



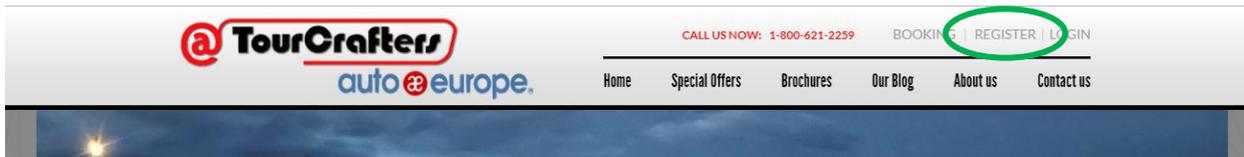
User Guide for Travel Agents (B2B) Booking with TourCrafters

This document describes the main functions of the TourCrafters Online Booking System.

To Register:

New Users must register for access at <https://tourcrafters.com/index.cfm?target=reg>

Registration can also be accessed at <https://tourcrafters.com> by clicking on REGISTER



New Users must complete and submit this form, and an email will be sent to verify the email address. Once the email address has been verified the account will be activated within 12 hrs.

REQUEST YOUR PASSWORD

Company Name*

Country*
USA

City*

Address*

Zip Code*

Phone*

Mobile

Fax

E-mail*

Website*

Tax number or Iata Code*

User Profile

Name*

Surname*

E-mail*

Confirm your E-mail*

27217E
Enter Security Code

Acknowledgement of the notice provided by Tourcrafters Tour Operator: I consent to the handling of personal data (Privacy Act n. 675/96) including information pertaining to the sales and accounts of my orders registered on the site to be used for your activities such as

*Accept Privacy Policy

REGISTER

THANK YOU FOR YOUR REGISTRATION

Your account has been created.

Username:

Password:

You can change your password after a login process

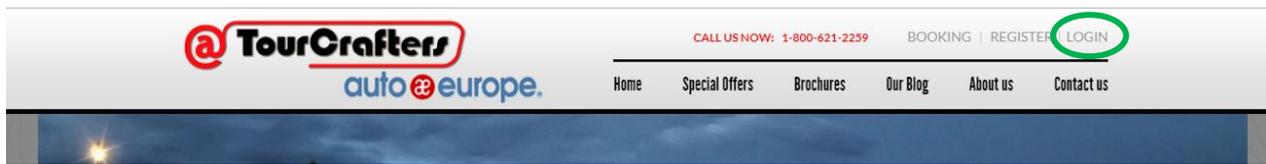
Thank you for registering with AUTO EUROPE.TOURCRAFTERS 1. Your account has been created. Please click on the verification link to activate your account.

Important! Your account will not be activated until you verify your email address.

[Click here to validate you e-mail address.](#) Thank you!

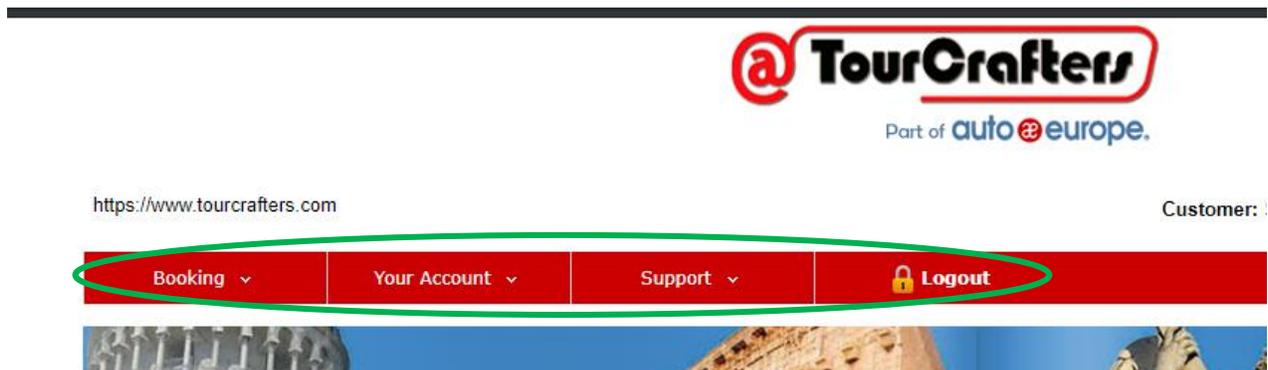
Registered Users:

