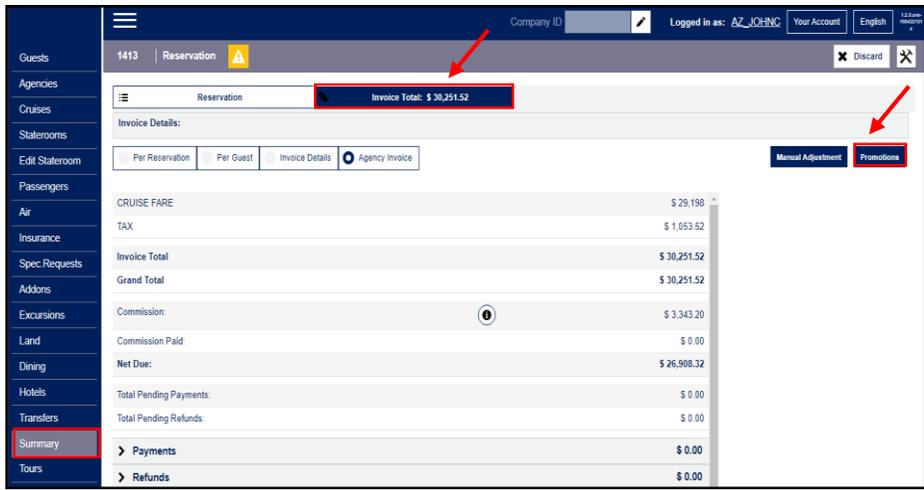
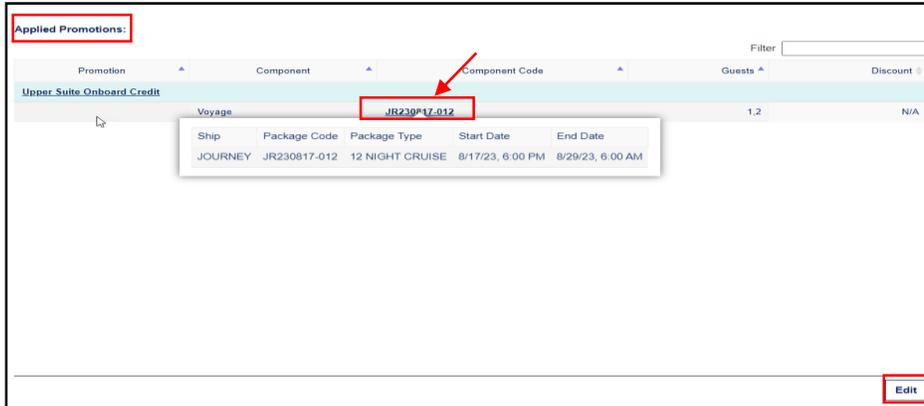
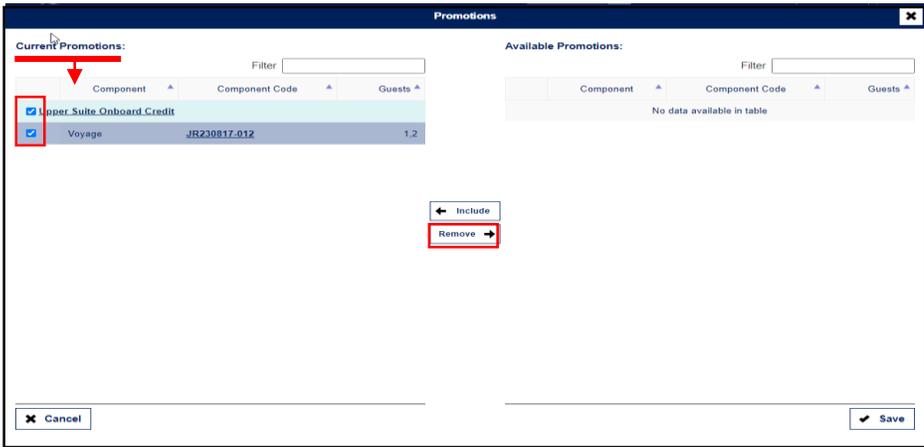


