

# SAMPLE BACKOFFICE SCREEN SHOTS

## My Account

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  - User Management
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  - Permissions
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- Merchandising
- Product Entry & Maintenance
- Tracking

My Account > User Management & Settings > Application Settings

**Application Settings: elmer**

<input type="checkbox"/> Hotel	
Product priority	My products first
Taxes	Include tax in price
<input type="checkbox"/> Flights	
Product priority	Fully integrated
Taxes	Don't include tax in price
<input checked="" type="checkbox"/> Car Rental	
<input checked="" type="checkbox"/> Activity	
<input checked="" type="checkbox"/> Rental	
<input type="checkbox"/> Tour	
Product priority	My products only
Taxes	Include tax in price
<input checked="" type="checkbox"/> Transportation	
<input checked="" type="checkbox"/> Extra Product	

Commit changes

# TOUR PRODUCT ENTRY

- Create Product
- Accommodation
- Transfer
- Activity
- Tour**
- Rental
- Extra product

- Contract Logins
- Translations

**Contract Details**

Product Code:

\* Contracting Period:  from:  to:   
07.04.2008 06.04.2009

Product Currency:  US Dollar, \$

**Commission**

Net Rates

Following prices are:  No tax  Inclusive  Exclusive of taxes

**Tour Details**

\* Tour Name:

**Pickup location:**

\* Pickup Destination:  (specify destination here)   
("Paris, France" or "Sarasota, FL, US")

[Can not find destination?](#)

\* Address of start point:

**Drop Off location:**  (Check this box if Drop Off Location is different)

Tour Duration (days):  7 (Number of Description fields below depends on days number)

\* Guided Tour in:  English  French  German  Russian  Spanish [More](#)

\* Tour Description:

\* Hotel room occupancy:  Adult  Child  
\* min: 1 \* max: 2 min: 0 max: 1

**Select product type and assign properties**

\* Product type:  Select product type here

Where:  < please select >

Theme:  < please select >

Interest Groups:  < please select >

Transport:  < please select >

Activity Level:  < please select >

Feeling:  < please select >

X factor:  < please select >

Assistance:  < please select >

Handicapped: [i](#)



### Tour Pictures

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

### Days Description

\* Day 1 [i](#)

Description [i](#)

Breakfast  Lunch  Dinner

Destinations [i](#)

Pickup Destination

(specify destination here)

Search

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Add destination

Picture:

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

\* Day 2 [i](#)

Description [i](#)

Breakfast  Lunch  Dinner

Destinations [i](#)

Destination 1

(specify destination here)

Search

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Add destination

Picture:

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

\* Day 3 [i](#)

Description [i](#)

Breakfast  Lunch  Dinner

Destinations [i](#)

Destination 1

(specify destination here)

Search

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Add destination

Picture:

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

\* Day 4 [i](#)

Destinations [i](#)

Description [i](#)

Breakfast  Lunch  Dinner

Destination 1

(specify destination here)

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Picture:

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

\* Day 5 [i](#)

Destinations [i](#)

Description [i](#)

Breakfast  Lunch  Dinner

Destination 1

(specify destination here)

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Picture:

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

\* Day 6 [i](#)

Destinations [i](#)

Description [i](#)

Breakfast  Lunch  Dinner

Destination 1

(specify destination here)

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Picture:

Choose File no file selected

You can upload several image(s)

I confirm that I have permission to publish images

\* Day 7 [i](#)

Destinations [i](#)

Dropoff Destination

(specify destination here)

**Description** [i](#) (specify destination here)

("Paris, France" or "Sarasota, FL, US") [i](#)

[Can not find destination?](#) [i](#)

Breakfast  Lunch  Dinner

**Picture:**

no file selected You can upload several image(s)

I confirm that I have permission to publish images

**Included Services** [i](#)

* Service Name	Description

**Operating Hours and Allocation** [i](#)

Options

Free Sale [i](#) Release period:

Date Range	Operating Days	Operating Hours	* Qty (seats per day)
from	to	M T W T F S S	from day 1 to day 7
1 07.04.2008	06.04.2009	✓ ✓ ✓ ✓ ✓ ✓ ✓	0 : 00 to 0 : 00 <input type="text"/>

**Prices** [i](#)

Pricing Model

Rates are:   Flat rate [i](#)

Rate Rules

#	from	to	MTWTFSS Rule	Rate	Rule conditions	*price
all	07.04.2008	06.04.2009	✓✓✓✓✓✓✓	Rate	Standard	\$ <input type="text"/>

**Cancellation Policy** [i](#)

From  To  If cancelling:  Charges are: