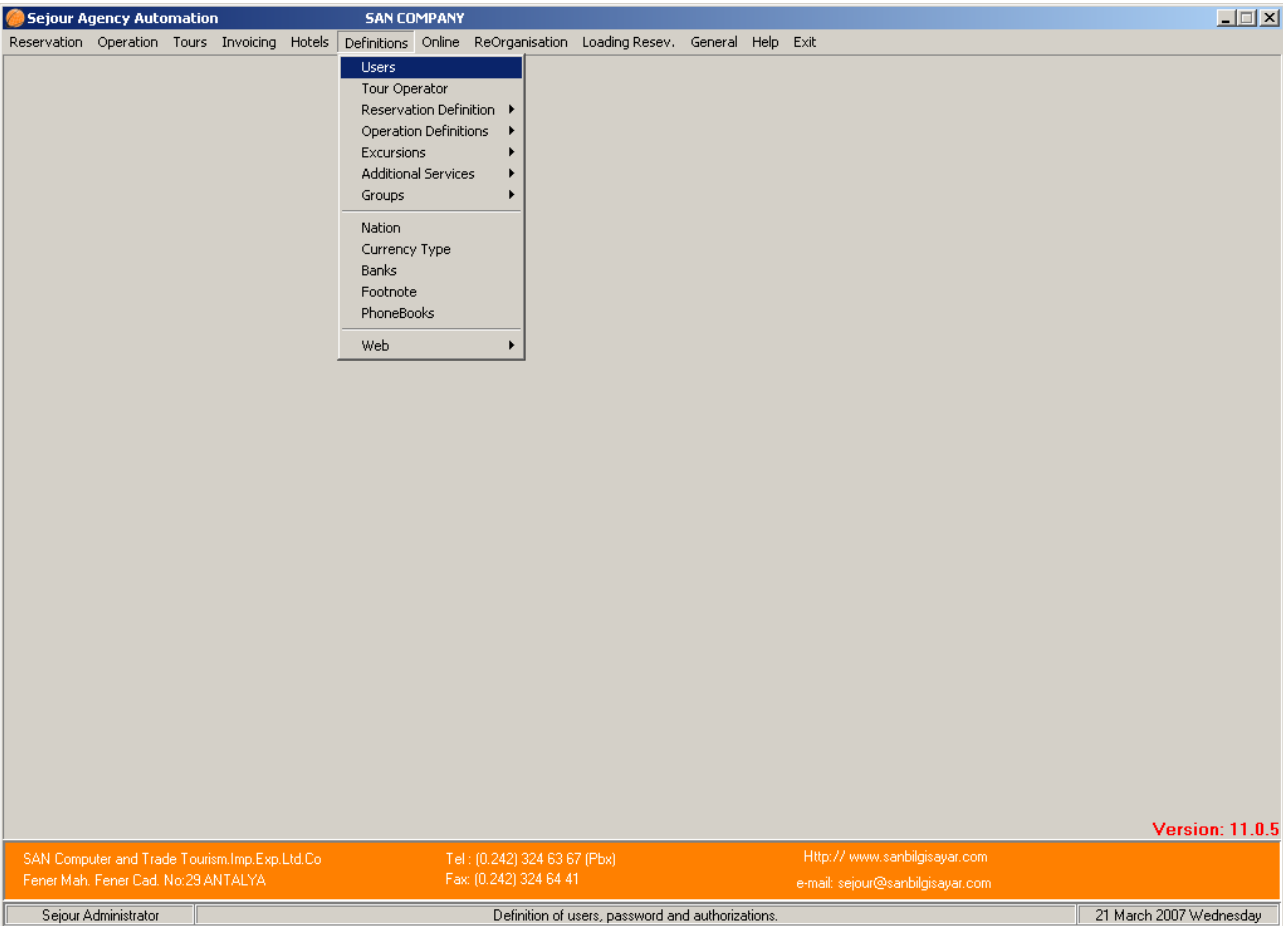


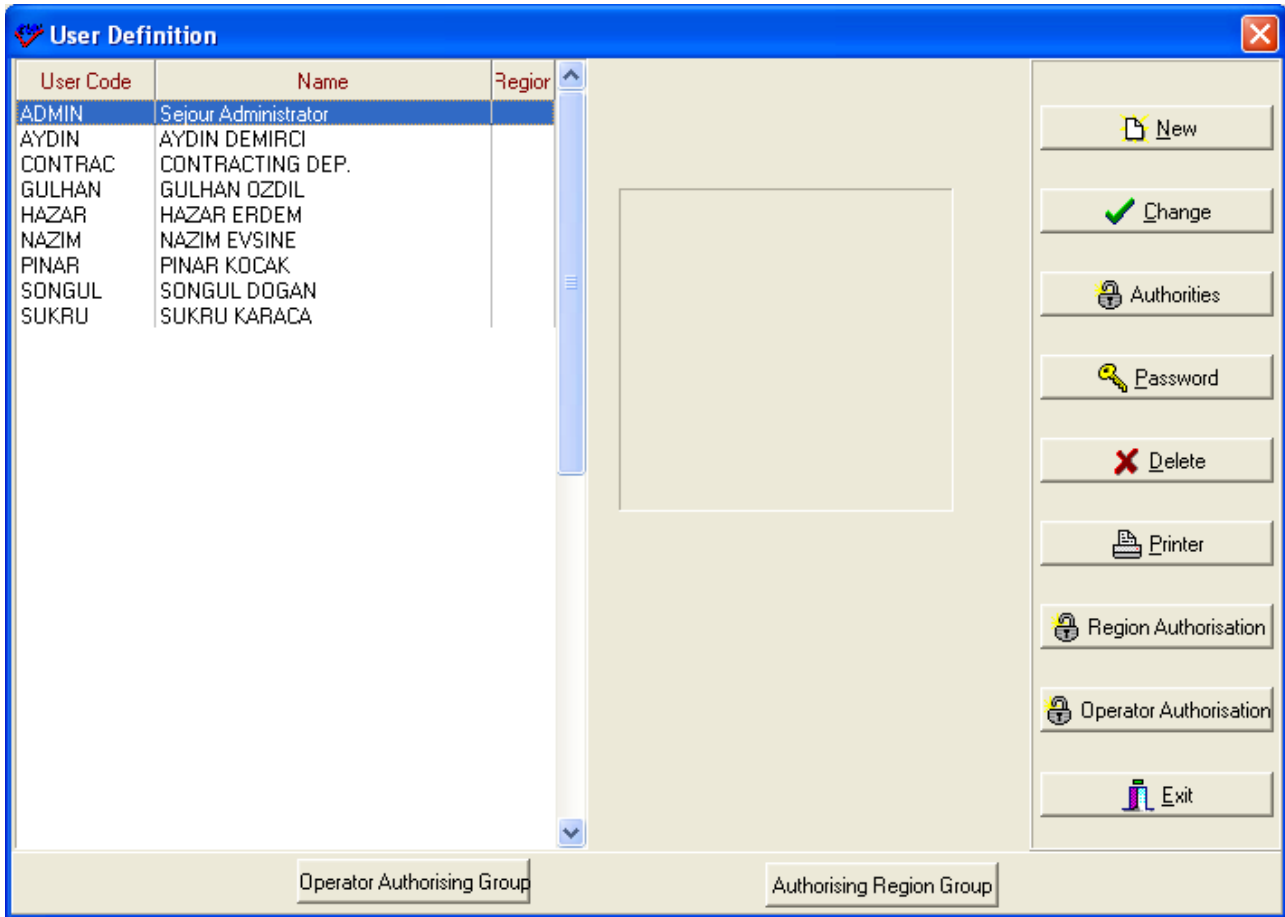
DEFINITION MENU

Introduction

The Sejour definitions menu is the most important part of setting up the software. A good understanding and knowledge of these definitions is essential to making the best use of Sejour.

USERS





Here you can enter details of the people who access Sejour. A **username** of up to 8 characters can be entered with a password, which can be blank, but this is not advised.

San Sejour Ltd does not keep a record of your usernames and passwords, and you are advised to keep a written record in a safe location. It is especially recommended that you keep a record of your **ADMIN** user account.

User names are used in reports of booking entries, for examples, and will appear on the bottom of voucher or request forms that you will send to your other agencies and suppliers.

The main functions are:

New :

Reservation Form Items	
Left Lower Letterhead	Right Lower Letterhead

To be able to define a new user you should click ‘ New ‘ button to access the page above .The CODE field is the user name that will be used to log onto Sejour, up to a maximum of 8 characters. Beside that you can enter personal information of the user for just information. If you write the operator that this user work mostly , the user will gain time when he / she enters reservation page. If you enter some text in the “Reservation Form Items” table, it will appear on any reservations.

Note: The user password and access permissions are set in another menu.

Change:

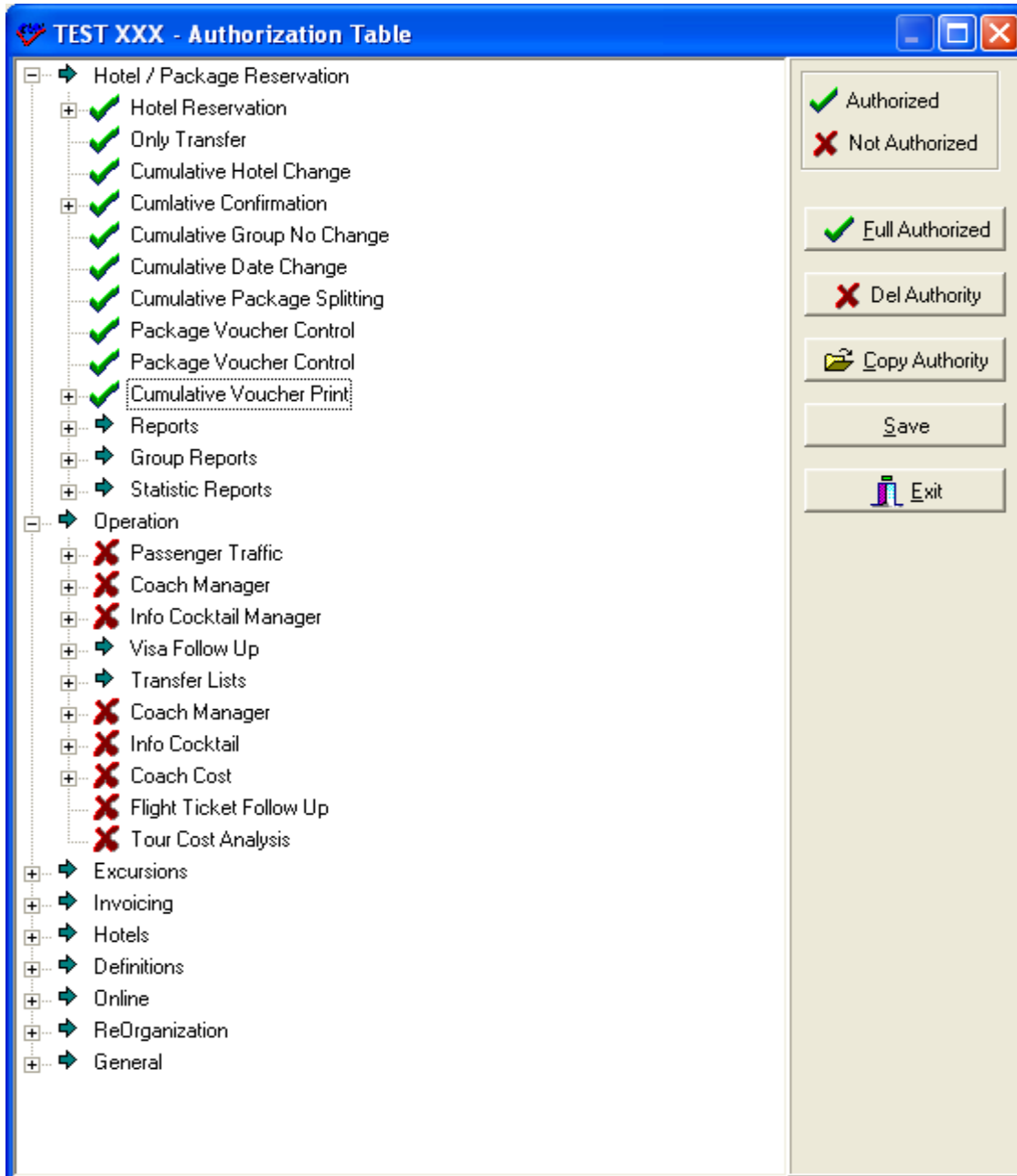
This menu is very similar to the “New User” menu, and can be used to modify details of your user accounts.

Note that you cannot modify information in the ADMIN account, other than the password. The ADMIN account should not be used for except for maintenance of the software and it’s databases.

Authorities:

Used to setup access permissions to different parts of the program for different users. For instance you may wish to prevent reservation staff having access to operation information.

The permissions table users a directory-like hierarchy, and permissions are “toggled” by selecting the function and pressing the SPACE BAR.



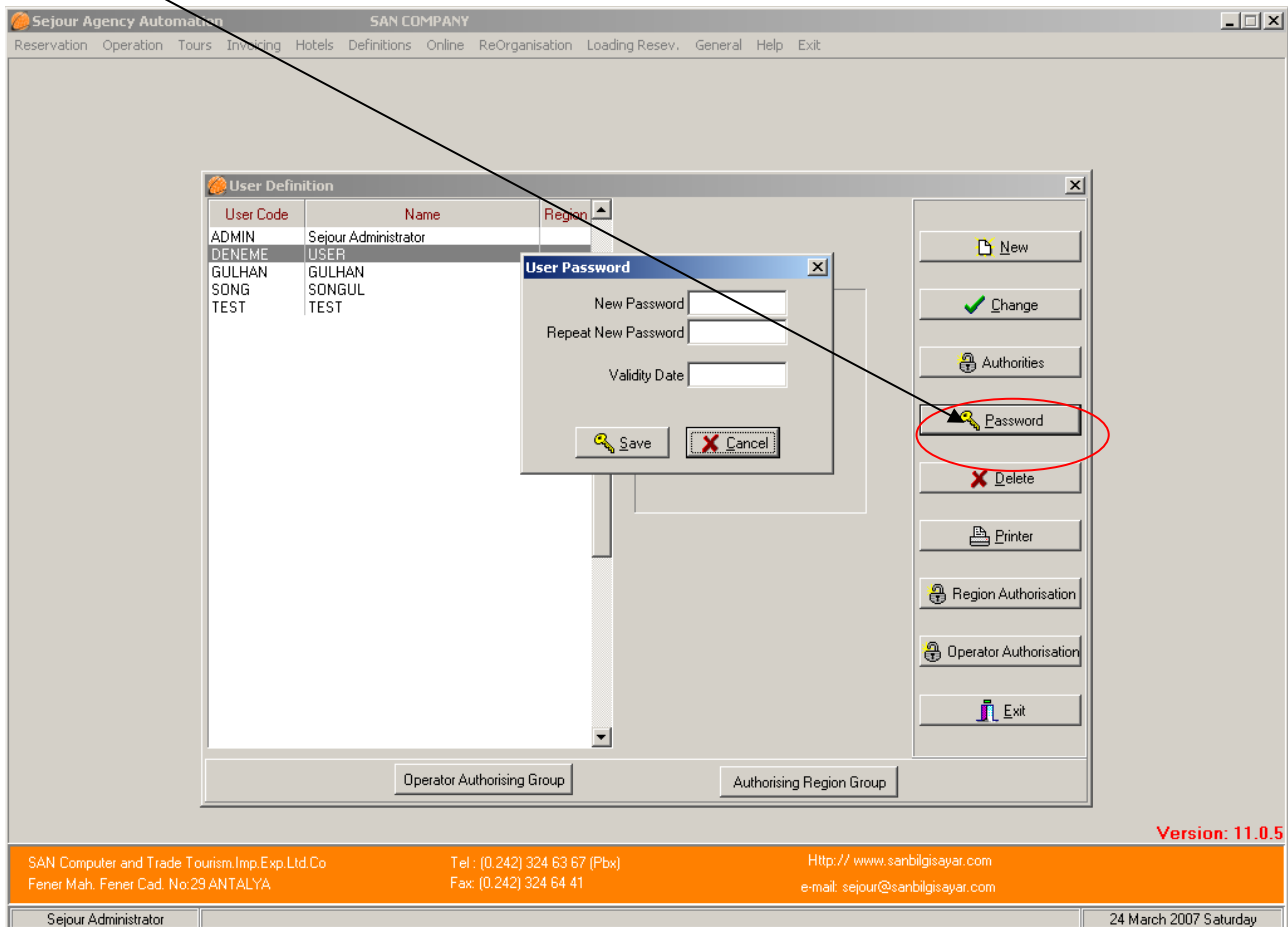
Notice that the user TEST has completed access to reservations menu, but has no access to the Operation Menu (for example).

The user permissions can be copied from the user to another.

When you want to give full authorisation to a user you can do it by ' Full Authorized ' button quickly.

Password:

Sets the user password and expiry date.



Here we have the password entry for the user TEST

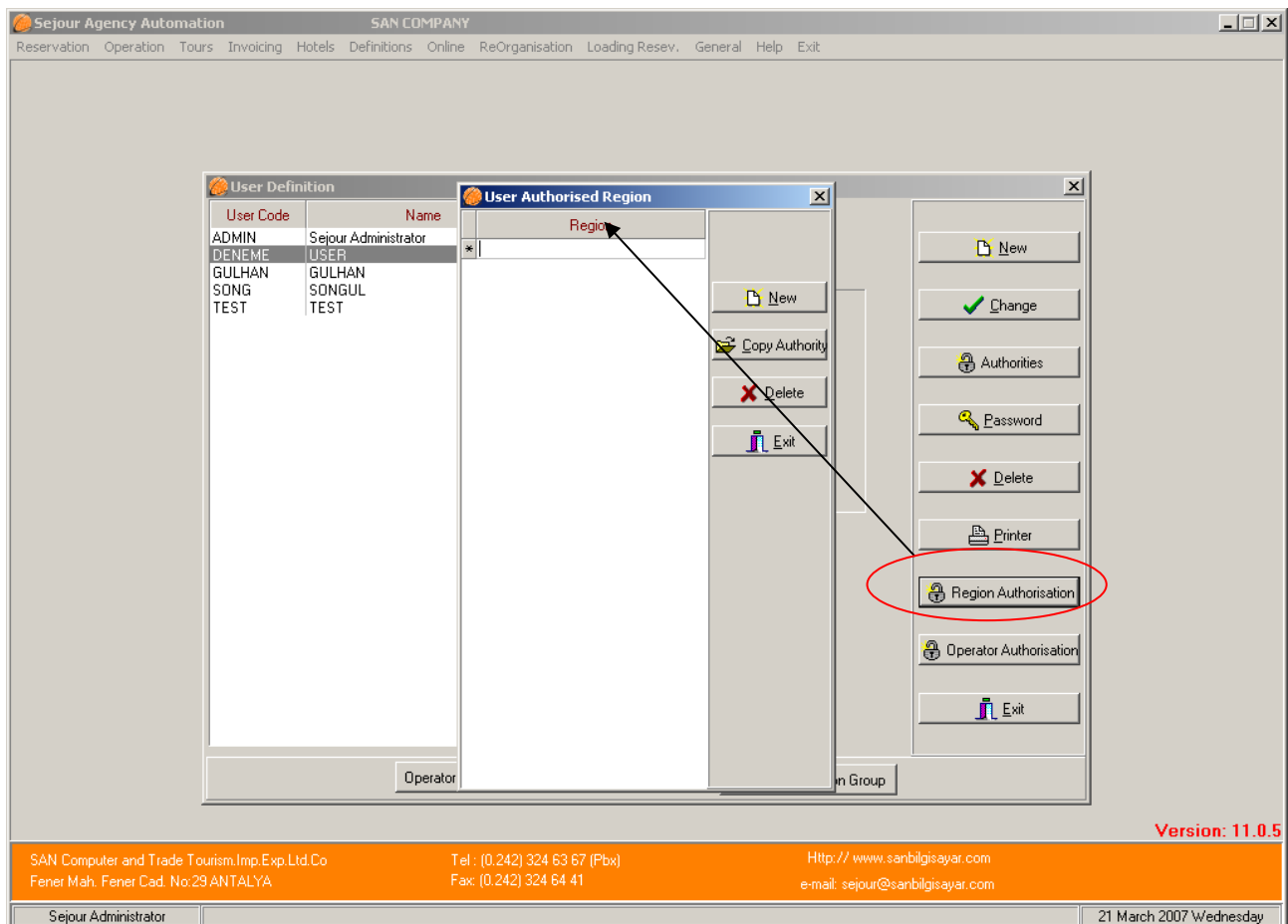
After entering password of the user twice if this user is a seasonal staff you can write the date that is the end of the season so after this date he / she can not be able to log onto Sejour without editing by an Administrator.

For unlimited time access to Sejour, leave the validity date BLANK.

Delete:

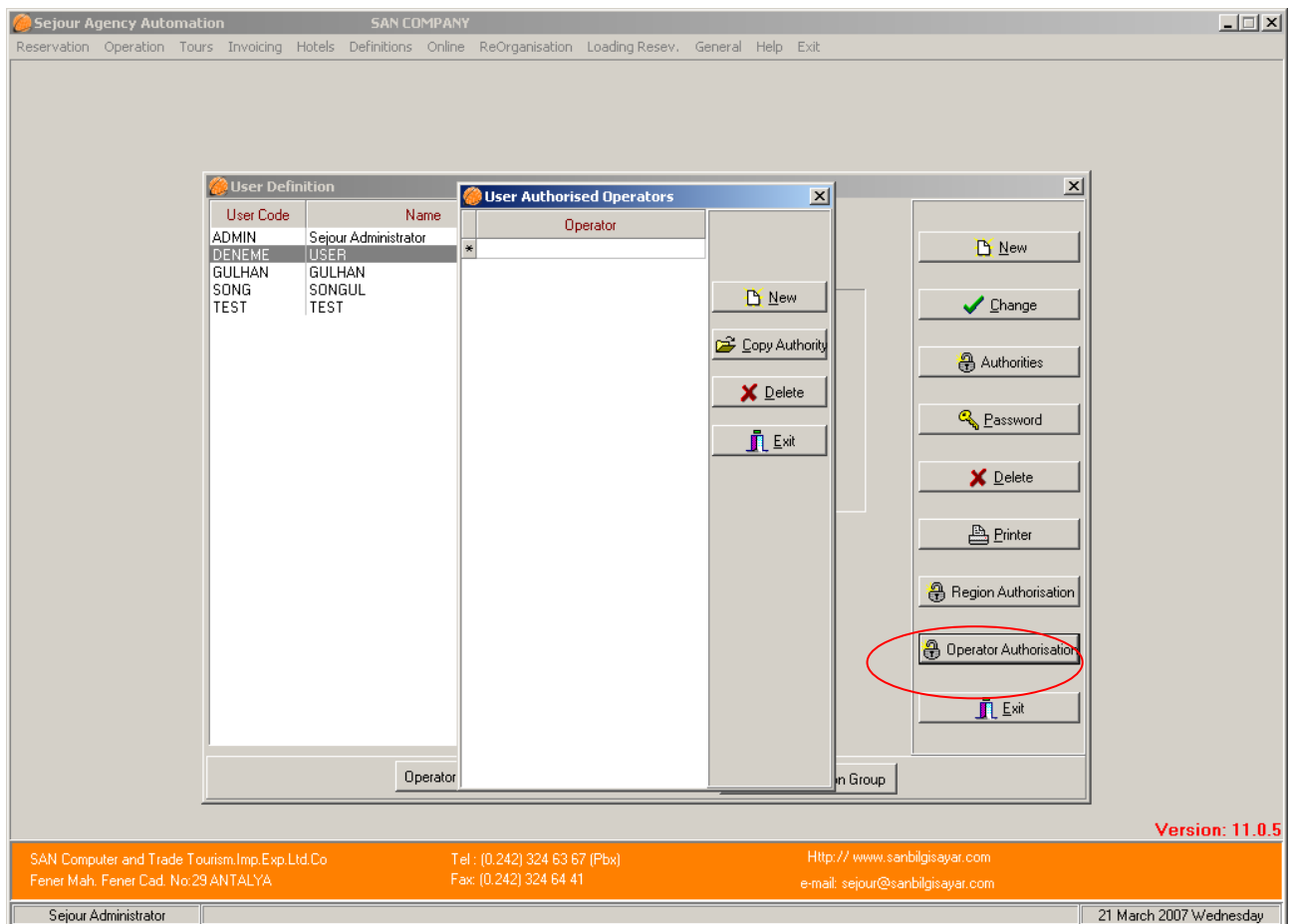
Removes all user information. This command is not reversible! If you accidentally remove a user, you will have to restore the account from a recent database backup.

Region Authorisation :

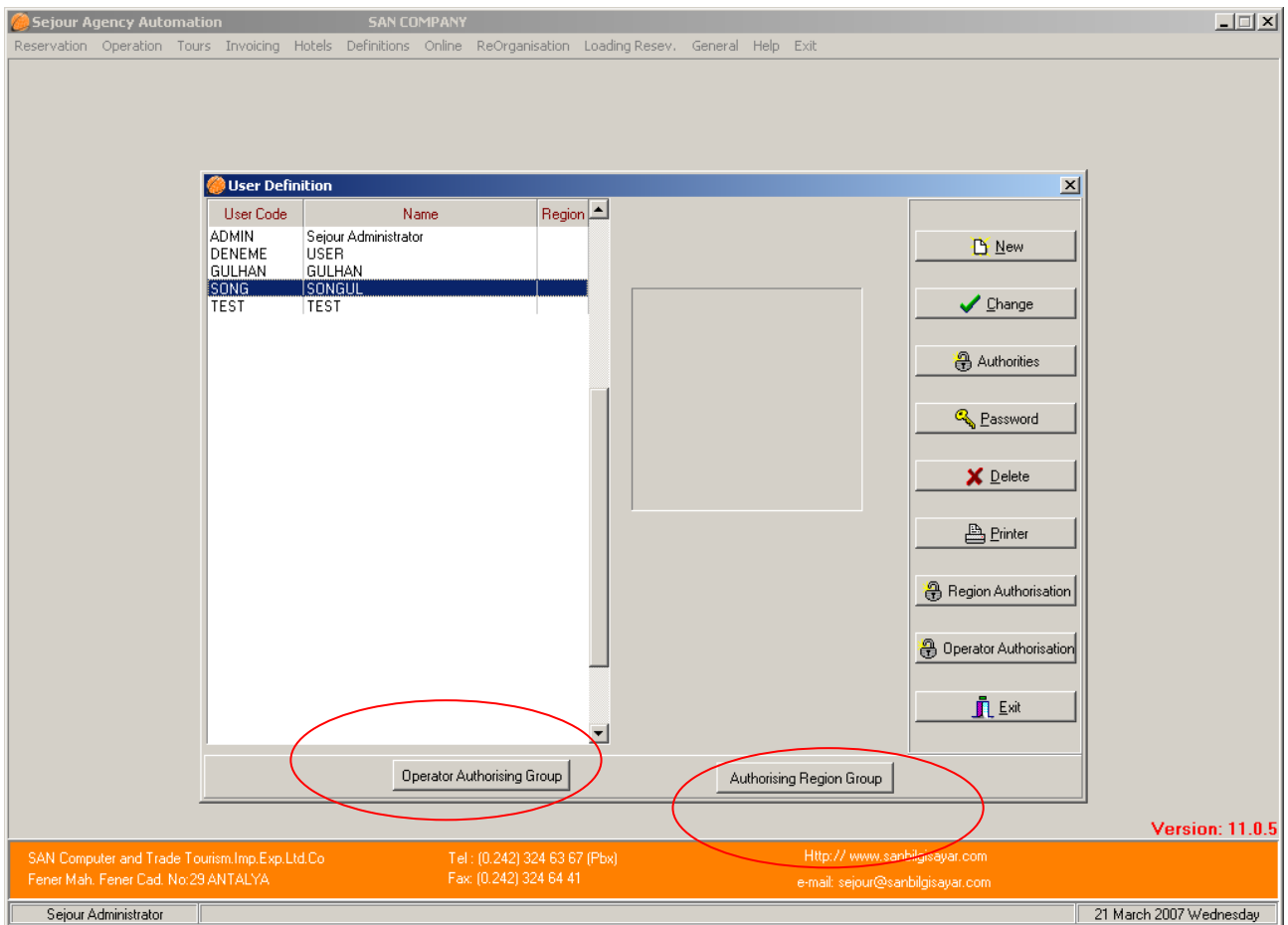


When you define regions here for a user , this user can not access the other region's information.

Operator Authorization:

