

## Travel Agent – How To Change a Travel Agent On a Booking

### Step 1

When you have signed in you will come to the Reservations screen. Enter the Reservation #. Then click the **Search** button.

### Step 2

Here you will see under **Reservation Results** your **Reservation # information**. Go to the **Tools** button and click on it.

### Step 3

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

## Step 4

You will be brought to the Summary screen. Go to the top of the screen and click on **Guests**.

10015419 | Reservation

Reservation # 10015419 Status: OFFER

Agency: VACATIONS TO GO Agency ID: 39683

Guests: Adults:2 Children:0 Infants:0

(1) Cruise#: JR231113-007 Ship: JOURNEY Package Name: 7 NIGHT ARABIA INTENSIVE VOYAGE Departure: Mon, Nov 13, 2023, 5:30 PM DUBAI Arrival: Mon, Nov 20, 2023, 10:00 AM DUBAI Guests: 1,2

Total # of Staterooms: 1

Code	Category Name	Capacity	Reserve Type	Staterooms	Occupancy	Guests
05	Club Oceanview Stateroom (05)	2		4033	2	1,2

Air: Nothing Booked

Insurance: Nothing Booked

Special Requests: Nothing Booked

## Step 5

This will bring you to the Reservation screen. Go to the Agency line and click on **Find Agent**.

10015419 | Reservation

Agency: VACATIONS TO GO Telephone: 7139742121 Address: 5851 SAN FELIPE ST, HOUSTON, TX, US Currency: USD Agent: ERIN CHITUM Find Agent

Additional Reservation Information

Adults: 2 Children: 0 Infants: 0

Find and add repeat guests for a better quote

Senior #1 Title First Name Last Name Gender Age  
Mr JOHN SMITH M 60

Adult #2 Title First Name Last Name Gender Age  
Mrs JANE SMITH M 54

Res # 10015419

Created: Jun 15, 2023, 5:23:35 PM

Status: OFFER

Agency: VACATIONS TO GO

Agency Phone: 7139742121

Agent: ERIN CHITUM

Your Journey Starts in 151 days

Starts: DUBAI, Nov 13, 2023

Ends: DUBAI, Nov 20, 2023

Sail Length: 7

Adults: 2 Children: 0 Infants: 0

#1 Mr JOHN SMITH ADULT

#2 Mrs JANE SMITH ADULT

Staterooms

(1) Ship: JOURNEY

Cruise#: JR231113-007

Cruise Name: 7-NIGHT ARABIA INTENSIVE VOYAGE

Staterooms: 05 4033

Insurance: .

Special Requests: .

Addons: 2 Booked

Air: .

Excursions: .

Land Programs: .

Hôtels: .

Transfers: .

Current Promotions

Buy 1 Get 1 50% Off

Next Payment

Amount: USD \$ 1,100

Date: 6/22/23

Invoice Total: USD \$ 3,915.79

### Step 6

You will be brought to the Agents of Agency screen. Here you will see all the Agents that are associated with the Agency. Add your Agent to the booking by going to the Agent line and clicking **Select**.

Show Active Only

Show Deactivated

Show 10 entries

Filter

Agent ID	Agent Name	Web User Name	Agent Email	Intl Code	Agent Phone
2348	traehqv ubjczlhw	Edit	traehqv.ubjczlhw@yopmail.com		Select
17341	jbolli oeokzr	Edit	jbolli.oeokzr@yopmail.com		Select
18406	upxyn yrootds	Edit	upxyn.yrootds@yopmail.com		Select
20324	ckrks yxvf	Edit	ckrks.yxvf@yopmail.com		Select
21504	joxiapwa sjuflo	Edit	joxiapwa.sjuflo@yopmail.com		Select
22705	jstbq smmzus	Edit	jstbq.smmzus@yopmail.com		Select
25554	ehla ttopcq	Edit	ehla.ttopcq@yopmail.com		Select
27888	nvorb iyscvcpb	Edit	nvorb.iyscvcpb@yopmail.com		Select
28431	lkjvz cocpmp	Edit	lkjvz.cocpmp@yopmail.com		Select
33299	quhy xkskx	Edit	quhy.xkskx@yopmail.com		Select

Add New

Showing 1 to 10 of 1,270 entries

First

Previous

1

2

3

4

5

...

127

Next

Last

### Step 7

This will bring you back to the Guests screen. Here you will see the **Agent** you selected is now on the booking. Go to the left side of the screen and click the **Summary** tab.

GAZAMARA

Logged in as: jash+ta@gazamara.com

Your Account

12.5m  
Revenue

Guests

Cruises

Staterooms

Edit Stateroom

Passengers

Air

Insurance

Spec.Requests

Addons

Excursions

Land

Hotels

Transfers

Summary

1956682 | Reservation

Booking Discard

▼ Choose Agency and Agent

Agency: VACATIONS TO GO Telephone: 7139742121 Address: 5851 SAN FELIPE ST, HOUSTON, TX, US Currency: USD Find Agent Change Agent: TRAEHQVUBJCZITW

▼ Additional Reservation Information

Adults 18 and over 2 + Children under 18 0 + Infants under 3 0 +

Find and add repeat guests for a better quote

Senior #1 Title First Name Last Name Gender Age

Q

EILEEN OLITSKY M F 77

Senior #2 Title First Name Last Name Gender Age

Q

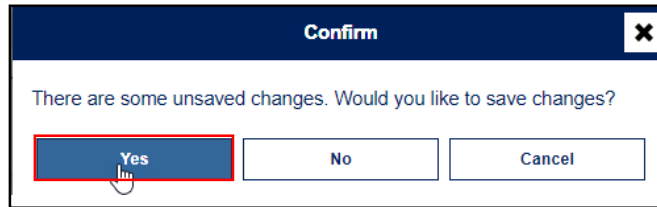
STEVEN OLITSKY M F 80

Back

Continue

## Step 8

You will receive a **Confirm** message asking if you would like to save the changes. Click the **Yes** button.



## Step 9

This will bring you back to the **Summary** screen. On the right side of the screen, you will see the **Agent** has been added.

