

How To View An Add-on Credit On Your Reservation

Step 1

You will begin on the Reservation screen. Enter the reservation number you are working with in the **Res #** field. Then click the **Search** button.

Step 2

Your reservation will appear highlighted under **Reservation Results**. Then click on the **✕** Tools symbol.

Step 3

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

Step 4

You will be brought to the Summary screen. On the right side of the screen go to the Shopping Cart section and click the **Addons** hyperlink. This will display the Credits on your reservation.

Step 5

If you would like to see your Credits in an expanded format. Go to the left side of the screen and click on the **Addons**.

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ADDONS + Add Items

Booked Items Filter by: All Voyages View by: by Add-on Code by Client

Add-on Name	Delivery From	Delivery To	Guests	Voyage	Delivery Place	Add-on Status	Qty	Total Price	Notes	Edit	Remove
CREDIT											
\$150 Onboard Credit	Sat, Mar 11, 2023, 12:00 PM	Sat, Mar 18, 2023, 10:00 AM	1	1			1	USD \$ 0.00			
\$500 Onboard Credit	Sat, Mar 11, 2023, 12:00 PM	Sat, Mar 18, 2023, 10:00 AM	1,2	1			2	USD \$ 0.00			

Step 6

You will be able to see who is eligible for the Credits by going to the **Guests** column.

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