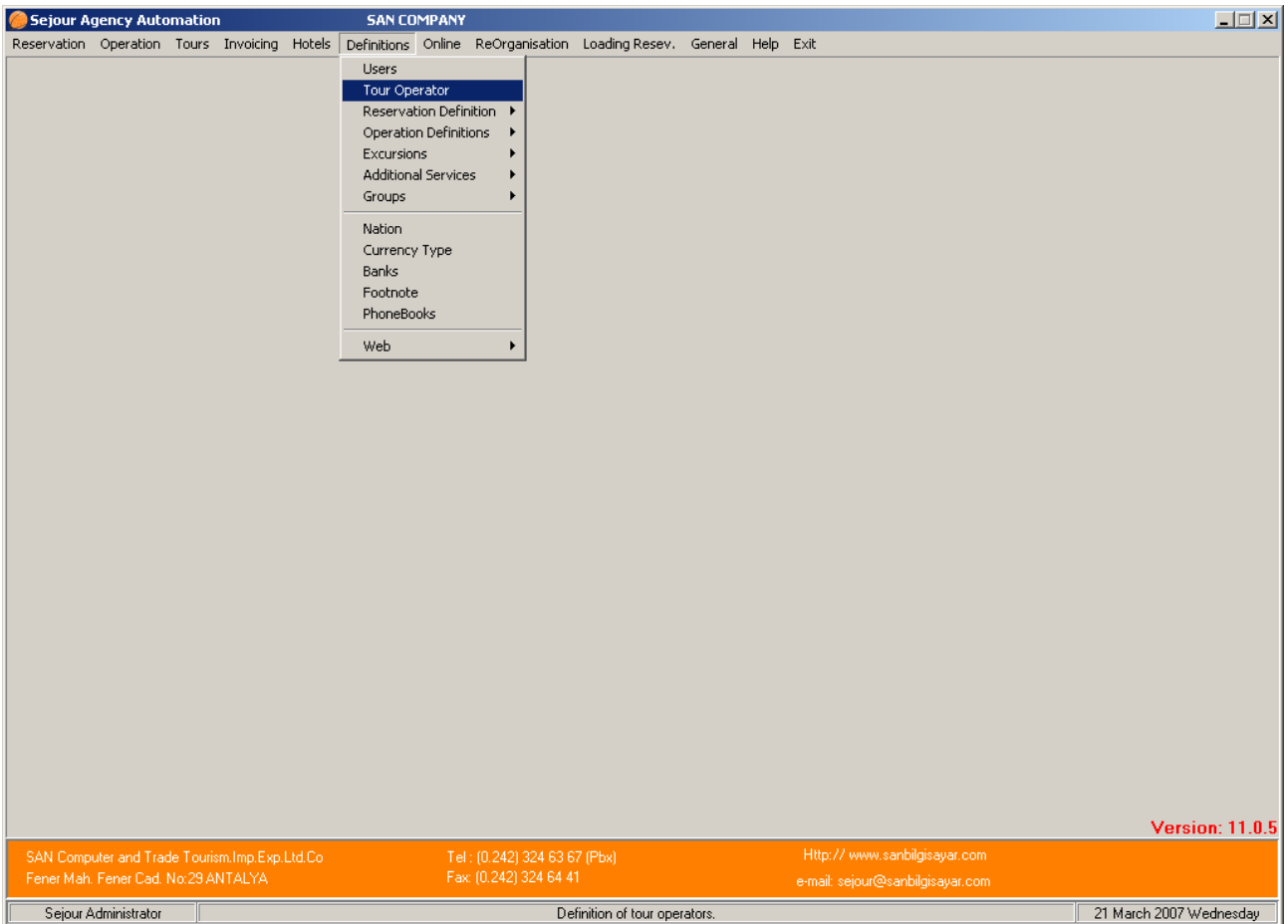


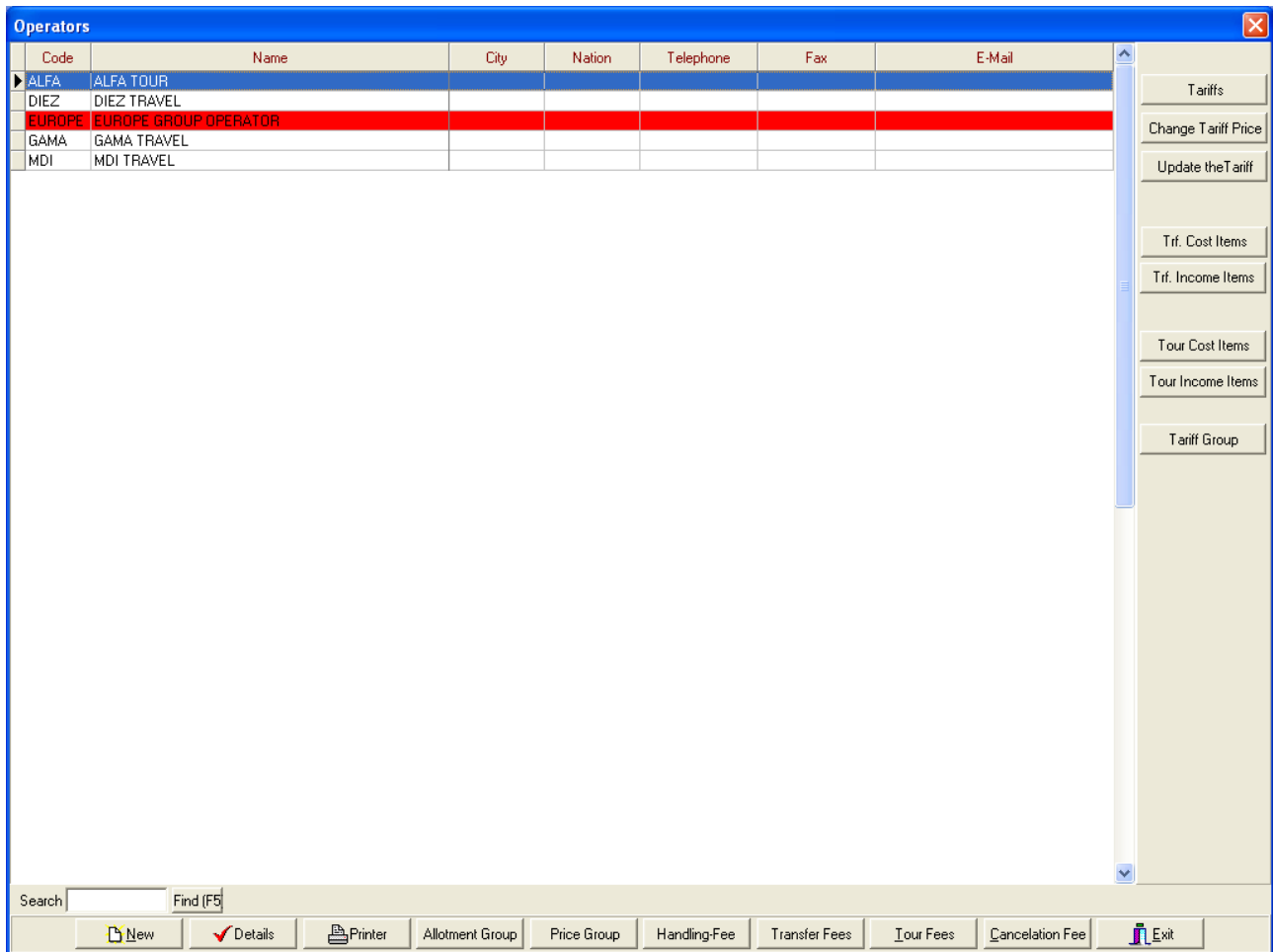
When you define operations here for a user, this user can not access the other operation's information.



For operator or region authorization you can also form an operator or region group consisting of more than one operator or region by using 'Operator Authorising Group' and 'Authorising Region Group' buttons.

TOUR OPERATOR





Here you can see your partner tour operators and agencies in overview.

Sejour handles tour operators as individual operators, or as groups of operators (explained later). Groups of tour operators are highlighted in red.

The function keys seen along the bottom, can also be accessed from the “**Details**” window seen here:

The important entries here are:

- The logo of the tour operator, which must be in Windows Bitmap format (175 x 85 pixels).
- **Group Operator:** If you have more than one tour operators which use same hotel price , same hotel room allotment and same tariff you should form imaginary tour operator and check ‘Group Operation’ option. This tour operator in this example above is not a group operator but it is combined to **GRUP** group operator and you can see it in this detailed card.
- The default currency used in transactions (here EUR).
- The “**Language**” and “**Nationality**” (this means that the German language will be used for some printed material). The nationality will appear automatically when you make a hotel or tour reservation. It can be changes manually if necessary.
- The “**Default Confirmation**” is the confirmation default status after making a reservation.
- **Default Transfer Type** :When it is checked , while you are saving your reservation you will see transfer type as you choose here and the calculation of the transfer of this reservation will be according to this transfer type.
- The checkbox “**Calculate an invoice for each new reservation**” means that invoices will be calculated as they are entered into Sejour.
- Black List Option is for tour operators which do not make any payment to your agency that if it is checked , any data of this operator can not be entered into Sejour by one of your staff.
- Print Voucher Option is for printing voucher for hotel reservation by Room Reques Form Button or shortcut key F4.If this option is checked , you can print voucher for your hotel reservation but this option is not related with voucher form in Additional Service in Reservation page.

Tour Operator Of Purchasing Invoice – Sales Invoice : The Tour Operator name used on sales and purchasing invoices can be different from the name on the voucher letterhead . If they are different, then they can be entered here.

Calculate The Hotel Invoices (If It Is Not Checked hotel invoices will be calculated ‘ 0’ as value Special Price) : If you want to calculate just transfer fees without hotel accommodation price in reservation card you should leave the check box blank so on invoice detailed list you will see accommodation price as ‘ 0’

The functions on the right hand side this are now discussed:

Allotment Group : To be able to define Allotment Group you should be in a group operator’s card. The most important point in defining Allotment Group is to choose the operators which will use same room allotments .

Price Group: You should choose the operators which will use same hotel prices.

Tariff Group: You should choose the operators which will use same transfer and tour prices.

* Group operators will be explained in more detailed of hotel contracts.

Handling Fee: (shortcut key ALT + H)

ALPHA TRAVEL Handling Fee Table														
Hotel	Hotel Name	Begin Date	End Date	Type	Curr.	ADULT		CHILD		INFANT			Acc.Type	Apply
						Pax Price	Age1	Age2	Price	Age1	Age2	Price		
		01/04/2006	31/10/2006		EUR	8,00	7	12	5,00	0	6		Once	Yes
▶ VENUS	VENUS HLOIDAY	01/04/2006	31/10/2006		EUR	10,00	7	12	7,00	0	6	3,00	Once	Yes

Here we have details of the Handling Fee for Medico Flug Reisen

As in most parts of Sejour, when the “Hotel” fields are blank, then the data will apply to all hotels. Here the handling fee is 5 Euros for adults for all hotels, except the Nefertari Hotel, for which there will be a handling fee of 8 Euros

Children between the age 7 – 12 are % 50 0-6 are free, and the “**account type**” is “**Once**”
If you apply handling fee daily instead of once you can choose ‘Daily’ as account type.

The “**Apply**” = YES means that you want to use the data in calculations. NO means that you don’t want to use the handling fee, but you don’t want to delete it from the system.

Transfer Fee: (shortcut key ALT + T)

ALPHA TRAVEL Transfer Price Table																	
TariffID	Tariff Name	From	From Hotel	To	To Hotel	Transfer Type	Begin Date	End Date	Free	Curr.	ADULT		CHILD		INFANT		Apply
											Price	Age 1	Age 2	Price	Age 1	Age 2	
2314	TRANSFER FROM ALEXANDRIA	ALY		ALX			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2315	TRANSFER FROM ALEXANDRIA	ALY		ALX			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2316	TRANSFER FROM HOTEL IN AS	ASD		ABS			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2313	TRANSFER FROM HOTEL IN AS	ASD		ABS		PT	01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2319	TRANSFER FROM HOTEL IN AS	ASD		HRG			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2320	TRANSFER FROM HOTEL IN AS	ASD		HRG			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2317	TRANSFER FROM HOTEL IN AS	ASD		HRD			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2318	TRANSFER FROM HOTEL IN AS	ASD		HRD			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2321	TRANSFER FROM HOTEL IN AS	ASD		LXD			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2322	TRANSFER FROM HOTEL IN AS	ASD		LXD			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2323	TRANSFER FROM HOTEL IN AS	ASD		PAS			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	USD	7	12	50,00	0	6		Yes
2324	TRANSFER FROM ASWAN AIRP	ASW		ABS			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2327	TRANSFER FROM ASWAN AIRP	ASW		ABS			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2328	TRANSFER FROM HOTEL IN CAI	CAD		ALX			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2334	TRANSFER FM HTL IN CAIRO TC	CAI		ALX			01/11/2005	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2329	TRANSFER FM CAIRO APT TO H	CAI		ASD			01/05/2005	23/08/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2330	TRANSFER FM CAIRO APT TO H	CAI		CAD			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2331	TRANSFER FM CAIRO APT TO H	CAI		GIZ			01/05/2005	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2332	TRANSFER FM CAIRO APT TO H	CAI		GIZ			01/11/2006	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2354	TRANSFER FM HTL IN CAIRO TC	CAI		HRD			01/10/2005	31/10/2007	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes
2335	TRANSFER FROM CAI APT TO S	CAI		SKV			01/05/2006	31/10/2007	<input checked="" type="checkbox"/>	USD	7	12	50,00	0	6		Yes
2336	TRANSFER FROM CAIRO AIRPOI	CAI		SOC			01/05/2006	31/10/2006	<input checked="" type="checkbox"/>	EUR	7	12	50,00	0	6		Yes

BUYING RATES			SELLING RATES		
PAX	Price	Curr.	PAX	Price	Curr.
1 - 1	91,06	EUR	1 - 1	130,25	EUR
2 - 2	45,57	EUR	2 - 2	65,25	EUR
3 - 3	36,07	EUR	3 - 3	51,75	EUR
4 - 4	27,51	EUR	4 - 4	39,50	EUR
5 - 9	26,71	EUR	5 - 9	38,25	EUR
10 - 14	22,79	EUR	10 - 14	32,75	EUR
15 - 19	19,78	EUR	15 - 19	28,50	EUR

***Child and infant price to be considered as percent(%)for the tariffs.

Exchange Date for using calculations:
 Curr. of Transfer Day
 Curr. of Calculating Day

Here is the transfer fee table for the tour operator Medico Flug Reisen .The tariffs entered in tariffs page(that will be explained later) are send to this page after updating

On this page you see Tariff ID number that is given by the system , tariff name , destinations , transfer type ,season date , currency and child reduction .You see adult transfer fee on left bottom of the page.

There are two choices for calculating exchanges rates:

- 1) “Curr. of Transfer Day” i.e. make the calculation using the exchange rate that applies on the day of the transfer.
- 2) “Curr. of Calculating Day” i.e. make the calculation using the exchange rate that applied when the reservations are entered into the system.

Cancellation Fee: (shortcut key ALT + C)

The screenshot shows the 'Operator Definition' window with a 'Cancellation Fee Table' dialog box open. The dialog box contains a table with the following data:

Package	Release		Percen	Uyguia
	Day1	Day2		
STAR	0	1	%10	<input checked="" type="checkbox"/>

The 'Cancellation Fee' button is highlighted in the right-hand menu. The 'Calculate the hotel invoices' checkbox is checked at the bottom of the dialog.

Here you can set a cancellation fee as a percentage for a given window in time.

When the “**Package**” field is empty, then the fee will apply as a flat rate for all of the packages.

When the “Uyguia = Apply” tick box is checked, then the cancellation fee will apply.

When it is **NOT** checked, the cancellation fee will not be used, but the table data **will not be deleted from the system**, and can be used later.

Information:

Here you can enter any company footers or headers that will be used on any printer departure information forms.

Departure Information Form

Paper of Departure Info

Top mm (Min = 6 mm)

Bottom mm (Min = 6 mm)

Page Header Image

Paste Load Delete ** Picture dimension max. 585x85 pixels.

Footer

Page Footer Image

Paste Load Delete ** Picture dimension max. 585x85 pixels.

Save Exit

You can cut and paste a graphic, or you can open an existing graphics file.

The graphics file should be Windows Bitmap (.bmp) format, and be 585 x 85 pixels.

Tariffs :

Code	Name	City	Nation	Telephone	Fax	E-Mail
ALFA	ALFA TOUR					
DIEZ	DIEZ TRAVEL					
▶ EUROPE	EUROPE GROUP OPERATOR					
GAMA	GAMA TRAVEL					
MDI	MDI TRAVEL					

Before entering your tour and transfer tariffs you should enter prices of tour and transfer cost and income items because you are going to form your tariffs according to these costs and incomes.

Transfer Cost Items :

The screenshot displays the 'Operators' application window. At the top, there is a table of operators with columns: Code, Name, City, Nation, Telephone, Fax, and E-Mail. Below this, the 'Transfer Cost Items' dialog box is open, showing a table with columns: Name, Process, Coach, Price, and Curr. The 'Coach' column has a checked box for 'AIRPORT & TRAFFIC CHARGE CAIRO'. The 'Contract' button is highlighted with a red circle. The 'Trf. Cost Items' button is also highlighted with a red circle. The background shows a list of operators with columns: Code, Name, City, Nation, Telephone, Fax, and E-Mail.

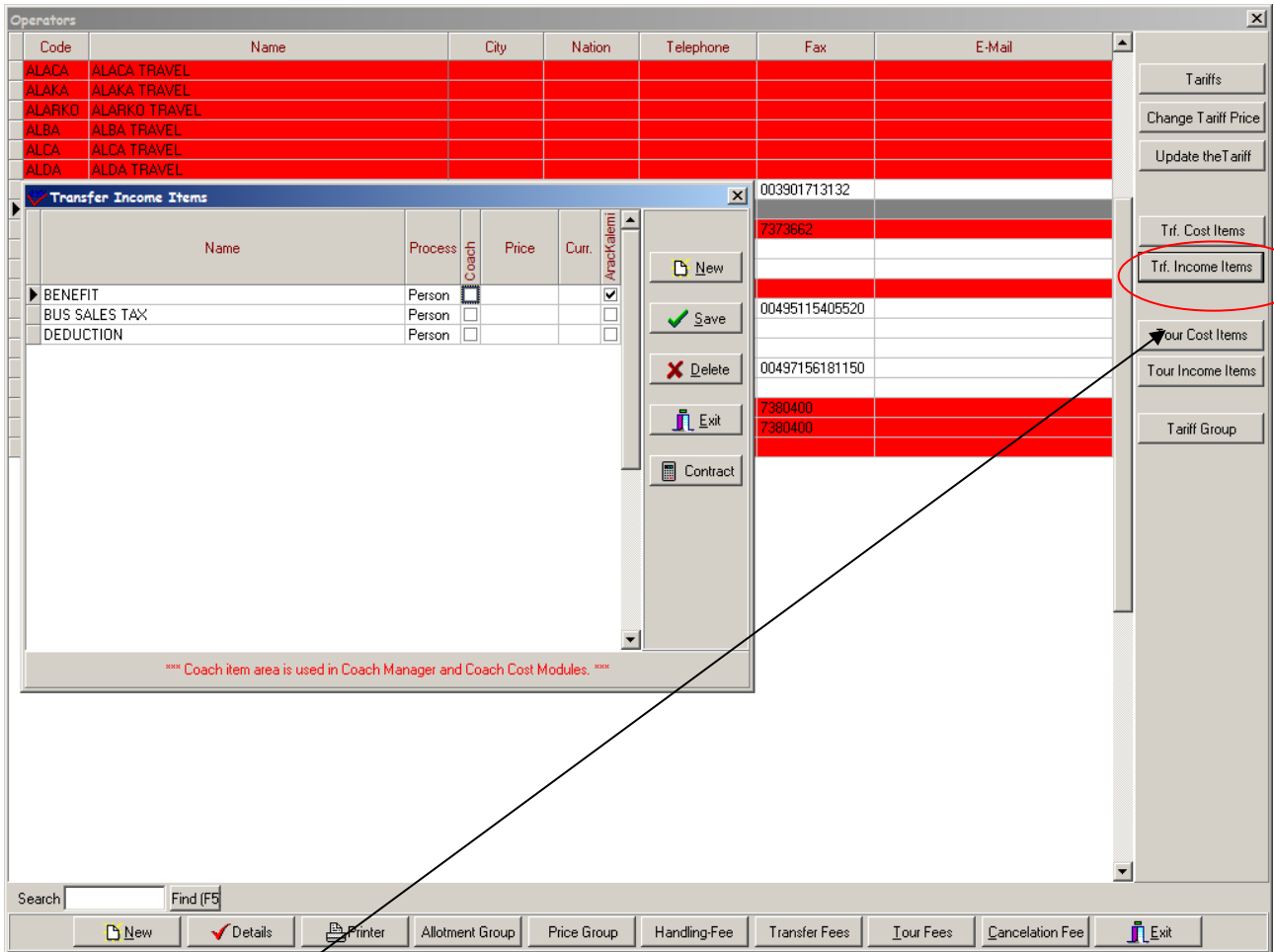
Code	Name	City	Nation	Telephone	Fax	E-Mail
ALACA	ALACA TRAVEL					
ALAKA	ALAKA TRAVEL					
ALARKO	ALARKO TRAVEL					
ALBA	ALBA TRAVEL					
ALCA	ALCA TRAVEL					
ALDA	ALDA TRAVEL					

Name	Process	Coach	Price	Curr.
AIRPORT & TRAFFIC CHARGE CAIRO	Person	<input type="checkbox"/>	1,00	EGP
ASW REP ALLOWANCE HRG OR HRO	Process	<input checked="" type="checkbox"/>	30,00	EGP
ASWAN REP ALLOWANCE ABS OR LXR	Process	<input checked="" type="checkbox"/>	20,00	EGP
BALANCE	Person	<input type="checkbox"/>		
BRANCH CHARGE	Person	<input checked="" type="checkbox"/>	1,00	EGP
BUS RATE	Process	<input type="checkbox"/>		
PORTERAGE	Person	<input type="checkbox"/>		
REPRESENTATIVE ALLOWANCE AIRPORT	Process	<input type="checkbox"/>		

You should define your expenses in a transfer operation .The important point here is whether this expense is per person or per process and you should enter either **average price** on the chart or contract price by using **‘Contract’** Button as you will see in the example below. If this item is a coach cost item that should be calculated as coach cost you should check ‘Coach Item’ check box.

