** in XXX days – Number of days from the start of your sailing.

**Starts** – This provides the start location and the embarkation date.

**Ends** – This provides the end location and the disembarkation date.

**Sail Length** – The number of days sailing.

**Adults** – Children: Infants: - Click the ➤ to open. This provides the Name of the Guests and the classification of the Guest.

**Stateroom** – Click the **Stateroom hyperlink** for the Stateroom details.

**Ship:** - This provides the name of the ship, name of departure locations, dates of the sailing, and number of Guests.

**Cruise Number** – Cruise Number for the Cruise.

**Cruise Name** – The name of the Cruise.

**Staterooms** – Click the **Staterooms Hyperlink** for more information.

**Insurance** – This will show the insurance on the reservation.

**Special Requests** – This will display a Guest's special request.

**Addons** – Click the **Addons hyperlink 2 Booked** for more information.

**Air** – This will list the Air information on the reservation.

**Excursion** – This will display the Excursions on the reservation.

**Hotels** – This will display the Hotels on the reservation.

**Transfers** – This will display all the Transfers our Guests have requested.

### Current & Wave Promotions

**Payment Due Date:** - The Date of first deposit.

**Invoice Total:** - The Final Payment Price.

\*Use the Price Total section for complete details)

### Res # NEW

**Created** Jan 3, 2023, 10:33:37 AM  
**Status** IN PROCESS  
**Agency** TEST CONSULTA AGENCY  
**Agent** JOHN CASH

### Your Journey Starts in 226 days

**Starts** AMSTERDAM, NETHERLANDS, Aug 17, 2023  
**Ends** DUBLIN, IRELAND, Aug 29, 2023  
**Sail Length:** 12

✓ **Adults:1 Children:0 Infants:0**

#1 Ms ROSE DIAZ ADULT  
[Staterooms](#)

① **Ship: JOURNEY**  
**AMSTERDAM, NETHERLANDS - DUBLIN, IRELAND**  
 [→ Thu, Aug 17, 2023, 6:00 PM  
 →] Tue, Aug 29, 2023, 6:00 AM  
**Guests:** 1

**Cruise#** JR230817-012  
**Cruise Name** 12-NIGHT SCOTLAND  
 INTENSIVE VOYAGE  
**Staterooms** N2: 8065  
**Insurance** -  
**Special Requests** -  
**Addons** **1 Booked**  
**Air** -  
**Excursions** -  
**Land Programs** -  
**Hotels** -  
**Transfers** -

### Current Promotions

Wave Promotion

**Payment Due Date: 1/10/23**

**Invoice Total: \$ 12,644.76**



## Step 19

After completing your review of the **Summary Reservation** screen click on the **Store** button. This will allow you to save all the selections made on our reservation.

The screenshot shows the Azamara reservation system interface. The left sidebar contains a menu with items like Guests, Cruises, Staterooms, and Summary (which is highlighted with a red box). The main content area displays reservation details for a new reservation. Key information includes the Agency (TEST CONSORTIA AGENCY), Cruise (JOURNEY), and a table of staterooms. At the bottom right, the 'Store' button is highlighted with a red box, indicating the next step in the process.

## Step 20

This will give you a **Confirm** message providing a **Reservation #** number and **Stored Successfully** confirmation.

You will then be asked the following.

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

The screenshot shows a confirmation dialog box titled 'Confirm'. It contains the text 'Reservation #10001003 is stored successfully.' and a question 'Would you like to continue working with the reservation?'. Below the question are three buttons: 'Yes', 'No', and 'Print/View Confirmation'. The 'Yes' button is highlighted with a red box.