

## Travel Agent - How to Remove a Promotion Code

### Step 1

Let us start on the reservation **Summary** screen. Click the **Invoice Total** section. Then on the right side of the screen click the **Promotions** button.

The screenshot shows the reservation summary screen. The left sidebar has 'Summary' selected. The main area shows the 'Invoice Total' section with a red box around it. On the right side, the 'Promotions' button is highlighted with a red box.

### Step 2

You will be brought to the **Applied Promotions** screen. Here you will be able to see the **Promotion(s)** for our Guests. Click the highlighted Voyage number **JR230817-012**. This will open the details of the promotion. Then click the **Edit** button at the bottom of the screen.

The screenshot shows the 'Applied Promotions' screen. The 'Applied Promotions' section is highlighted with a red box. The 'Voyage' number 'JR230817-012' is highlighted with a red box. The 'Edit' button is highlighted with a red box at the bottom right.

### Step 3

This will bring us back to the Promotions screen. Here you will be able to **Remove** a Promotion. Under **Current Promotions** click the **Check Boxes** next to the Promotion you wish to remove.

Then click the **Remove** button.

The screenshot shows the 'Promotions' screen. The 'Current Promotions' section is highlighted with a red box. The 'Voyage' number 'JR230817-012' is highlighted with a red box. The 'Remove' button is highlighted with a red box.

## Step 4

On the next screen you will see your **Promotions** Boxes checked.  
Click the **Remove** button at the bottom of the screen.

	Component	Component Code	Guests
<input checked="" type="checkbox"/>	Voyage	JR230817-012	1
<input checked="" type="checkbox"/>	Voyage	JR230817-012	2

Buttons: Cancel, Remove

## Step 5

This will bring you back to the Promotions screen. Under the **Available Promotions** click the **Check Boxes** next to the promotion. Then click the **SAVE** button to remove the Promotion.

Current Promotions: No data available in table

Available Promotions:

	Component	Component Code	Guests
<input checked="" type="checkbox"/>	Upper Suite Onboard Credit		
<input checked="" type="checkbox"/>	Voyage	JR230817-012	1,2

Buttons: Include, Remove, Cancel, Save

## Step 6

You will return to the Promotions screen. Click the **✕** symbol in the top right-hand corner of the screen to continue.

Applied Promotions: No data available in table

Buttons: Cancel, Save

## Step 7

This will bring you back to the Summary screen. Go to the bottom of the screen and click the **Store** button.

The screenshot shows the 'Reservation' summary screen for reservation #1413. The top bar indicates the user is logged in as 'AZ\_LOHNC'. The main content area displays 'Invoice Details' with a current total of \$30,251.52 and an original total of \$30,251.52. Below this, there are tabs for 'Per Reservation', 'Per Guest', 'Invoice Details', and 'Agency Invoice'. The 'Invoice Details' tab is selected, showing a breakdown of charges: CRUISE FARE (\$29,198), TAX (\$1,053.52), and a total of \$30,251.52. There are also sections for 'Payments', 'Refunds', 'Transfer Transactions', 'Commission Transactions', and 'Agency Payment Schedule'. At the bottom right, there is a red arrow pointing to the 'Store' button.

## Step 8

You will receive a Confirm message. Click **Yes** to save your changes.

The screenshot shows a 'Confirm' dialog box with the text 'There are some unsaved changes. Would you like to save changes?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red border.

## Step 9

Here you will receive another **Confirm** message stating that the Reservation has been stored successfully.

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

The screenshot shows a 'Confirm' dialog box with the text 'Reservation #1413 is stored successfully. Would you like to continue working with the reservation?'. There are three buttons: 'Yes', 'No', and 'Print/View Confirmation'. The 'Yes' and 'Print/View Confirmation' buttons are highlighted with red borders.