Contract Price Of Transfer Tariff Items																						
Interval to be filled:		1	~	1	Value:		0,00		Fill													
Operator	From	To	From Hotel	To Hotel	Trf Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Curr.	Proces Type
						1-1	2-2	3-3	4-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-52	?-?	?-?		
ALY						13,00	13,00	13,00	13,00	13,00	25,00	25,00	47,00	47,00	47,00	47,00	47,00	47,00			EUR	Proces
ASD	ABS					79,35	79,35	96,40	96,40	143,50	171,50	171,50	373,75	373,75	373,75	373,75	373,75	373,75			EUR	Proces
ASD	HRG					152,75	152,75	184,35	184,35	273,75	391,50	391,50	639,00	639,00	639,00	639,00	639,00	639,00			EUR	Proces
ASD	HRO					155,35	155,35	192,25	192,25	273,75	435,00	435,00	710,00	710,00	710,00	710,00	710,00	710,00			EUR	Proces
ASD	LXD					73,00	73,00	76,00	76,00	116,00	157,00	157,00	256,20	256,20	275,90	275,90	275,90	275,90			EUR	Proces
ASW	ABS					79,35	79,35	96,40	96,40	143,50	171,50	171,50	373,75	373,75	373,75	373,75	373,75	373,75			EUR	Proces
ASW	ASD					11,00	11,00	12,83	12,83	18,08	27,75	27,75	50,00	50,00	50,00	50,00	50,00	50,00			EUR	Proces
CAD						23,00	23,00	23,00	23,00	23,00	38,00	38,00	69,00	69,00	69,00	69,00	69,00	69,00			EUR	Proces
CAI						23,00	23,00	23,00	23,00	23,00	38,00	38,00	69,00	69,00	69,00	69,00	69,00	69,00			EUR	Proces
CAI	ALX					62,00	62,00	62,00	62,00	62,00	87,00	87,00	183,00	183,00	183,00	183,00	183,00	183,00			EUR	Proces
CAI	CAD					17,00	17,00	17,00	17,00	17,00	31,00	31,00	51,00	51,00	51,00	51,00	51,00	51,00			EUR	Proces
CAI	GIZ					23,00	23,00	23,00	23,00	23,00	38,00	38,00	69,00	69,00	69,00	69,00	69,00	69,00			EUR	Proces
CAI	HEL					12,00	12,00	12,00	12,00	12,00	19,00	19,00	40,00	40,00	40,00	40,00	40,00	40,00			EUR	Proces
CAI	HRD					175,00	175,00	175,00	175,00	175,00	289,00	289,00	522,00	522,00	522,00	522,00	522,00	522,00			EUR	Proces
CAI	MAD					17,00	17,00	17,00	17,00	17,00	31,00	31,00	51,00	51,00	51,00	51,00	51,00	51,00			EUR	Proces
CAI	SOC					23,00	23,00	23,00	23,00	23,00	38,00	38,00	69,00	69,00	69,00	69,00	69,00	69,00			EUR	Proces
HRD						23,00	23,00	23,00	23,00	23,00	38,00	38,00	69,00	69,00	69,00	69,00	69,00	69,00			EUR	Proces
HRG						13,00	13,00	13,00	13,00	13,00	25,00	25,00	47,00	47,00	47,00	47,00	47,00	47,00			EUR	Proces
LXD	ASD					73,00	73,00	76,00	76,00	116,00	157,00	157,00	256,20	256,20	275,90	275,90	275,90	275,90			EUR	Proces
LXR						73,00	73,00	76,00	76,00	116,00	157,00	157,00	256,00	256,00	256,00	275,00	275,00	275,00			EUR	Proces
MRS						13,00	13,00	13,00	13,00	13,00	25,00	25,00	47,00	47,00	47,00	47,00	47,00	47,00			EUR	Proces
SSH						11,00	11,00	12,83	12,83	18,08	27,75	27,75	50,00	50,00	50,00	50,00	50,00	50,00			EUR	Proces
STA	ASD					7,50	7,50	8,33	8,33	11,67	14,17	14,17	22,50	22,50	22,50	22,50	22,50	22,50			EUR	Proces
STC						13,00	13,00	13,00	13,00	13,00	25,00	25,00	47,00	47,00	47,00	47,00	47,00	47,00			EUR	Proces

First of all if the price is special for an operator you should define the operator's name if it is valid for all you don't need to define any then you should choose destinations and enter the prices according to seats and pax number on the top of the table that is already default in the system.



Transfer Income Items window is the place that you can identify your incomes and their prices and also here you should check the check box of the item if it will be calculated as coach item .

Tour Cost Items

The screenshot shows the 'Operators' application window. At the top, there is a table of operators with columns: Code, Name, City, Nation, Telephone, Fax, and E-Mail. Below this is the 'Tour Cost Items' dialog box, which contains a table with the following columns: Name, Process, Coach, Price, and Curr. The 'Coach' column has checkboxes, and the 'Curr.' column has dropdown menus. The 'Tour Cost Items' button in the right-hand menu is circled in red, and a red arrow points from the title 'Tour Cost Items' to this button.

Code	Name	City	Nation	Telephone	Fax	E-Mail
ALACA	ALACA TRAVEL					
ALAKA	ALAKA TRAVEL					
ALARKO	ALARKO TRAVEL					
ALBA	ALBA TRAVEL					
ALCA	ALCA TRAVEL					
ALDA	ALDA TRAVEL					

Name	Process	Coach	Price	Curr.	ArachKalemi
ABS ALLOWANCE	Person	<input type="checkbox"/>	14,00	EGP	<input type="checkbox"/>
BALANCE	Person	<input type="checkbox"/>			<input type="checkbox"/>
BRANCH CHARGE	Person	<input type="checkbox"/>	1,00	EGP	<input type="checkbox"/>
BUS RATE	Process	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
CAMEL RIDE ST.SIMEON ASWAN	Person	<input type="checkbox"/>	25,00	EGP	<input type="checkbox"/>
CHARTER FLIGHT TKT ABS	Person	<input type="checkbox"/>	97,00	EUR	<input type="checkbox"/>
GUIDE	Process	<input type="checkbox"/>	80,00	EGP	<input type="checkbox"/>
GUIDE F/D	Process	<input type="checkbox"/>	90,00	EGP	<input type="checkbox"/>
GUIDE H/D	Process	<input type="checkbox"/>	45,00	EGP	<input type="checkbox"/>
GUIDE WORK PERMIT	Process	<input type="checkbox"/>	17,00	EGP	<input type="checkbox"/>
MOTOR BOAT ASWAN	Person	<input type="checkbox"/>			<input type="checkbox"/>
MOTOR BOAT ASWAN TWO	Person	<input type="checkbox"/>			<input type="checkbox"/>
POLICE ALLOWANCE ASWAN (ST.SIMON OR N.VILLAGE)	Person	<input type="checkbox"/>	5,00	EGP	<input type="checkbox"/>
PORTERAGE	Person	<input type="checkbox"/>	1,50	EGP	<input type="checkbox"/>
REP ALLOWANCE	Process	<input type="checkbox"/>	11,00	EGP	<input type="checkbox"/>
TEA AT NUBIAN	Person	<input type="checkbox"/>	5,00	EGP	<input type="checkbox"/>

*** Coach item area is used in Coach Manager and Coach Cost Modules. ***

To be able to define tour tariffs you should also enter your tour cost and income items .As in transfer cost and income items you can enter average price or contract price here.

ALPHA TRAVEL Transfer Tariffs

Tariff Name TRANSFER FROM ALEXANDRIA AIRPORT (EL NOZHA) TO HOTEL IN ALEX

From ALY ALEXANDRIA AIRPORT Transfer Type []
 From Hotel [] Begin Date 01/05/2006 End Date 31/10/2006 Tariff Code []
 To ALX ALEXANDRIA Buying Curr. EUR Exchange Curr. Date 20/05/2006
 To Hotel [] Selling Curr. EUR Cruise Tariff

Child age interval. 7 ~ 12 Child % 50
 Infant age interval. 0 ~ 6 Infant % 25

Value 0,00 Percentage 43,0 Priority Percent Revise Percentage 0,0 Flat Rate 0,00

Item	COSTS												Apply	Currenc	
	12			17			25			52					
	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44			45 - 50
BALANCE	27,82	14,49	9,86	8,47	7,69	6,34	6,28	4,92	4,07	3,51	3,10	2,80	2,57	Person	EUR
BUS RATE	13,00	13,00	13,00	13,00	13,00	25,00	25,00	47,00	47,00	47,00	47,00	47,00	47,00	Process	EUR
Sub Total	40,82	20,99	14,19	11,72	9,86	8,84	8,55	7,27	5,95	5,08	4,44	3,98	3,61		EUR

Item	SELLING												Apply	Currenc	
	12			17			25			52					
	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44			45 - 50
BENEFIT	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	Person	EUR
BUYING PRICES	40,82	20,99	14,19	11,72	9,86	8,84	8,55	7,27	5,95	5,08	4,44	3,98	3,61		EUR
SELLING PRICES	58,50	30,25	20,50	17,00	14,25	12,75	12,25	10,50	8,75	7,50	6,50	5,75	5,25		EUR

Save Prices Buying Prices Exit

Tariff Name: You should write name of the transfer whose price you enter.

From: You should write the destination that the transfer begins .These destinations are defined in regions part in Operation Definitions before and you choose them by short cut key F2 here

To: You should write the destination that the transfer ends.

If you want to enter the price according to hotels you should define hotel’s name in ‘From Hotel’ and ‘To Hotel’ place.

Next to region part there are other blanks that you should fill in such as ;

Transfer Type : You should choose the transfer type whose price you enter that it is one of the most important place in terms of transfer prices of reservations.

Begin date and End date : You should write the dates here when these prices are valid.

Buying Currency : It is the currency of your cost

Selling Currency : It is the currency that you give to your tour operators and you have opportunity to enter Buying Currency and Selling currency different .E.g. Buying currency is in EGP , buying currency is in EUR.

Exchange Currency Date : In Sejour there is one main currency table to use for any calculation. The exchange currencies can be defined daily basis or monthly, depends on the agency working style. For each tariff list you are already assigning exchange rates, when you open one new tariff table the system automatically creating the “exchange currency date” on the same entry date, but you always have an option to change it to another date.

Transfer Code : This part is used to give a code to be able to order transfer and tour tariffs. When you take ‘Buying Price’ or ‘Selling Price’ list , you see transfer and tour tariffs are ordered according to regions .

ALPHA TRAVEL Transfer Tariffs

Tariff Name TRANSFER FROM ALEXANDRIA AIRPORT (EL NOZHA) TO HOTEL IN ALEX

From: ALY ALEXANDRIA AIRPORT Transfer Type:

From Hotel: Begin Date: 01/05/2006 **Tariff Code**:

To: ALX ALEXANDRIA End Date: 31/10/2006

To Hotel: Buying Curr.: EUR Exchange Curr. Date: 20/05/2006

Selling Curr.: EUR Cruise Tariff

Child age interval: 7 ~ 12 Child %: 50 **Markup** Flat Rate: 0.00

Infant age interval: 0 ~ 6 Infant %: 25 Value: 0.00 Percentage: 43.0 Priority: Percent Revise Percentage: 0.0

Item	12				17	25			52					Apply	Currenc
	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 50		
	1	2	3	4	6	10	11	20	25	30	35	40	45		
BALANCE	27,82	14,49	9,86	8,47	7,69	6,34	6,28	4,92	4,07	3,51	3,10	2,80	2,57	Person	EUR
BUS RATE	13,00	13,00	13,00	13,00	13,00	25,00	25,00	47,00	47,00	47,00	47,00	47,00	47,00	Process	EUR
Sub Total	40,82	20,99	14,19	11,72	9,86	8,84	8,55	7,27	5,95	5,08	4,44	3,98	3,61		EUR

Item	12				17	25			52					Apply	Currenc
	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 50		
	1	2	3	4	6	10	11	20	25	30	35	40	45		
BENEFIT	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	Person	EUR
BUYING PRICES	40,82	20,99	14,19	11,72	9,86	8,84	8,55	7,27	5,95	5,08	4,44	3,98	3,61		EUR
SELLING PRICES	58,50	30,25	20,50	17,00	14,25	12,75	12,25	10,50	8,75	7,50	6,50	5,75	5,25		EUR

Buttons: Save Prices, Buying Prices, Exit

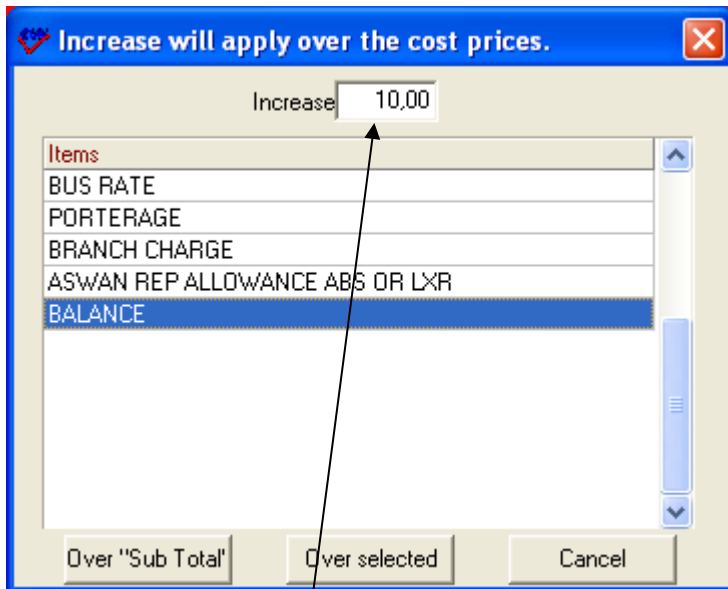
After defining the information above you should enter the prices. You can choose the item by short cut key F2 as soon as you choose it, its price comes automatically since you enter it in Transfer Cost Item Part before. After defining all your costs in this part you will see sub – total appears. As a second step you should define transfer income items.

While you are entering them the system asks you the following question

Confirm

Would you make the Markup in Percentage to the Cost Prices?

If you click **Yes**, the system will bring you the table below to be able to determine your increasing rate. If you click **No** you can enter the increase prices manually.



After determining **increasing rate** you should select the cost that the increase will be applied over or you can apply the increase over sub-total by using the buttons on the bottom of the table. As soon as you enter increase prices , buying prices will be formed without any mark up . To be able to form selling prices adding mark-up rate on buying prices by using mark-up table .You can give **value** or **percentage** or both in order to add mark –up on buying prices .Beside that after giving mark-up rate you can determine the priority about order so which one you want to apply first you choose it in **Priority** place .So the system will add the rate you choose first and the system has the ability to round the prices up.

On the other hand there is another way to form selling prices using **Flat Rate** . By using this part you can give net price for selling prices as independent from buying prices.

After completing prices of adults you can enter children and infant reductions filling in blanks next to mark-up table.

Although this tariff that you form seems one way , it is actually calculated as return (two ways).This means that this tariff is valid for both arrival and departure.

