amelia RES

Creating New Booking Agents:
Corporate Customers or Travel Agencies

1
(1) Open UTILITIES / AGENCIES
(2) Click ADD

2
Enter BOOKING AGENCY INFORMATION
in the GENERAL SCREEN & SAVE

3
Click the PAYMENT METHEOD TAB at the top of
the AGENCIES SCREEN & assign usable payments

4
(1) Open UTILITIES / CORE ITEMS / USERS
(2) Create a NEW USER ACCESS ACCOUNT for the
booking agency

5
(1) Open UTILITIES / CORE ITEMS / GROUPS
(2) Pick TRAVEL AGENCY or CORPORATE AGENCY group
(3) ADD NEW USER that was just created to the group

6
(1) Reurn to the AGENCIES SCREEN (see step 1)
(2) Select NEW BOOKING AGENCY & click on
the USER TAB

7
MOVE THE NEW USER from left to right using
the arrow buttons

8
(1) Open UTILITIES / COMPANIES (corporate accounts
& customers with charge, invoice & billing accounts)
(2) Enter ACCOUNT DETAILS & click SAVE

9
(1) Select the AUTHORIZED AGENCIES TAB
(2) Choose AGENCIES THAT CAN MAKE BOOKINGS
on behalf of the corporate account

10
Click SAVE & the process is complete