Registered Users can Login at <https://tourcrafters.com> by clicking on LOGIN



Enter User name and Password and Click submit:

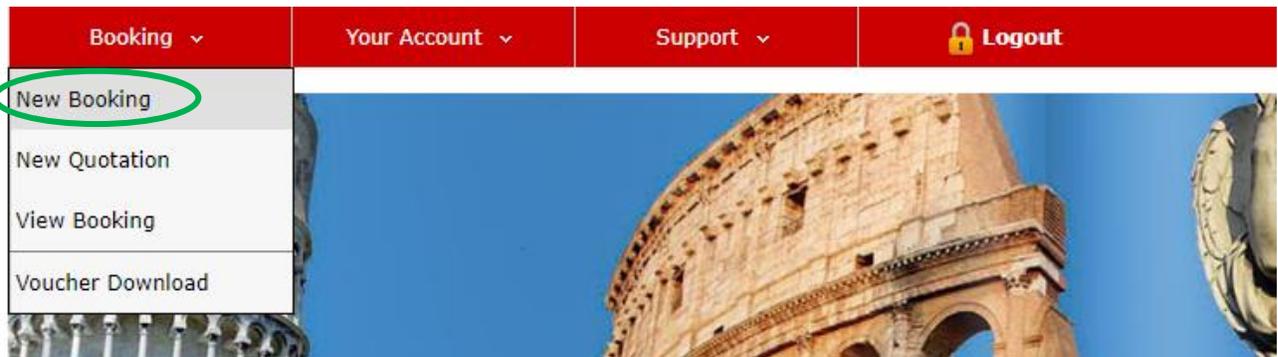
Once logged in, your custom page will be shown with all features enabled. Note: the system will automatically logout after an idle time of 1 hour.



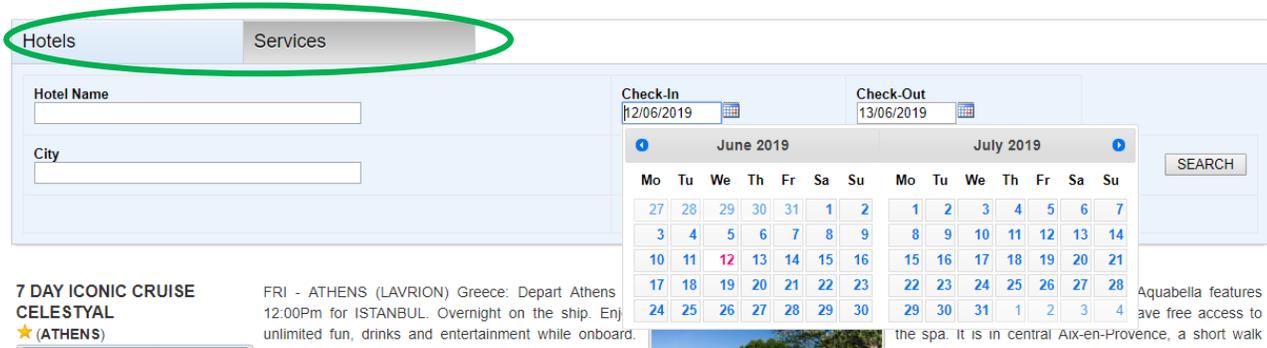
- Booking:** New Booking (to open a new order)
 - New Quotation (to open a file just for a simple quotation)
 - View Booking (to search a file already made)
 - Voucher Download
- Your Account:** to change your password
- Support:** to contact us
- Logout**

Creating a New Order

To Open a New Order select **Booking > New Booking**



The site will default to finding Hotels. Using the selector **Hotels** or **Services** you can change the type of search.