R Report Preview

Printer Word PDF EMail Exit

S.A.I. software_automation_net

TRANSFER FROM HOTEL IN ASWAN TO HOTEL IN ABU SIMBEL OR V.V.. Print Date : 27/10/2006
Time : 13:54
Page : 1

ALPHA TRAVEL

Transfer Type : Begin Date : 01/05/2006
From : ASWAN DOWNTOWN End Date : 31/10/2006
From Hotel : Buying Curr : EUR
To : ABU SIMBEL AIRPORT Selling Curr : EUR
To Hotel : Exchange Curr. Date : 20/05/2006

Child Policy
Child Age Range : 7~12 Child % :50
Infant Age Range : 0~6 Infant % :25

Markup
Value : 0 Percent : 43 Priority : Percen

Tariff Cost Items	Proces	12	12	12	12	17	25	25	52	52	52	52	52	52
	Curr. s Type	1-1	2-2	3-3	4-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-50
BUS RATE	EUR Proces	79,35	79,35	96,40	96,40	143,50	171,50	171,50	373,75	373,75	373,75	373,75	373,75	373,75
PORTERAGE	EGP Person	1,50	1,50	1,50	1,50	1,50	1,50	1,50	1,50	1,50	1,50	1,50	1,50	1,50
BRANCH CHARGE	EGP Person	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00
ASWAN REP ALLOWANCE ABS OR LXR	EGP Proces	20,00	20,00	20,00	20,00	20,00	20,00	20,00	20,00	20,00	20,00	20,00	20,00	20,00
BALANCE	EUR Person	0,10	-0,10	-0,70	-0,20	-0,50	2,90	1,75	-1,50	-0,25	-0,80	-0,25	-0,15	-0,10
SUB TOTAL	EUR	82,78	45,57	36,07	27,51	26,71	22,79	19,78	19,48	16,71	13,56	11,97	10,59	9,52
BENEFIT	EUR Person	8,28	4,14	3,28	2,50	2,43	2,07	1,80	1,77	1,52	1,23	1,09	0,96	0,87
BUYING PRICES	EUR	91,06	45,57	36,07	27,51	26,71	22,79	19,78	19,48	16,71	13,56	11,97	10,59	9,52
SELLING PRICES	EUR	130,25	65,25	51,75	39,50	38,25	32,75	28,50	28,00	24,00	19,50	17,25	15,25	13,75

Page 1 of 1

After saving your tariff if you want take a price list of this transfer tariff you can reach it using **Buying Prices** button on the bottom of the page .

ALPHA TRAVEL Transfer/Tour/Cruise Tariffs Table

Operator: ALPHA ALPHA TRAVEL

From: <ALL> Tour: <ALL> Tariff Type: <ALL>

From Hotel: <ALL> Transfer / Tour Type: <ALL> Cruise: <All>

To: <ALL> Begin Date: / / Record Date: / /

To Hotel: <ALL> End Date: / / Modify Date: / /

List

RecID	Operator	Tariff Name	Code	From	From Hotel	To	To Hotel	Transfer Type	Begin Date	End Date	Buying Curr.	Selling Curr.	Record			Modify		
													Date	Time	User	Date	Time	User
2314	ALPHA	TRANSFER FROM ALE	ALY			ALX			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:36	ADMIN	07/08/2006	13:36	ADMIN
2315	ALPHA	TRANSFER FROM ALE	ALY			ALX			01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:36	ADMIN	07/08/2006	13:36	ADMIN
2313	ALPHA	TRANSFER FROM HO	ASD			ABS		PT	01/05/2006	31/10/2006	EUR	EUR	09/07/2006	15:44	GAMAL	22/07/2006	12:04	ADMIN
2316	ALPHA	TRANSFER FROM HO	ASD			ABS			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:36	ADMIN	07/08/2006	13:36	ADMIN
2317	ALPHA	TRANSFER FROM HO	ASD			HRD			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:37	ADMIN	07/08/2006	13:37	ADMIN
2318	ALPHA	TRANSFER FROM HO	ASD			HRD			01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:37	ADMIN	07/08/2006	13:37	ADMIN
2319	ALPHA	TRANSFER FROM HO	ASD			HRG			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:38	ADMIN	07/08/2006	13:38	ADMIN
2320	ALPHA	TRANSFER FROM HO	ASD			HRG			01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:38	ADMIN	07/08/2006	13:38	ADMIN
2321	ALPHA	TRANSFER FROM HO	ASD			LXD			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:38	ADMIN	07/08/2006	13:38	ADMIN
2322	ALPHA	TRANSFER FROM HO	ASD			LXD			01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:39	ADMIN	07/08/2006	13:39	ADMIN
2323	ALPHA	TRANSFER FROM HO	ASD			PAS			01/05/2006	31/10/2007	EUR	USD	24/07/2006	15:24	ADMIN	23/08/2006	17:26	ADMIN
2324	ALPHA	TRANSFER FROM ASV	ASW			ABS			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:40	ADMIN	07/08/2006	13:40	ADMIN
2327	ALPHA	TRANSFER FROM ASV	ASW			ABS			01/11/2006	31/10/2007	EUR	EUR	07/08/2006	14:36	ADMIN	07/08/2006	14:36	ADMIN
2328	ALPHA	TRANSFER FROM HO	CAD			ALX			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:41	ADMIN	07/08/2006	13:41	ADMIN
2329	ALPHA	TRANSFER FM CAIRO	CAI			ASD			01/05/2005	23/08/2006	EUR	EUR	22/07/2006	11:22	ADMIN	24/08/2006	13:56	ADMIN
2330	ALPHA	TRANSFER FM CAIRO	CAI			CAD			01/11/2006	31/10/2007	EUR	EUR	24/07/2006	14:00	ADMIN	07/08/2006	13:41	ADMIN
2331	ALPHA	TRANSFER FM CAIRO	CAI			GIZ			01/05/2005	31/10/2006	EUR	EUR	22/07/2006	11:20	ADMIN	07/08/2006	13:42	ADMIN
2332	ALPHA	TRANSFER FM CAIRO	CAI			GIZ			01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:42	ADMIN	07/08/2006	13:42	ADMIN
2333	ALPHA	TRANSFER FM HTL IN	CAI			HRD			01/10/2005	31/10/2007	EUR	EUR	07/08/2006	13:43	ADMIN	07/08/2006	13:43	ADMIN
2334	ALPHA	TRANSFER FM HTL IN	CAI			ALX			01/11/2005	31/10/2007	EUR	EUR	07/08/2006	13:44	ADMIN	07/08/2006	13:44	ADMIN
2335	ALPHA	TRANSFER FROM CAI	CAI			SKV			01/05/2006	31/10/2007	EUR	USD	07/08/2006	13:44	ADMIN	28/08/2006	12:04	ADMIN
2336	ALPHA	TRANSFER FROM CAI	CAI			SOC			01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:45	ADMIN	07/08/2006	13:45	ADMIN

New Change Delete Chg. End Date Copy Buying Prices Selling Price Exit

On the other hand after completing prices you can take a total list of all transfer tariffs by **Buying Prices** or **Selling Prices** buttons on the bottom of the main tariff page. When you click one of this button a table appears to be able to write a main **header** and **footer** on your list. Beside that if you want to take a list in USD (e.g.) currency which you actually enter in Euro before you should write USD or EGP in **Curr.** part to be able to take your list in USD or EGP and then click OK. If you don't want any header, footer or currency changing on the list you should just click OK without writing anything.

Header/Footer Entry

Header:

Footer:

Curr.:

Ok

ALPHA TRAVEL Tour Tarifs

Tariff Name: **ABU SIMBEL BY FLIGHT (CHARTER)**

From: Tour Type:

Tour: ASWA10 ASWA10 Begin Date: 01/05/2006 End Date: 31/10/2006 Tariff Code:

Tour Region: ASD ASWAN DOWNTOWN Buying Curr.: EUR Exchange Curr. Date: 21/05/2006 Selling Curr.: EUR Cruise Tariff

Child age interval: 7 ~ 12 Child %: 50 Infant age interval: 0 ~ 6 Infant %: 25

Markup Value: 0,00 Percentage: 43,0 Priority: Percent Revise Percentage: 0,0 Flat Rate: 0,00

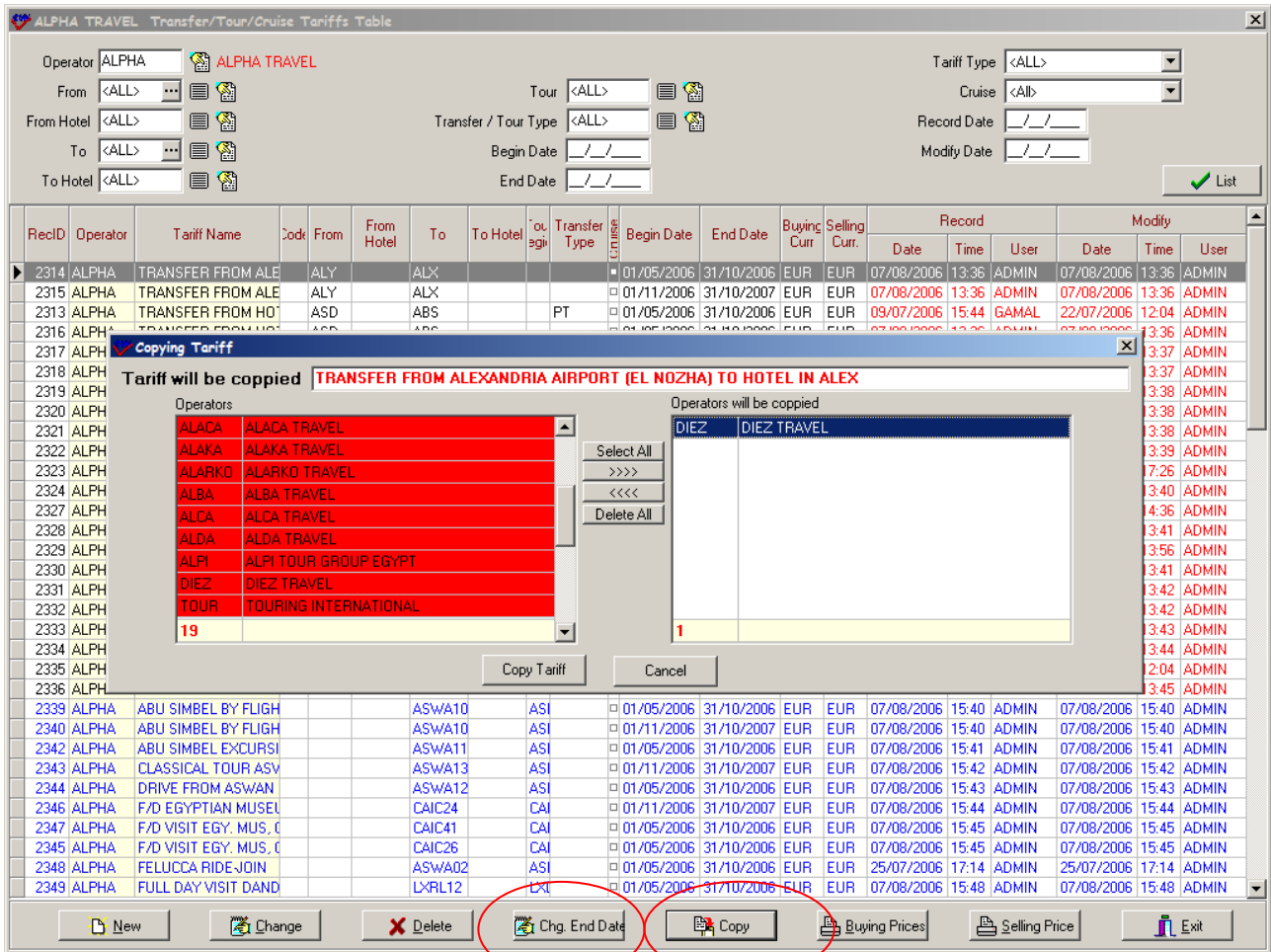
Item	12												17	25					52					Apply	Currenc
	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 50												
	1	2	3	4	6	10	11	20	25	30	35	40	45												
BALANCE	134,16	118,42	117,92	117,14	117,22	113,69	113,36	110,64	106,39	108,56	107,96	107,51	107,17	Person	EUR										
Sub Total	134,16	118,42	117,92	117,14	117,22	113,69	113,36	110,64	106,39	108,56	107,96	107,51	107,17	EUR											

Item	12												17	25					52					Apply	Currenc
	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 50												
	1	2	3	4	6	10	11	20	25	30	35	40	45												
BENEFIT	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	Person	EUR										
BUYING PRICES	134,16	118,42	117,92	117,14	117,22	113,69	113,36	110,64	106,39	108,56	107,96	107,51	107,17	EUR											
SELLING PRICES	192,00	169,50	168,75	167,75	167,75	162,75	162,25	158,25	152,25	155,25	154,50	153,75	153,50	EUR											

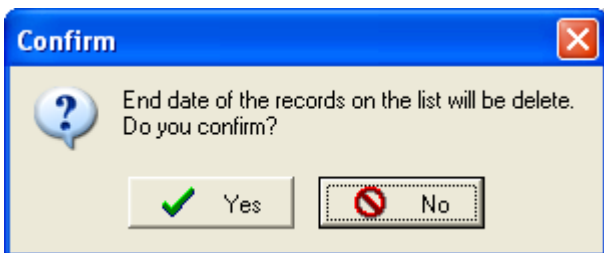
Buttons: Save Prices, Buying Prices, Exit

Entering Tour tariff is not much different from transfer tariff . Apart from transfer tariff there is no price differences according to the sales region (" from" destination in tariff which is displaying the place where the hotels region) in tour tariff so you can leave the from destination empty in the tour tariffs. We have this column in order to differentiate the price from one region to another region but to define **tour region** there is another blank to be filled and it never effects the price .This region displays you which region departs from.

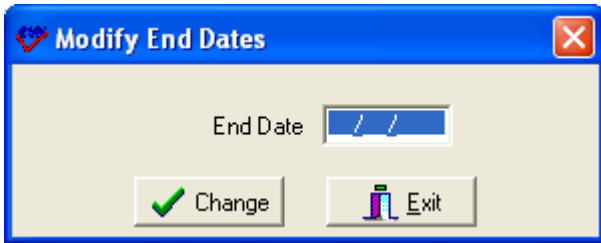
Beside that the system brings tour names from Excursion sub-menu (that will be mentioned later) and you should choose them by short cut key F2.



When you want to copy one tariff to another operator you should use **Copy** button .When the window opens you should select the operators that you will copy the tariff to. Another button that is much functional is ‘**Change End Date**’ because you can change end date of even the whole list .But the first thing you should do is to enter begin date before changing date and then When you click this button the system will bring you a table as you see below.



If you click **Yes** button another table will be brought by the system.



You should enter the new end date here and click **Change** button and end dates of tariffs will be changed .

ALPHA TRAVEL Tour Tarifs

Tariff Name: **CRUISE HANDLING 03 NIGHTS**

From: [] Tour Type: []

Begin Date: 01/05/2006 End Date: 20/04/2007

Tour: CRZH03

Buying Curr.: EUR Exchange Curr. Date: 21/05/2006

Selling Curr.: EUR Cruise Tariff

Tour Region: LXR LUXOR AIRPORT

Child age interval: 7 ~ 12 Child %: 50

Infant age interval: 0 ~ 6 Infant %: 25

Value: 0,00 Percentage: 43,0 Priority: Percent Revise Percentage: 0,0 Flat Rate: 0,00

Markup

Item	12												17				25				52				Apply	Currenc		
	1-1	2-2	3-3	4-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-50	1	2	3	4	6	10	11	20	25	30	35			40	45
	1	2	3	4	6	10	11	20	25	30	35	40	45															
BALANCE	134,16	118,42	117,92	117,14	117,22	113,69	113,36	110,64	106,39	108,56	107,96	107,51	107,17														Person	EUR
BUS RATE	30,00	30,00	30,00	30,00	50,00	54,00	54,00	98,00	98,00	98,00	98,00	98,00	98,00														Process	EUR
Sub Total	164,16	133,42	127,92	124,64	125,55	119,09	118,27	115,54	110,31	111,83	110,76	109,96	109,35															EUR

Item	12												17				25				52				Apply	Currenc		
	1-1	2-2	3-3	4-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-50	1	2	3	4	6	10	11	20	25	30	35			40	45
	1	2	3	4	6	10	11	20	25	30	35	40	45															
BENEFIT	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00	,00														Person	EUR
BUYING PRICES	164,16	133,42	127,92	124,64	125,55	119,09	118,27	115,54	110,31	111,83	110,76	109,96	109,35															EUR
SELLING PRICES	234,75	191,00	183,00	178,25	179,75	170,50	169,25	165,25	157,75	160,00	158,50	157,25	156,50															EUR

Buttons: Save Prices, Buying Prices, Exit

Cruise tariffs are similar to tour tariffs .Like in tour tariff you should choose the cruise tour by F2 because it will be brought from **Excursions** menu since they are defined before .And the most important thing is **check box of cruise tariff** .When you check it you can apart cruise tariffs from the others easily as you will see below.

