



RESPAX TOUR VOUCHER – FREE SOFTWARE FOR BOOKING AGENTS

1. Register to Use Tour Voucher

You can register to use the product here: <http://tourvoucher.respax.com.au/> (use the 'Click here for free instant access link'). After you have registered for Tour Voucher, you will be sent an email with your user name and password.

Please remember that Respax is not a middleman in the commission structure, we simply provide the software for operators and agents. All commission negotiations must be conducted directly between yourselves and each operator which we suggest you do this before requesting a mapping through the Tour Voucher software.

A screenshot of the RESPAX Tour Voucher login page. The page has a green header with the RESPAX logo and the text "Tour Voucher". Below the header is a dark green bar with the text "Rapid booking software". The main content area is white and contains a login form with two input fields: "User ID:" and "Password:". Below the input fields is a "Login" button. At the bottom of the form, there is a link that says "Forgot your password? Click here to have it sent to you again!".

Tour Voucher is a complete tourdesk management system mixing direct, real-time access to [Respax](#) Tour Operators with an innovative free-type voucher system in a single web interface.

It mixes **real-time availability checking and immediate confirmations** with an **innovative free-type voucher system** to provide a complete tourdesk management system with comprehensive regional coverage. [More Information -->](#)

[Click here for FREE INSTANT ACCESS.](#)

70 users online now!

2. Setting Up

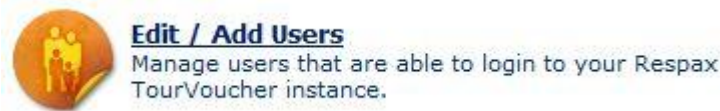
- Log in, go to the **Tools and Settings** tab.



- My Company** section. Enter your **ABN** and upload **logos** at the size specified on the screen. If you are not sure how to resize your logo, send it to me and I will do it for you.



- Add/Edit Users** section. If you have more than one user and want to track who is making the bookings, add users and tick the appropriate permissions boxes below. **IMPORTANT NOTE:** One permission box relates to cancellations: Cancelling or changing bookings in the system will not send a request to the operator, it simply updates your records in the system. You need to phone through any cancellations or changes so the operator can take immediate action.

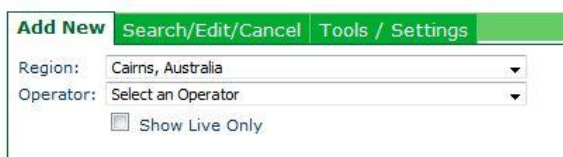


- Operator Mapping** section. There is a click-down for region. Obviously you will want to "Request a mapping" to operators in Cairns, but don't forget there are operators listed under other regions who also offer tours in the Cairns region (such as Adventure Tours Australia shown under Adelaide). In any case, you may wish to map to all operators no matter where they are located. You can sell online tours using the web widget and "Book Now" links to booking vouchers for any location, so it doesn't hurt to add them (ok, may be not the ones in Antigua or Canada but certainly Australia and New Zealand). Up to you!



3. Using the System

- Once Respax operators become live (they have accepted your mapping request), the booking process is very simple and you can view their live availability (not allotments) and make confirmed bookings. Whilst you are awaiting mapping, you can still create booking vouchers on the system and you will be directed to a freeform booking voucher (the same booking voucher you use for non Respax tour operators). You will need to phone through any bookings you make on a freeform voucher.



- When you confirm a new booking, a screen confirmation will show, with a button "print PDF". A page will pop up that you can print out, with two vouchers on it - one for you, and one for the customer.

Voucher Confirmation No. **10257** (operator reference)

Agent: **trinity software, Parramatta Park - Ph: 0488610437**

Voucher ID: **44270**

Pax Name: **Test Person**

Tour Operator: **Demo ResPax Lite Operator - Phone:07 4041 1017**

Tour: **Example Tour**

Travel Date: **Saturday, 28 November 2009**

Fare Basis: **Standard / Standard**

Pickup: **Northern Hotel 1 @ 07:10**

Total Pax: **1**

Please Note: **Example comment**

Tour Amount: **AUD\$ 210 (including \$10 levy)**

Collected: **AUD\$ 20**

PayOnBoard: **AUD\$ 180**

Booked by Ingrid Champion at trinity software at 11:40 on the 26th of November 2009.
Respax Tourdesk reference: 44270

Powered by Respax Reservation Systems (<http://www.respax.com.au>)

[Print PDF Voucher](#) [Print Screen](#) [Go to Home Screen](#) Duplicate_Vouchers

- Once you start entering bookings, you will then have information to view in **Reports** (found under the **Tools** and **Settings** tab).