A screenshot of a search interface. At the top, there are two tabs: 'Hotels' and 'Services'. The 'Hotels' tab is selected and circled in green. Below the tabs is a search form with the following fields: 'Hotel Name', 'City', 'Check-In' (with a date of 12/06/2019), and 'Check-Out' (with a date of 13/06/2019). A calendar is displayed for selecting dates, showing June and July 2019. A 'SEARCH' button is located to the right of the calendar. Below the search form, there is a list of search results. The first result is '7 DAY ICONIC CRUISE CELESTYAL (ATHENS)'. To the right of the search form, there is a small text box that says 'Aquabella features... have free access to... the spa. It is in central Aix-en-Provence, a short walk...'

To Search Hotels:

1. Type in the name of the city in the "City" field, the system will suggest cities that match the characters you enter once at least 3 characters are entered. Select the city from the drop-down list.
2. Click on the date to check-in and select a date, repeat this for the date of check-out.
3. Enter the number of rooms to be searched. The system will then show options for number of Adults and Children
4. Optional: You can select the class of hotel you would like to search
5. Click SEARCH to perform the search and verify availability of the parameters entered.

Hotel Results

The system will display a list of the hotels which meet your search criteria.

Starting from the left column is shown:

- The name, type, and treatment room
- The presence of availability or not. If the hotel is not available, the system will accept a request that will be evaluated and subsequently confirmed or not
- The type of rates found: "daily rates" which indicates the price per day. In some cases it can be highlighted rates "weekly" (villas or apartment). The price does not include any supplements and/or cost of child.
- The total Gross Rate, Customer Commission and Net Rate
- A selector (green or red) depending on whether there is availability or not

★★★ AL MANTHIA HOTEL
VIA QUATTRO FONTANE, 149/A - ROME (RM) - ITALY



Al Manthia Hotels is the new Trevi Group's project. You will be welcomed, together with the staff ready to satisfy all your needs, by our innovative vertical garden which characterizes the new internal common area like the breakfast room. We are located in the historical center of Rome but in all the rooms of the hotel silence and tranquility reigns. A few minutes from our main entrance you'll find the Majestic Barberini Palace, the Quirinale Palace and with a five minute walk you will reach Barberini Square with its famous Tritone Fountain, and then Spanish Steps and Trevi Fountain. In our Hotel you'll breath al...

Gallery |

ACCOMMODATION	AVAILABILITY	DAILY RATES	TOTAL AMOUNT
DOUBLE bed & breakfast	SPACE AVAILABLE <small>(Dynamic rates) Last update 17/03/2019</small>	Fri 19/04 198,00	Gross Rate \$ 237,60 Commission \$ 24,00 <hr/> Net Rate \$ 213,60
DOUBLE bed & breakfast	SPACE AVAILABLE	Fri 19/04 240,00	Gross Rate \$ 288,00 Commission \$ 28,80 <hr/> Net Rate \$ 259,20

City Tax, when applied by the municipality, is not included and must be paid directly at the hotel upon departure.

[- Book It -](#)

Hotel Facilities

<ul style="list-style-type: none"> Air-Conditioned Facilities Bar 	<ul style="list-style-type: none"> Credit Card allowed Flat screen TV Hair dryer 	<ul style="list-style-type: none"> Laundry Service Lift Non-Smoking Facilities 	<ul style="list-style-type: none"> Pay Parking Facilities Safe Deposit Boxes Telephone 	<ul style="list-style-type: none"> TV Sat Wi-fi
---	---	---	---	---

Children Supplements Special Offers More info
 See rules and details on cancellations and changes

If you open the + you can see all extra information of the hotel (if available)

To proceed with the purchase:

Use the selector to select the number of each type of room to purchase, it is possible to select up to three different types of rooms for the same hotel in the same search