ALPHA TRAVEL Transfer/Tour/Cruise Tariffs Table

Operator: ALPHA ALPHA TRAVEL

From: <ALL> Tour: <ALL>

From Hotel: <ALL> Transfer / Tour Type: <ALL>

To: <ALL> Begin Date: / /

To Hotel: <ALL> End Date: / /

Tariff Type: <ALL>

Cruise: <All>

Record Date: <All>

Modify Date: Tariffs excluded Cruise

List


RecID	Operator	Tariff Name	Code	From	From Hotel	To	To Hotel	Loc	Transfer Type	Begin Date	End Date	Buying Curr.	Selling Curr.	Record			Modify		
														Date	Time	User	Date	Time	User
2314	ALPHA	TRANSFER FROM ALE	ALY			ALX				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:36	ADMIN	07/08/2006	13:36	ADMIN
2315	ALPHA	TRANSFER FROM ALE	ALY			ALX				01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:36	ADMIN	07/08/2006	13:36	ADMIN
2313	ALPHA	TRANSFER FROM HO	ASD			ABS			PT	01/05/2006	31/10/2006	EUR	EUR	09/07/2006	15:44	GAMAL	22/07/2006	12:04	ADMIN
2316	ALPHA	TRANSFER FROM HO	ASD			ABS				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:36	ADMIN	07/08/2006	13:36	ADMIN
2317	ALPHA	TRANSFER FROM HO	ASD			HRO				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:37	ADMIN	07/08/2006	13:37	ADMIN
2318	ALPHA	TRANSFER FROM HO	ASD			HRO				01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:37	ADMIN	07/08/2006	13:37	ADMIN
2319	ALPHA	TRANSFER FROM HO	ASD			HRG				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:38	ADMIN	07/08/2006	13:38	ADMIN
2320	ALPHA	TRANSFER FROM HO	ASD			HRG				01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:38	ADMIN	07/08/2006	13:38	ADMIN
2321	ALPHA	TRANSFER FROM HO	ASD			LXD				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:38	ADMIN	07/08/2006	13:38	ADMIN
2322	ALPHA	TRANSFER FROM HO	ASD			LXD				01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:39	ADMIN	07/08/2006	13:39	ADMIN
2323	ALPHA	TRANSFER FROM HO	ASD			PAS				01/05/2006	31/10/2007	EUR	USD	24/07/2006	15:24	ADMIN	23/08/2006	17:26	ADMIN
2324	ALPHA	TRANSFER FROM ASV	ASW			ABS				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:40	ADMIN	07/08/2006	13:40	ADMIN
2327	ALPHA	TRANSFER FROM ASV	ASW			ABS				01/11/2006	31/10/2007	EUR	EUR	07/08/2006	14:36	ADMIN	07/08/2006	14:36	ADMIN
2328	ALPHA	TRANSFER FROM HO	CAD			ALX				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:41	ADMIN	07/08/2006	13:41	ADMIN
2329	ALPHA	TRANSFER FM CAIRO	CAI			ASD				01/05/2005	23/08/2006	EUR	EUR	22/07/2006	11:22	ADMIN	24/08/2006	13:56	ADMIN
2330	ALPHA	TRANSFER FM CAIRO	CAI			CAD				01/11/2006	31/10/2007	EUR	EUR	24/07/2006	14:00	ADMIN	07/08/2006	13:41	ADMIN
2331	ALPHA	TRANSFER FM CAIRO	CAI			GIZ				01/05/2005	31/10/2006	EUR	EUR	22/07/2006	11:20	ADMIN	07/08/2006	13:42	ADMIN
2332	ALPHA	TRANSFER FM CAIRO	CAI			GIZ				01/11/2006	31/10/2007	EUR	EUR	07/08/2006	13:42	ADMIN	07/08/2006	13:42	ADMIN
2334	ALPHA	TRANSFER FM HTL IN	CAI			ALX				01/11/2005	31/10/2007	EUR	EUR	07/08/2006	13:44	ADMIN	07/08/2006	13:44	ADMIN
2335	ALPHA	TRANSFER FROM CAI	CAI			SKV				01/05/2006	31/10/2007	EUR	USD	07/08/2006	13:44	ADMIN	28/08/2006	12:04	ADMIN
2336	ALPHA	TRANSFER FROM CAI	CAI			SDC				01/05/2006	31/10/2006	EUR	EUR	07/08/2006	13:45	ADMIN	07/08/2006	13:45	ADMIN
2354	ALPHA	TRANSFER FM HTL IN	CAI			HRD				01/10/2006	31/10/2007	EUR	EUR	07/08/2006	13:43	ADMIN	27/10/2006	14:12	ADMIN
2339	ALPHA	ABU SIMBEL BY FLIGH				ASWA10			ASI	01/05/2006	31/10/2006	EUR	EUR	07/08/2006	15:40	ADMIN	07/08/2006	15:40	ADMIN
2340	ALPHA	ABU SIMBEL BY FLIGH				ASWA10			ASI	01/11/2006	31/10/2007	EUR	EUR	07/08/2006	15:40	ADMIN	07/08/2006	15:40	ADMIN
2342	ALPHA	ABU SIMBEL EXCURSI				ASWA11			ASI	01/05/2006	31/10/2006	EUR	EUR	07/08/2006	15:41	ADMIN	07/08/2006	15:41	ADMIN
2343	ALPHA	CLASSICAL TOUR ASV				ASWA13			ASI	01/11/2006	31/10/2007	EUR	EUR	07/08/2006	15:42	ADMIN	07/08/2006	15:42	ADMIN
2344	ALPHA	DRIVE FROM ASWAN				ASWA12			ASI	01/05/2006	31/10/2006	EUR	EUR	07/08/2006	15:43	ADMIN	07/08/2006	15:43	ADMIN
2346	ALPHA	F/D EGYPTIAN MUSEL				CAIC24			CAI	01/11/2006	31/10/2007	EUR	EUR	07/08/2006	15:44	ADMIN	07/08/2006	15:44	ADMIN
2347	ALPHA	F/D VISIT EGY. MUS. C				CAIC41			CAI	01/05/2006	31/10/2006	EUR	EUR	07/08/2006	15:45	ADMIN	07/08/2006	15:45	ADMIN
2345	ALPHA	F/D VISIT EGY. MUS. C				CAIC26			CAI	01/05/2006	31/10/2006	EUR	EUR	07/08/2006	15:45	ADMIN	07/08/2006	15:45	ADMIN
2348	ALPHA	FELUCCA RIDE JOIN				ASWA02			ASI	01/05/2006	31/10/2006	EUR	EUR	25/07/2006	17:14	ADMIN	25/07/2006	17:14	ADMIN
2349	ALPHA	FULL DAY VISIT DAND				LXRL12			LX	01/05/2006	31/10/2006	EUR	EUR	07/08/2006	15:48	ADMIN	07/08/2006	15:48	ADMIN

New Change Delete Change End Date Copy Buying Prices Selling Price Exit

As you see cruise tariffs are in red , tour tariffs are in blue colour .If you want you can filter cruise tariffs easily with an option named ‘ Cruise’ on the right top corner of the page so you can choose just cruise tariffs or just the others quickly.

R Report Preview

Printer Word PDF EMail Exit



TOUR / TRANSFER SELLING PRICE

Print Date : 28/10/2008
Time : 09:31
Page : 3

ALPHA TRAVEL

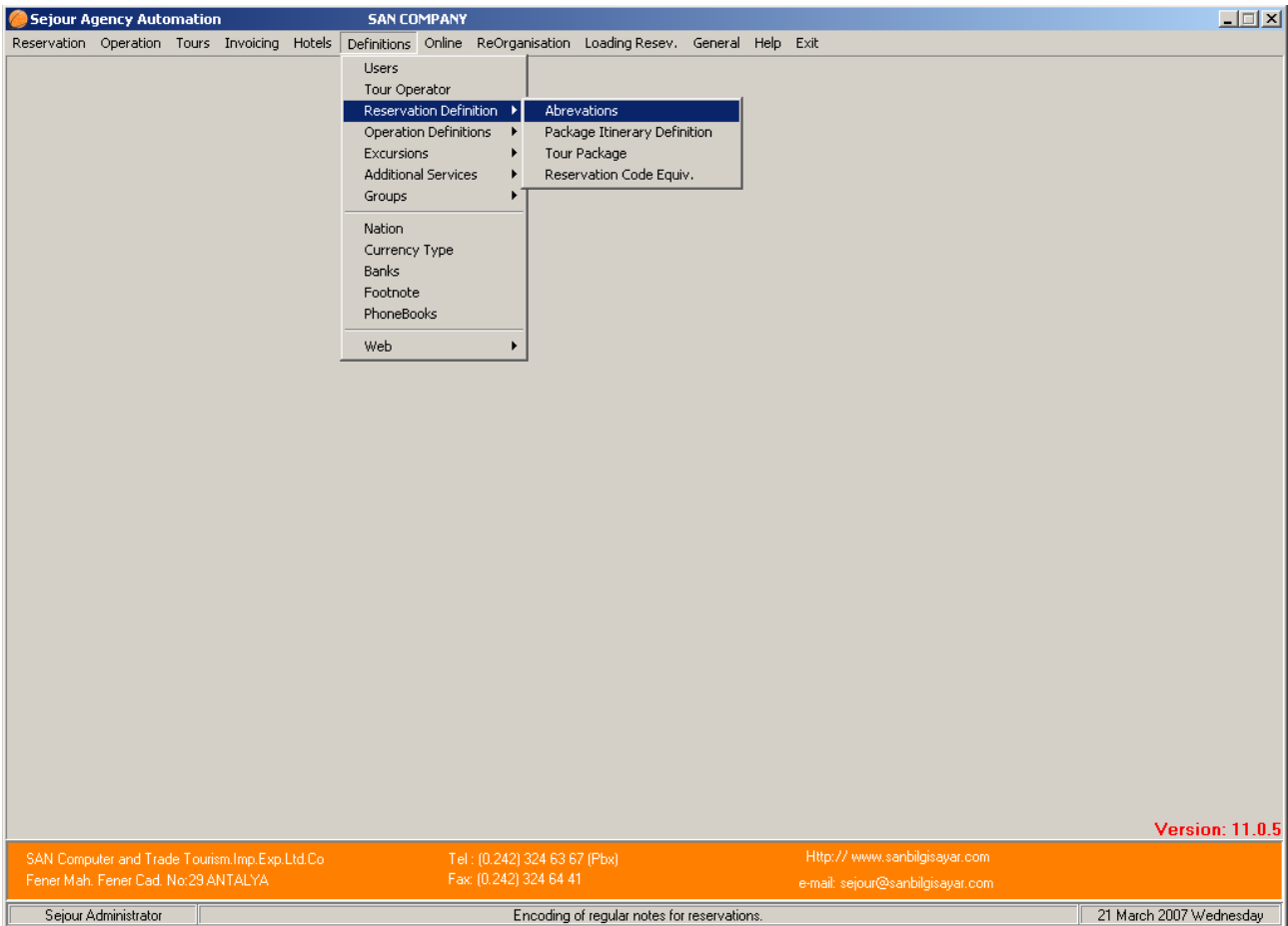
Begin Date : 01/11/2005 Transfer Type :
End Date : 31/10/2007 Curr : EUR

From To / Tour	Tariff Name	1 - 1	2 - 2	3 - 3	4 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 50
CAI ALX	TRANSFER FM HTL IN CAIRO TO HTL IN ALEX OR V.V.	105,00	52,75	35,25	26,50	21,25	14,75	12,50	15,25	12,25	10,25	9,00	7,75	7,00
ALY ALX	TRANSFER FROM ALEXANDRIA AIRPORT (EL NOZHA) TO HOTEL IN ALEX	58,50	30,25	20,50	17,00	14,25	12,75	12,25	10,50	8,75	7,50	6,50	5,75	5,25
ASD ABS	TRANSFER FROM HOTEL IN ASWAN TO HOTEL IN ABU SIMBEL OR V.V.	130,25	65,25	51,75	39,50	38,25	32,75	28,50	28,00	24,00	19,50	17,25	15,25	13,75
ASD HRG	TRANSFER FROM HOTEL IN ASWAN TO HOTEL IN HURGHADA VIA LUXOR OR V.V.	245,25	124,50	100,25	77,00	74,50	70,00	62,00	52,00	42,75	36,00	30,75	28,00	25,75
ASD HRO	TRANSFER FROM HOTEL IN ASWAN TO HOTEL IN ELGOUNA VIA LUXOR OR V.V.	251,25	127,75	103,75	79,25	76,00	72,25	63,75	53,75	44,00	37,00	33,25	29,25	27,00
ASD LXD	TRANSFER FROM HOTEL IN ASWAN TO HOTEL IN LUXOR OR V.V.	109,75	54,00	42,50	32,50	32,25	26,00	24,50	22,25	18,00	15,25	13,25	11,75	10,50
ASW ABS	TRANSFER FROM ASWAN AIRPORT TO HOTEL IN ABU SIMBEL OR V.V.	131,00	65,50	52,00	39,75	38,50	33,25	28,75	28,25	24,50	19,75	17,50	15,50	14,25
CAD ALX	TRANSFER FROM HOTEL IN CAIRO TO HOTEL IN ALEXANDRIA OR V.V.	119,50	61,00	53,00	39,75	36,00	30,00	26,00	25,00	20,75	17,00	14,75	13,25	12,00
CAI SOC	TRANSFER FROM CAIRO AIRPORT TO HOTEL IN 6 OCTOBER OR V.V.	71,50	36,00	28,25	22,00	18,75	16,00	14,00	13,75	10,75	9,25	8,00	7,00	6,50
ASWA02	FELUCCA RIDE-JOIN ASD	116,25	63,00	53,50	42,75	39,75	31,75	29,25	28,75	25,75	23,75	22,00	21,00	20,25
ASWA10	ABU SIMBEL BY FLIGHT (CHARTER) ASD	192,00	169,50	168,75	167,75	167,75	162,75	162,25	158,25	152,25	155,25	154,50	153,75	153,50
ASWA11	ABU SIMBEL EXCURSION BY BUS ASD	178,25	100,25	89,50	77,50	72,00	60,50	59,25	55,25	48,75	44,25	41,00	38,75	37,00

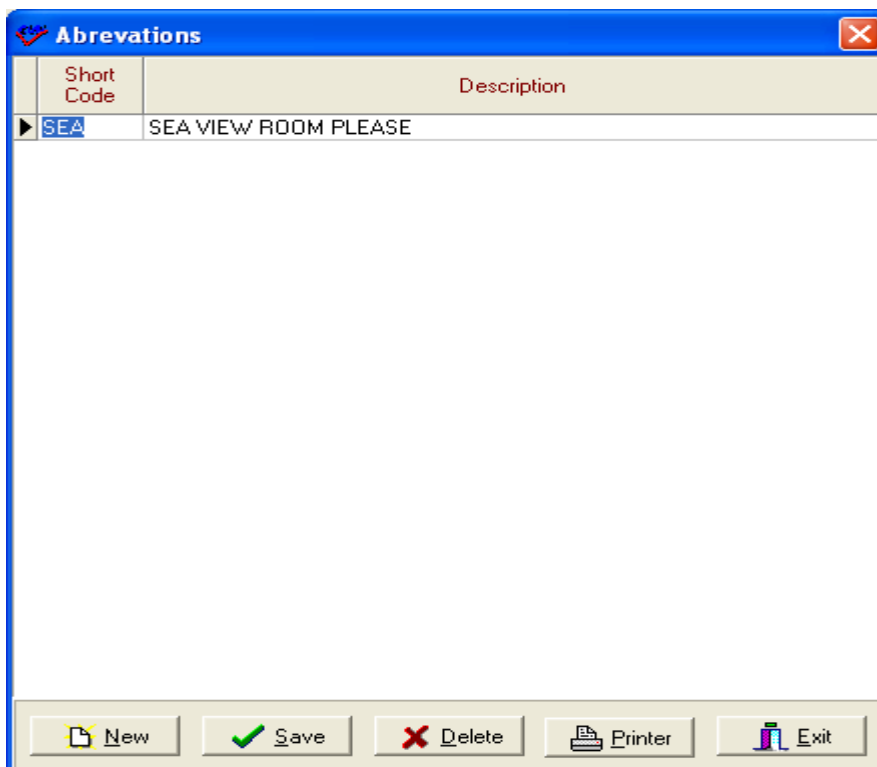
Page 3

At the end when you print tariff list you see tariffs are ordered as first transfer tariffs , second tour tariffs and cruise tariffs and they are ordered according to regions.