Reports

Full range of accounting, performance and booking reports. Also has a number of operational manifest reports.



Access reports for accounts, performance and a variety of booking summary reports. Select the report in the combo and fill in desired criteria.

[Go back to the voucher](#)

Reports

Select Report:

- Select report here
- Bookings by Consultant
- Tour Operator Bookings
- Vouchers
- Daily Receipts
- Itinerary
- Payments by Agency
- Bookings by Branch
- Booking Statistics
- Invoice - Supplier
- Invoice - Agent Summary (Booking Date)
- Invoice - Agent (Booking Date)
- Exporting - Attache
- Vouchers (POB only)
- Credit Card Slip
- Outstanding Commissions

- You will notice there is a link at the bottom of every page, and also a section under the **Tools and Settings** tab, which says Availability Grid. This Availability Grid will show you tour availability information for 5 days. This is a "favourites" list which you can add other tours to. If you click on a date for a particular tour in the Grid, and then go to the "Add New" tab (for a new booking), the fields will automatically be populated with that tour and date.



This tool enables you to check live availability directly from the Respax Operators. **Select your preferred operators in the Add Operator combo** below and start building your availability grid. **This page was last updated at 2009-11-26 11:42**

[Go back to the voucher](#)

Your Availabilities						
Region: Cairns, Australia		Add Operator: Select an Operator		Remove Selected	Clear	
Jump to: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
<input checked="" type="checkbox"/>	Australian Pacific Touring Melbourne (TEE_APT-MEL)	Fri 27 Nov	Sat 28 Nov	Sun 29 Nov	Mon 30 Nov	Tue 01 Dec
▶	(M1) Morning Melbourne City Sights	10	10	10	10	10
▶	(M10) Phillip Island Penguin Parade & Wildlife	10	10	10	10	10
▶	(M12) City Sights & Dandenongs	10	10	10	10	10
▶	(M15) Yarra Valley, Puffing Billy & Healesville	10	10	10	10	10
▶	(M2) Afternoon City Highlights & Dandenong Ranges	10	10	10	10	10
▶	(M3) Sovereign Hill and Historic Ballarat	10	10	10	10	10
▶	(M35) Yarra Valley Wineries & Puffing Billy	10	10	10	10	10
▶	(M39) Grampians National Park & Kangaroos	Call	10	Call	10	Call
▶	(M4) A Great Ocean Road Adventure	10	10	10	10	10
<input checked="" type="checkbox"/>	Australian Pacific Touring Sydney (TEE_APT-SYD)	Fri 27 Nov	Sat 28 Nov	Sun 29 Nov	Mon 30 Nov	Tue 01 Dec
▶	(S1) Sydney Sights, Manly & Northern Beaches	10	10	10	10	10
▶	(S11) Canberra Explorer, Australian Capital	10	Call	Call	10	Call
▶	(S14) Magnificent Hunter Valley Wine Taster	10	Call	10	Call	10

4. Online Sales Tools

- You can find this section under the **Tools and Settings** tab.



Online Sales Tools

Create widgets and voucher links that allow passengers and guests to place bookings directly from your web site.

- Under **General Options**, select either the **voucher (book now) link** or **web widget**, select **user** (the only user in the dropdown list - if you have several websites and want to distinguish between them for sales tracking purposes, call me for instructions on setting up another anonymous user), select **style** (colour).
- Under **Voucher Link Options** - this is only applicable for the voucher link, as the web widget displays all operators and tours that are live in your operator mapping section. Select **Operator**, select **Tour**, and change the wording of "Book Now!" if you wish...
- Hit the **"Create HTML"** button.
- Cut and paste the scripting in the **HTML** section to your website (if you do the website design), or send with instructions to your web designer.

Online Sales Tools

General Options

Tool

User

Style

Voucher Link Options

Changing the operator will reload this page with a tour list for that operator.

Operator

Tour

Description

Voucher Link

Copy this code and place it on your web site where the tool is to appear.

```

<a href="http://tourdesk.respax.com.au/section
/webvoucher/dispatch.php?file=webvoucher&
hostid=R35&tourcode=R35_EXAMPLE&
anonuser=public531&style=blue&config=live">Book
Now!</a>
                
```

Easy! Now you can take tour bookings on your website with absolutely no manhandling by yourself or your staff.

If you have any queries, there are links down the bottom of the pages for Help, Tutorials, Frequently Asked Questions and Support.

Your Respax Contact

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 Client Account Manager
 Ingrid@respax.com.au
 Ph: 4041 1017
 Mob: 0488 610 437