ACCOMMODATION	AVAILABILITY	DAILY RATES	TOTAL AMOUNT
DOUBLE bed & breakfast	SPACE AVAILABLE <small>(Dynamic rates) Last update 17/03/2019</small>	Fri 19/04 198,00	Gross Rate \$ 237,60 Commission \$ 24,00 <hr/> Net Rate \$ 213,60
DOUBLE bed & breakfast	SPACE AVAILABLE	Fri 19/04 240,00	Gross Rate \$ 288,00 Commission \$ 28,80 <hr/> Net Rate \$ 259,20

City Tax, when applied by the municipality, is not included and must be paid directly at the hotel upon departure.

[- Book It -](#)

Rates Detail

You will be presented with all the information relating to the chosen room, in the below example the "double bed and breakfast." The possible cost of the children required, if allowed in the room, and any current promotions.

Enter the name and surname of the "leader" and a possible phone number, click "Add to basket".

☆☆☆ AL MANTHIA HOTEL - ROME (RM)		RESERVATION DETAILS	
ROOM NR. 1 Check-In Friday 19/04/19 - Check-Out Saturday 20/04/19		Gross Rate	Net Rate
DOUBLE - BED AND BREAKFAST		241,00	216,00
0 Child (age 0)	+	0,00	0,00
Accommodation Special Offers	-	0,00	0,00
Child Special Offers	-	0,00	0,00
Total Amount: 1 Room 1 night		\$ 289,20	\$ 259,20
Check NetRates: 216		Room NR.1	
Customer Commission: 30,00 \$		Total Amount: 289,2 \$	
CUSTOMER DETAILS (*) Mandatory fields			
Name <input type="text"/>	Surname <input type="text"/>	Phone number/contact <input type="text"/>	
<< BACK		ADD TO BASKET	

Order Basket

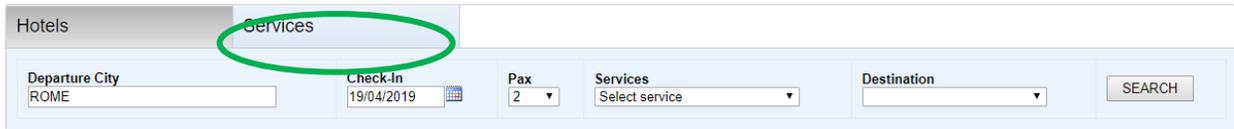
The basket shows a summary of the room inserted: hotel name, passenger name, number of pax, child, Allotment (E means room from extra allotment), check in –check out, type of room selected, cost of the room, gross rate, commission and net rate.

At this point you can choose to close the order BOOK NOW AND CHECK-OUT or ADD ANOTHER SERVICE (hotel or service)

Basket New order - File # 10886										Add New Service/Hotel		
Hotels	Pax	Chd	All	Check-In	Check-Out	Nts	ACCOMMODATION	Gross Rates	Commission	Net Rates	Edit	Del
AL MANTHIA HOTEL ROME Passenger: AUTOEUROPE TOURCRAFTERS AUTOEUROPE TOURCRAFTERS Contact: 847.816.6510	2	0		19/04/19	20/04/19	1	(1) DOUBLE BED AND BREAKFAST	\$ 289,20	\$ -30,00	\$ 259,20		
TOTAL AMOUNT								\$ 289,20	\$ -30,00	\$ 259,20		
INVITATION DOCUMENT FOR VISA REQUEST Yes <input type="radio"/> NO <input checked="" type="radio"/>												
Your PNR	Description	Leader Name or Company		Gross Rates	Commission	Total Sales						
<input type="text"/>	<input type="text"/>	AUTOEUROPE TOURCRAFTERS AUTO		\$ 289,20	\$ 30,00	\$ 259,20						
GENERAL TERMS AND CONDITIONS (Open)												
<input type="radio"/> I Accept <input checked="" type="radio"/> I do not accept												
<input type="button" value="ADD ANOTHER SERVICE"/>								<input type="button" value="BOOK NOW AND CHECK-OUT"/>				