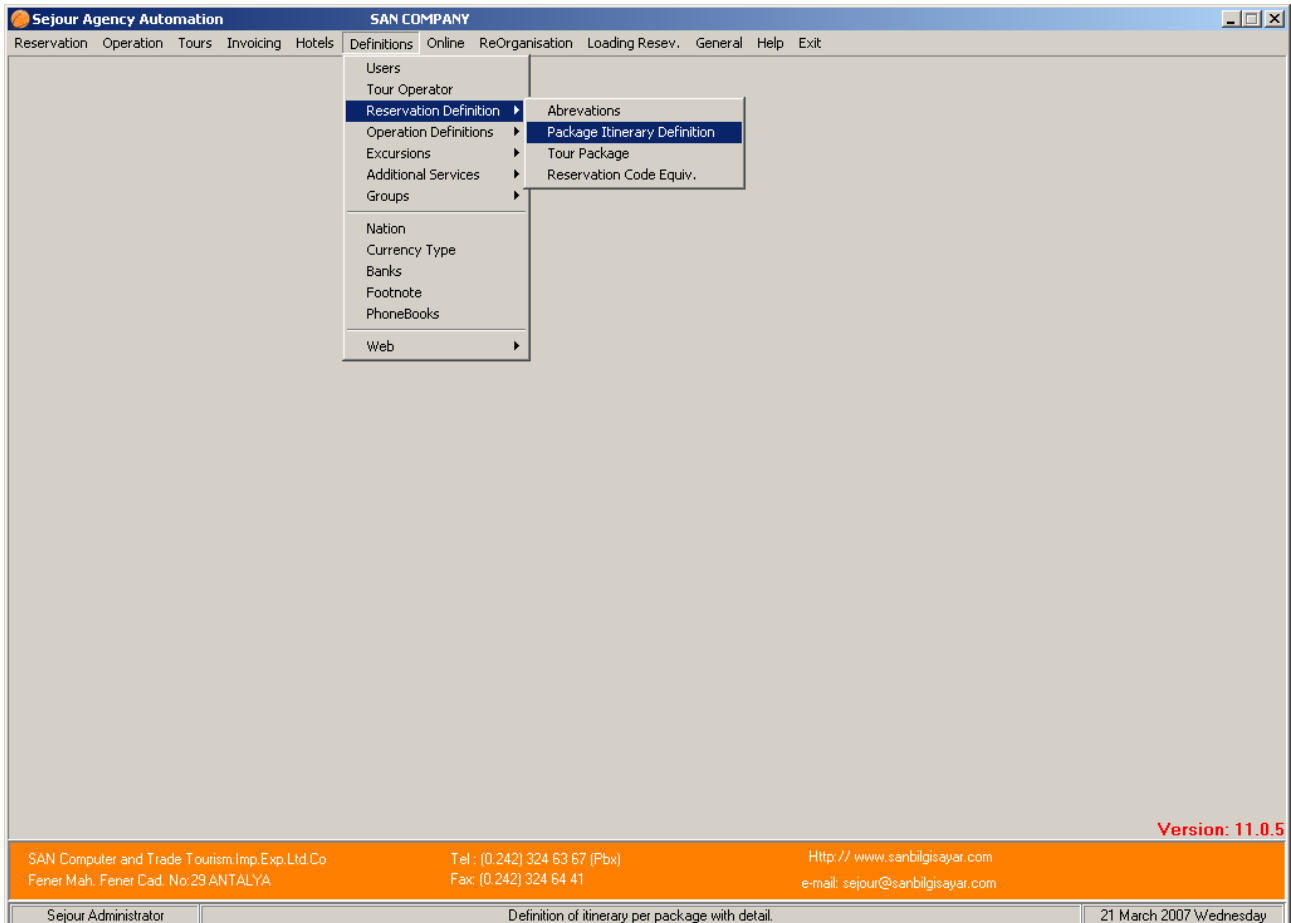
RESERVATION DEFINITIONS



Abbreviations : It gives you an opportunity to write abbreviations and their explanations here once and use them in reservation page in ‘ Hotel Note ‘place writing hotel notes quicker so you will gain time



You should define an abbreviation and its explanation as you see in the example above and while you are entering your hotel reservation if you write that abbreviation in 'Hotel Note' part as (SEA) and click 'Enter ' key , you will see your note will be written.



Package Itinerary Definition : You can define your package itinerary day by day in this part as you will see in the example below.

Sejour Agency Automation SAN COMPANY

Reservation Operation Tours Invoicing Hotels Definitions Online ReOrganisation Loading Reserv. General Help Exit

Package Itinerary

Package Code: PACK4

Package Itinerary | Product Packages

Day/Night	No	Process Info		Accommodation Info		Route Information		Flight Info		General Service		Room For Mobile Services
		Process Type	Process	Board	Room Type	Departure	Arrival	Code	Code	Supplier	Service	
1	1	Hotel	MENAHG	MENA HOUSE GARDEN	HB	MBD						<input checked="" type="checkbox"/>
2.Day	1	Hotel	MENAHG	MENA HOUSE GARDEN	HB	MBD						<input checked="" type="checkbox"/>
2.Day	2	Tour	CAIRO	FULL DAY CAIRO								<input checked="" type="checkbox"/>
3.Day	1	Hotel	SLP84	SLEEPING TRAINS 84	HALFB	STD						<input checked="" type="checkbox"/>
4.Day	1	Hotel	CRWEMP	IBEROTEL CROWN EMPEROR	FB	CB						<input checked="" type="checkbox"/>
4.Day	2	Tour	KOM/ED	KOM OMBO / EDFU								<input checked="" type="checkbox"/>
5.Day	1	Hotel	CRWEMP	IBEROTEL CROWN EMPEROR	FB	CB						<input checked="" type="checkbox"/>
6.Day	1	Hotel	CRWEMP	IBEROTEL CROWN EMPEROR	FB	CB						<input checked="" type="checkbox"/>
6.Day	2	Tour	KARNAK	FULL DAY LUXOR								<input checked="" type="checkbox"/>
7.Day	1	Hotel	SHERAT	SHERATON SOMA BAY	HALFB	STDsw						<input checked="" type="checkbox"/>
8.Day	1	Hotel	SHERAT	SHERATON SOMA BAY	HALFB	STDsw						<input checked="" type="checkbox"/>
9.Day	1	Hotel	SHERAT	SHERATON SOMA BAY	HALFB	STDsw						<input checked="" type="checkbox"/>
10.Day	1	Hotel	MENAHG	MENA HOUSE GARDEN	HB	MBD						<input checked="" type="checkbox"/>
11.Day	1	Hotel	MENAHG	MENA HOUSE GARDEN	HB	MBD						<input checked="" type="checkbox"/>

Version: 11.0.5

SAN Computer and Trade Tourism Imp. Exp. Ltd. Co
 Fener Mah. Fener Cad. No:29 ANTALYA
 Tel: (0.242) 324 63 67 (Pbx)
 Fax: (0.242) 324 64 41
 Http:// www.sanbilgisayar.com
 e-mail: sejour@sanbilgisayar.com

Sejour Administrator | 21 March 2007 Wednesday

This table is used to define package itineraries. The most important thing that you must do is to select the process type and name of the process. You should fill board and room type parts certainly because you will need it calculating your package hotels after splitting the package you entered in package reservation page.

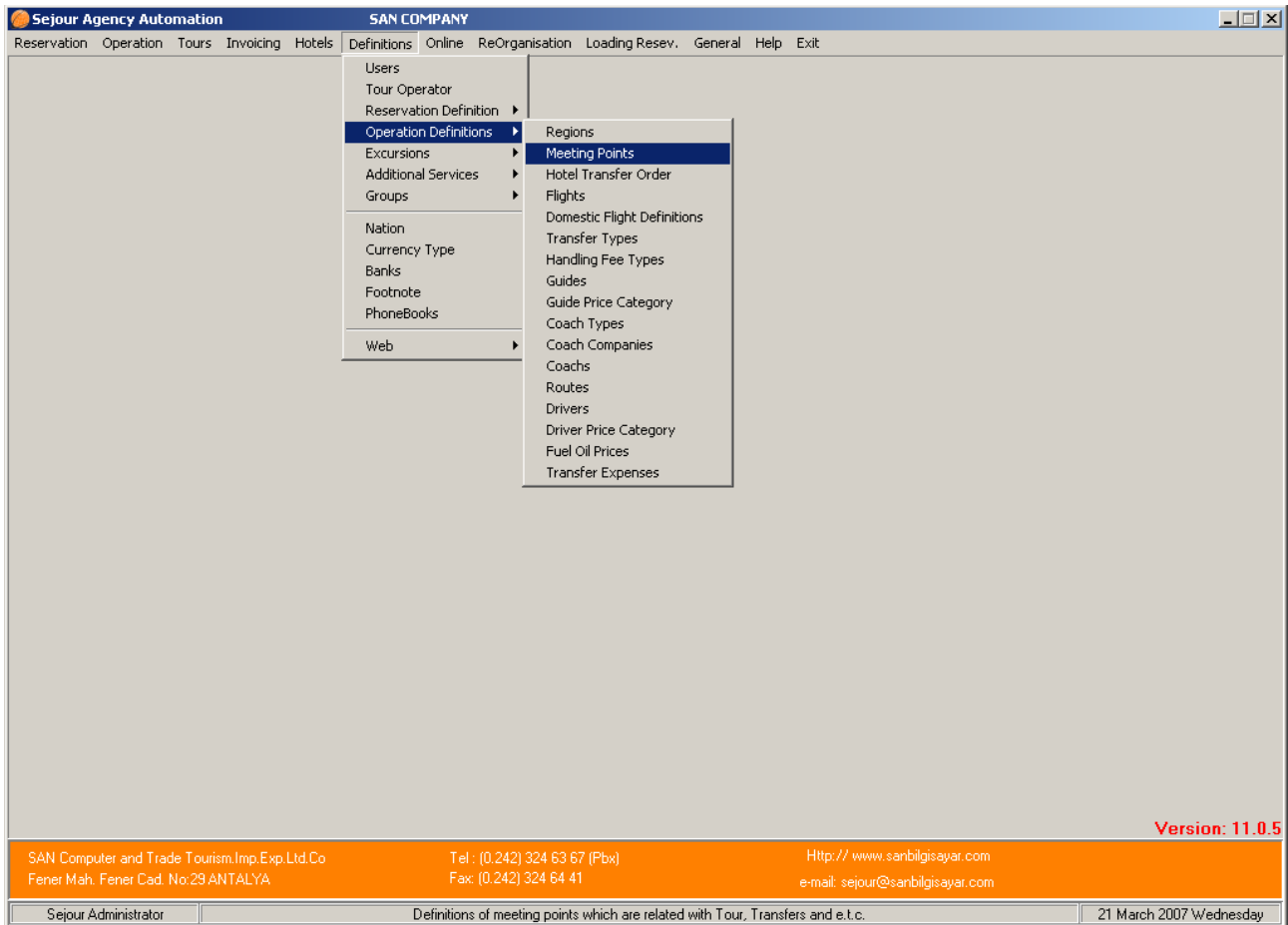
If the process is mobile one such as train or cruise you should write route information on the other hand if it is domestic flight you should write flight code and flight class code. In addition you should select room for mobile service in the part at the end of the table. It provides that when you split the package the system will take the information as room and calculate it without changing any information in reservation card. If you do not define it, the system will take the room of the package that is entered as DBL room in package season page in hotels menu.

The other point is that if services in the itinerary are not included in the package, you should clear the **'Incl. Price'** check boxes of services except tours because tours are included in package price. Once you enter this itinerary you use it splitting packages in your package reservation page. You should fill lines day by day but you can do it easily copying a line to another.

For example: if clients will stay in Conrad hotel for 4 days you define just one line and copy it to rest of 3 lines.

OPERATION DEFINITIONS

Regions :



You can define the regions including hotel, airport, transport and tour locations that you will use through Sejour.

Code	Name
ABS	ABU SIMBEL AIRPORT
ADT	ABUSIMBEL DOWNTOWN
ALA	ALAMEEN
ALM	MATROUH ALMAZA
ALX	ALEXANDRIA
ALY	ALEXANDRIA AIRPORT
ASD	ASWAN DOWNTOWN
ASW	ASWAN
BAH	BAHARYAH
BRE	BREMEN
CAD	CAIRO DOWNTOWN
CAI	CAIRO AIRPORT
CGN	GERMANY
DAH	DAHAB
DAK	DAKHLA
DUS	DUSSELDORF
EIN	EIN EL SOKHNA
FAR	FARAFRA
FMO	GERMANY
FRA	FRANKFURT
GIZ	GIZA
HAJ	HANNOVER
HAM	HAMBURG
HEL	CAIRO HELIOPOLIS
HRD	HURGHADA DOWNTOWN
HRF	HURGHADA FAR HOTEL
HRG	HURGHADA AIRPORT

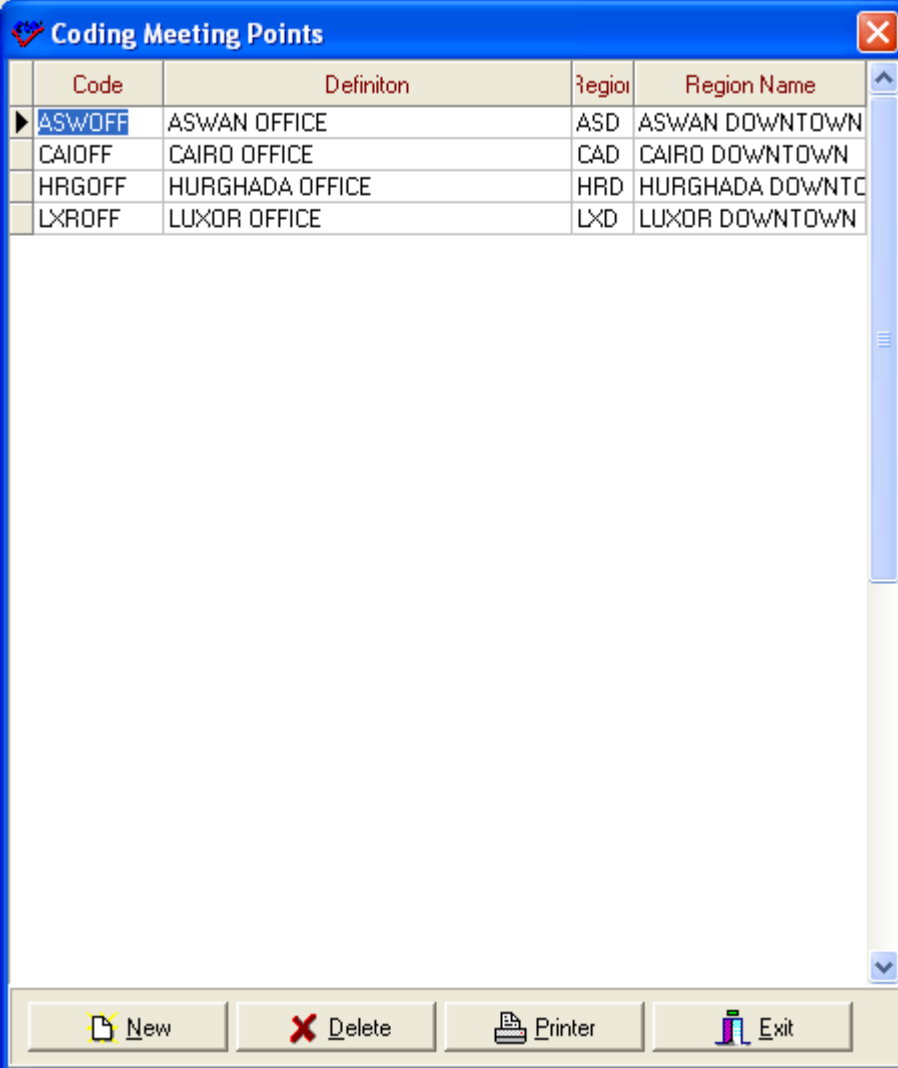
Here you should enter the short codes and names for the regions (cities and towns), where you are working as in the table below.