## Travel Agent - How to Remove a Promotion Code

<p><b>Step 1</b></p> <p>Let us start on the reservation <b>Summary</b> screen. Click the <b>Invoice Total</b> section. Then on the right side of the screen click the <b>Promotions</b> button.</p>	
<p><b>Step 2</b></p> <p>You will be brought to the <b>Applied Promotions</b> screen. Here you will be able to see the <b>Promotion(s)</b> for our Guests. Click the highlighted Voyage number <b>JR230817-012</b>. This will open the details of the promotion. Then click the <b>Edit</b> button at the bottom of the screen.</p>	
<p><b>Step 3</b></p> <p>This will bring us back to the Promotions screen. Here you will be able to <b>Remove</b> a Promotion. Under <b>Current Promotions</b> click the <b>Check Boxes</b> next to the Promotion you wish to remove.</p> <p>Then click the <b>Remove</b> button.</p>	

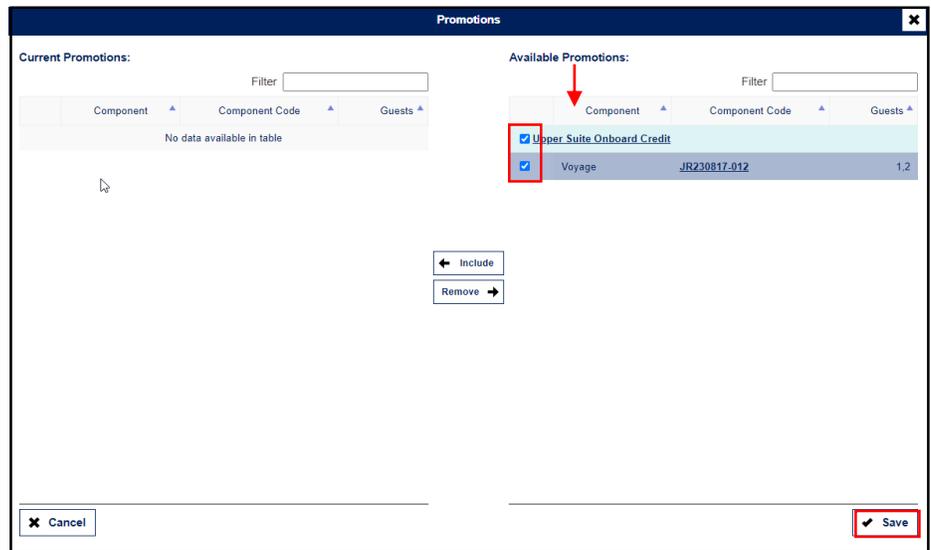
**Step 4**

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



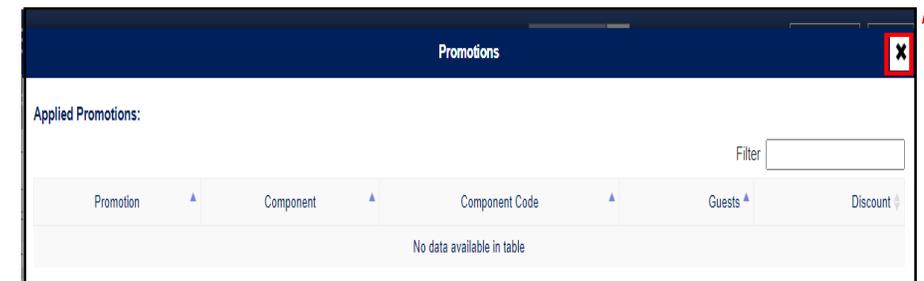
**Step 5**

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.



**Step 6**

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



### 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 displays the reservation summary for reservation #1413. At the top, it shows the reservation number and a warning icon. Below this, there are two columns of invoice details: 'Current' and 'Original'. The 'Current' invoice total is \$30,251.52, and the 'Original' is also \$30,251.52. The screen is divided into several sections: 'Manual Adjustment', 'Promotions', 'CRUISE FARE', 'TAX', 'Invoice Total', 'Grand Total', 'Commission', 'Commission Paid', 'Net Due', 'Total Pending Payments', 'Total Pending Refunds', 'Payments', 'Refunds', 'Transfer Transactions', 'Commission Transactions', 'Agency Payment Schedule', and 'Coupons'. At the bottom right, there are four buttons: 'Store As QT', 'Switch to BK', 'Store', and 'Pay Now'. A red arrow points 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 a dark blue header. The main text asks, 'There are some unsaved changes. Would you like to save changes?'. Below the text 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 a dark blue header. The main text states, 'Reservation #1413 is stored successfully. Would you like to continue working with the reservation?'. Below the text are three buttons: 'Yes', 'No', and 'Print/View Confirmation'. All three buttons are highlighted with red borders.