To Add a Service:

Click the Services Tab:



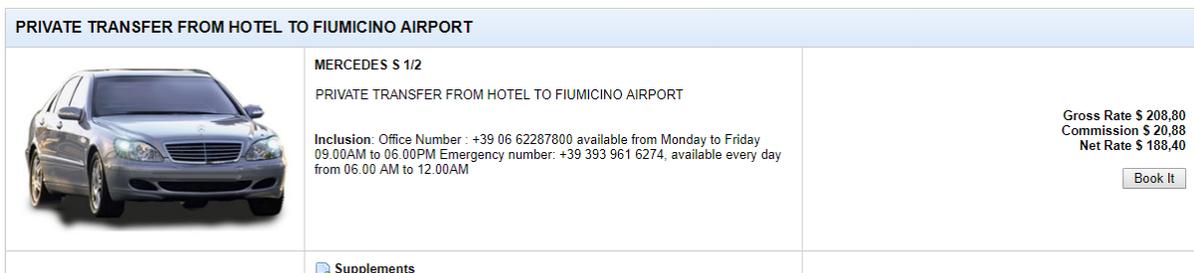
Hotels **Services**

Departure City: ROME
Check-In: 19/04/2019
Pax: 2
Services: Select service
Destination: [Dropdown]
SEARCH

To Search Services:

1. Type in the name of the city in the “Departure City” field, the system will suggest cities that match the characters you enter once at least 3 characters are entered. Select the city from the drop-down list.
2. Enter Date of Check-in
3. Select number of passengers for the service
4. Select from the drop-down of Services
5. Click SEARCH to perform the search

Service Results



PRIVATE TRANSFER FROM HOTEL TO FIUMICINO AIRPORT

MERCEDES S 1/2

PRIVATE TRANSFER FROM HOTEL TO FIUMICINO AIRPORT

Inclusion: Office Number : +39 06 62287800 available from Monday to Friday 09.00AM to 06.00PM Emergency number: +39 393 961 6274, available every day from 06.00 AM to 12.00AM

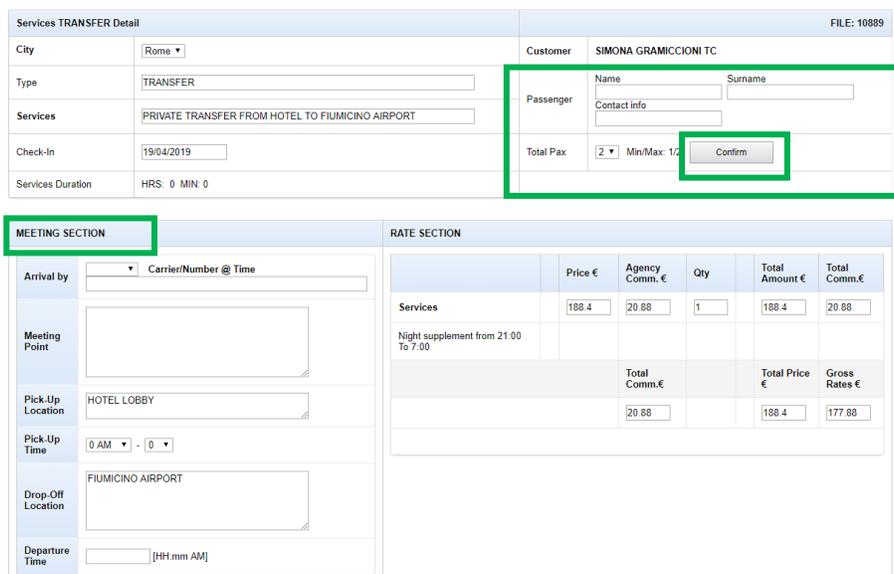
Gross Rate \$ 208.80
Commission \$ 20.88
Net Rate \$ 188.40

Book It

Supplements

To view services details, click on the image of the service to access the detail page which shows the specifications, terms and conditions. Click Book It to add to your Order.

Complete the Passenger Information and Meeting Section and click Confirm to add to Order Basket.



Services TRANSFER Detail FILE: 10889

City: Rome
Customer: SIMONA GRAMICIONI TC
Type: TRANSFER
Services: PRIVATE TRANSFER FROM HOTEL TO FIUMICINO AIRPORT
Check-In: 19/04/2019
Services Duration: HRS: 0 MIN: 0

Passenger: Name, Surname, Contact info
Total Pax: 2 Min/Max: 1/2
Confirm

MEETING SECTION

Arrival by: Carrier/Number @ Time
Meeting Point: [Image]
Pick-Up Location: HOTEL LOBBY
Pick-Up Time: 0 AM - 0
Drop-Off Location: FIUMICINO AIRPORT
Departure Time: [HH:mm AM]

RATE SECTION

	Price €	Agency Comm. €	Qty	Total Amount €	Total Comm.€
Services	188.4	20.88	1	188.4	20.88
Night supplement from 21.00 To 7.00					
		Total Comm.€		Total Price €	Gross Rates €
		20.88		188.4	177.88

Order Basket

The basket shows a summary of the service inserted. From here you can add another service or book and check out. NOTE: if you see CHECK SERVICE DETAILS it means there is missing information inside the service and you are not able to check out until that is completed.

Basket New order - File # 10889							Add New Service/Hotel	
Services	Qty	Pax	Date	Gross Rates	Commission	Net Rates	Edit	Del
PRIVATE TRANSFER FROM HOTEL TO FIUMICINO AIRPORT	1	2	19/04/2019	\$ 251,14	\$ -25,06	\$ 226,08		
TOTAL AMOUNT				\$ 251,14	\$ -25,06	\$ 226,08		
Your PNR	Description	Leader Name or Company		Gross Rates	Commission	Total Sales		
				\$ 251,14	\$ 25,06	\$ 226,08		
GENERAL TERMS AND CONDITIONS (Open)								
<input type="radio"/> I Accept <input checked="" type="radio"/> I do not accept								
<input type="button" value="ADD ANOTHER SERVICE"/>							<input type="button" value="BOOK NOW AND CHECK-OUT"/>	

To View Existing Booking Details

From the Menu Bar select **Booking > View Booking**



You will see all order placed, canceled or on request. You can set the “From” and “To” dates and select if you want to search based on Check-In Date or by Order Date (date created). You can further filter order based on the name of the leader, the Reservation number or the Client PNR.

View Booking Detail - Customer:

Leader Name	Reservation nr.	CLIENT PNR	Sort by
<input type="text"/>	<input type="text"/>	<input type="text"/>	Arrival-date(a) ▾
<input checked="" type="radio"/> Check-In date	From	To	
<input type="radio"/> Order date	18/03/2019	18/03/2019	<input type="button" value="Submit"/>

Orders - Found # 4										
Status	Reservation	Date	Payment	Passenger	CHECK-IN	CHECK-OUT	Net Amount	User	Detail	Voucher
Confirmed	50006/2019 File # 10886	18 Mar 19	Payment due date 18/02/19	AUTOEUROPE TOURCRAFT...	19 Apr 19	20 Apr 19	\$259,20	SIMONA GRA...		Awaiting payment
Confirmed	50008/2019 File # 10888	18 Mar 19	Payment due date 18/02/19	AUTOEUROPE TOURCRAFT...	19 Apr 19	20 Apr 19	\$259,20	SIMONA GRA...		Awaiting payment
Confirmed	50009/2019 File # 10889	18 Mar 19	Payment due date 18/02/19		19 Apr 19	19 Apr 19	\$325,56	SIMONA GRA...		Awaiting payment
Deleted	50007/2019 File # 10887	18 Mar 19		TEST TEST	17 Jul 19	18 Jul 19	\$151,20	SIMONA GRA...		Awaiting payment
Total Amount							USD 995,16			