Because these codes are designed to promote fast entry of data, they are not more than 3 characters.

Regions are also important for reports and analysis of reservations and ticket sales by region. They are also important in organising the order and price of hotel transfers, or tour journeys.

Meeting Points :

Used to define specific locations where the guide and coach or coach and coach will meet or clients will be picked up. These “**Meeting Points**” are different from “**Regions**” because they are more localised.



Code	Definiton	Region	Region Name
ASWDOFF	ASWAN OFFICE	ASD	ASWAN DOWNTOWN
CAIOFF	CAIRO OFFICE	CAD	CAIRO DOWNTOWN
HRGOFF	HURGHADA OFFICE	HRD	HURGHADA DOWNTOWN
LXROFF	LUXOR OFFICE	LXD	LUXOR DOWNTOWN

If you do enter meeting points it can help for fast entry of coach operation for transfers and excursions, and is vital if you wish to generate lists for clients which will inform them of their collection times and places.

Flights

Here you can enter details of your arrival and departing flights, with flight numbers, airline, and details of any complementary (back to back) flights.

Flight No	Company	From	To	Arr. Dept.	Returning Flight No	Description	Cancel
ARR?	BİLİNMEYEN GELİŞ	DUS	AYT	Arrival			<input type="checkbox"/>
DEPT?	BİLİNMEYEN DÖNÜŞ	AYT	DUS	Departu			<input type="checkbox"/>
EG 0420	EGYPT AIR	CAI	LXR	Arrival			<input type="checkbox"/>
EG 0458	EGYPT AIR	LXR	ASW	Arrival			<input type="checkbox"/>
EG 0519	EGYPT AIR	ABS	CAI	Departu			<input checked="" type="checkbox"/>
EG 0520	EGYPT AIR	CAI	ABS	Arrival			<input checked="" type="checkbox"/>
EG 0619	EGYPT AIR	HRG	CAI	Departu			<input checked="" type="checkbox"/>
EG 0620	EGYPT AIR	CAI	HRG	Arrival			<input checked="" type="checkbox"/>
EG 0719	EGYPT AIR	ASW	CAI	Departu			<input checked="" type="checkbox"/>
EG 0720	EGYPT AIR	CAI	ASW	Arrival			<input checked="" type="checkbox"/>
EG 0819	EGYPT AIR	LXR	CAI	Arrival			<input checked="" type="checkbox"/>
EG 0820	EGYPT AIR	CAI	LXR	Departu			<input checked="" type="checkbox"/>
OHY2989		BJV	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY2990		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY3LGAD		LGG	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY421		BJV	LIL	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY422		LIL	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4385		ADB	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4386		BRU	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4386A		BRU	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4386B		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4387		BJV	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4387A		ADB	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4388		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4388A		BRU	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4388B		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4961		ADB	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4961A		ADB	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4962		BRU	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4962A		BRU	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4962B		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4989		BJV	BRU	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4990		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY4990B		BRU	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY658		BJV	CRL	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY659		CRL	BJV	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY667		ADB	CRL	Departu		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>
OHY668		CRL	ADB	Arrival		(OTOMATİK YÜKLEME TARAFINDAN AÇILDI)	<input checked="" type="checkbox"/>

Notice the two “generic” flights “ARRIVAL” and “DEPARTURE”. These can be used as dummy flights if you don’t have flight details at the time of reservation.

Notice the “To” and “From” fields, which you defined in the “REGIONS” definitions sub-menu.

To be able to define a new flight you should use ‘New’ button.

It’s important to define a flight its’ arrival or departure flight (using the “**Arr./Dep.**” dropdown list). Defining departure flight here you will gain time while you are entering hotel reservation because as soon as you select arrival flight, the departure flight will come automatically.

The “**Flight Dates and Time Table**” can be left blank, but here details are given .If you have flight in same hours everyday it’s better to write the flight hours here to be able to see reservations with flight hours in passenger traffic page .If you enter timetable after entering your reservations or you have new flight timetable . You should update the time using ‘**Update Time**’ button because you will need to re-organise airport transfer schedule While you are doing this the system will as you the following questions ;

When you choose ‘Yes’



Update after today's entry: It changes time of flights after today's entry

Update All :It changes all flight times available in the system before.

Beside that if you have connection flight combined this flight you can define it here as well as you see in main example above so you can see this connection flight in 'general transfer' list.

The “**Cancel**” checkbox can be used to temporarily stop using a flight, without deleting the flight's records from the Sejour database.

You can enter tour operator flight allocations using the “**Seat per Opr.**” button:

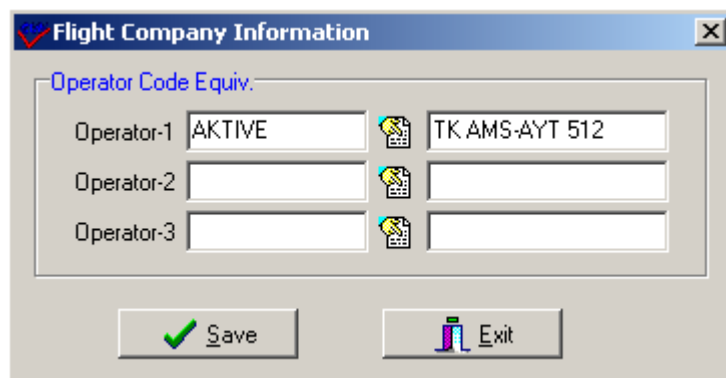
The window titled "HF5995 - Flight Seat Information" displays a table with the following data:

Operator	Flight Date		Flight Day	No of Seat	Description
	Begin	End			
	01/05/2006	31/10/2006	Sunday	30	
	01/05/2006	31/10/2006	Tuesday	20	
MED	01/05/2006	31/10/2006	Sunday	35	
*	...		Sunday		

At the bottom of the window, there are four buttons: "New" (with a document icon), "Save" (with a green checkmark), "Delete" (with a red X), and "Exit" (with a door icon).

If you have same numbers of seat allotment for all your operators you don't need to specify any operator but you should write the begin and end date that is valid for allotment , flight day and number of allotment day by day. So you can check your allotments from 'Flight Occupancy Report' in Transfer Lists Menu.

The “**Extra Info**” button can be used to enter different flight codes used by specific tour operators.



Here the standard flight code is “TK512”, but Aktive Travel have their own flight code.

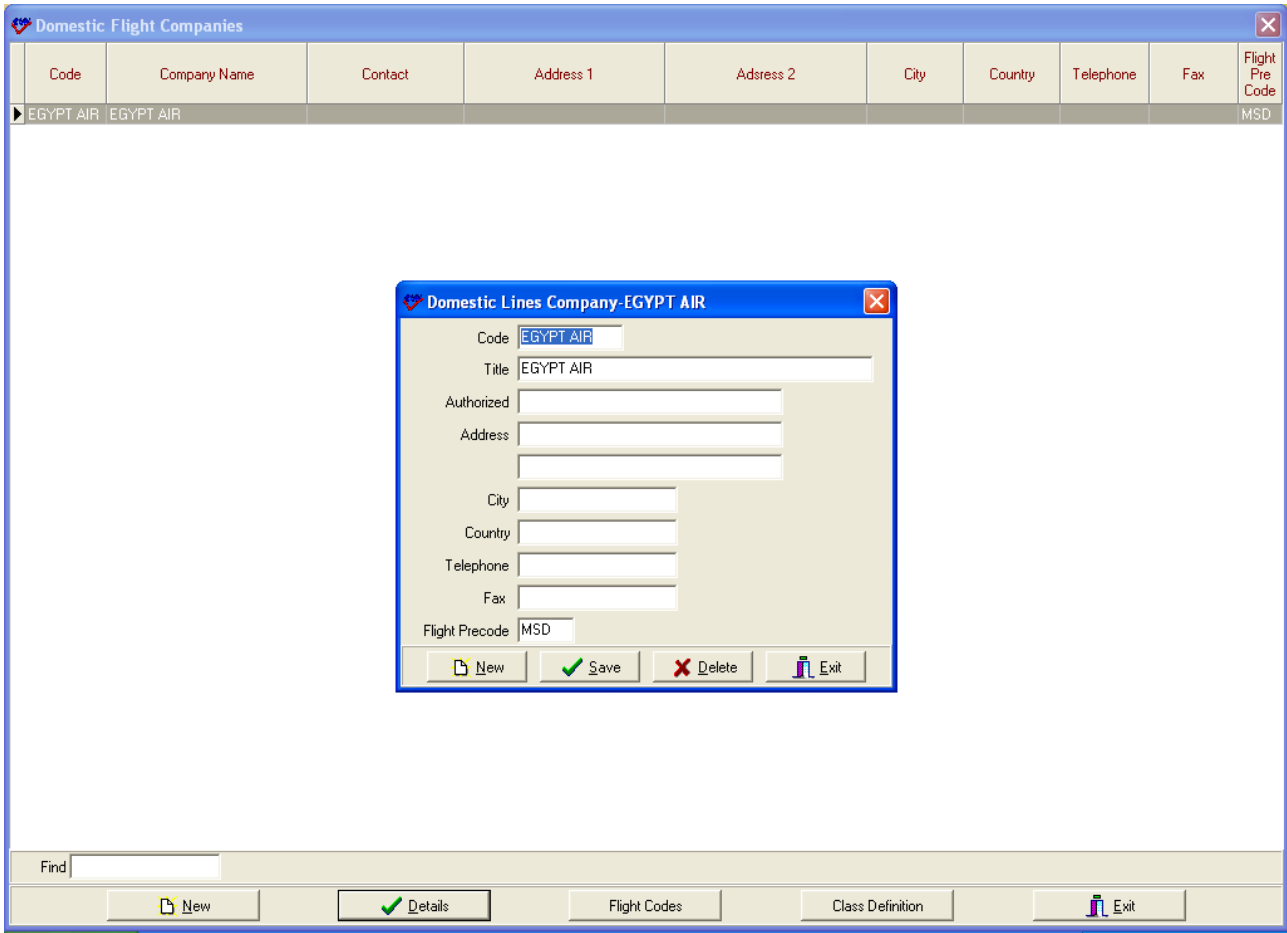
This feature would probably only be used for automatic importation of reservations

DOMESTIC FLIGHT DEFINITIONS

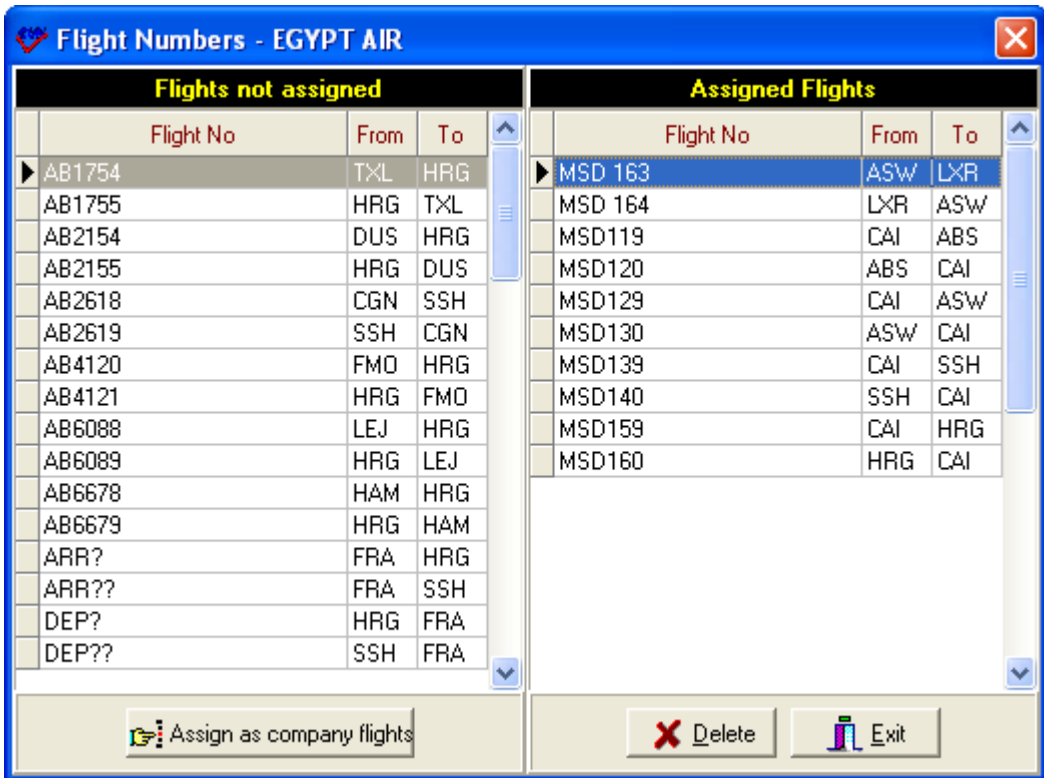
Code	Company Name	Contact	Address 1	Address 2	City	Country	Telephone	Fax	Flight Pre Code
EGYPT AIR	EGYPT AIR								MSD

Find

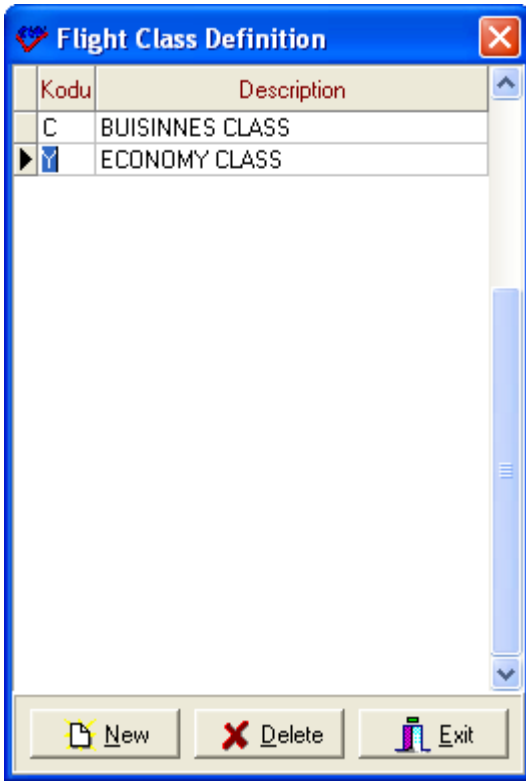
To be able to define domestic flight company you should use 'New' button.



After entering the details about the company , save it.

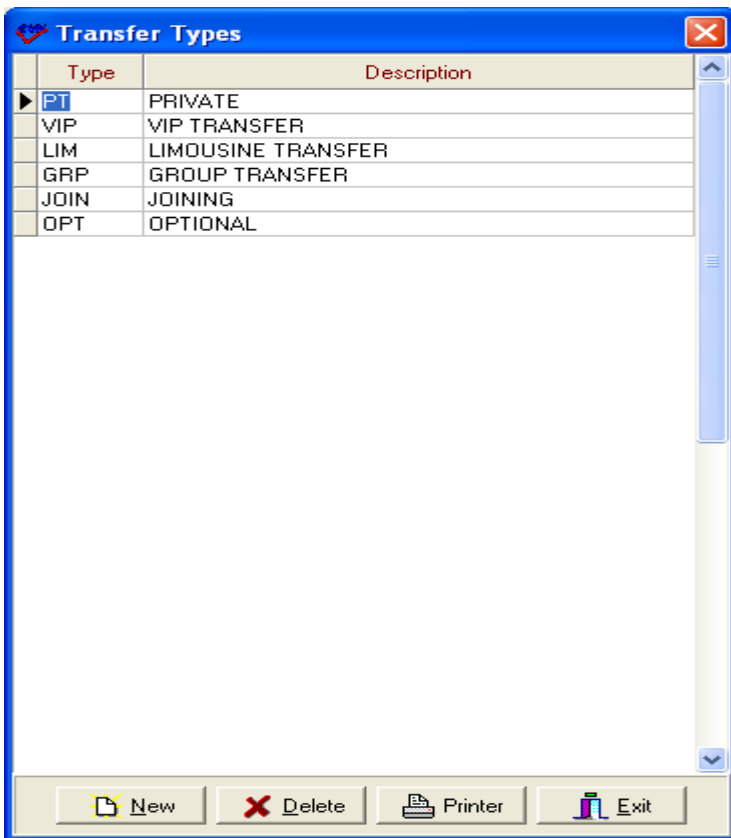


Using 'Flight Codes ' button you should select domestic flight codes that you defined before and assign them using 'Assign As Company Flights' button.



You should define flight class as well.

Transfer Types



You should define transfer types that will be used in tariffs and operations here .The only thing that you should is to enter short code and write the explanation.

Handling Fee Type Code



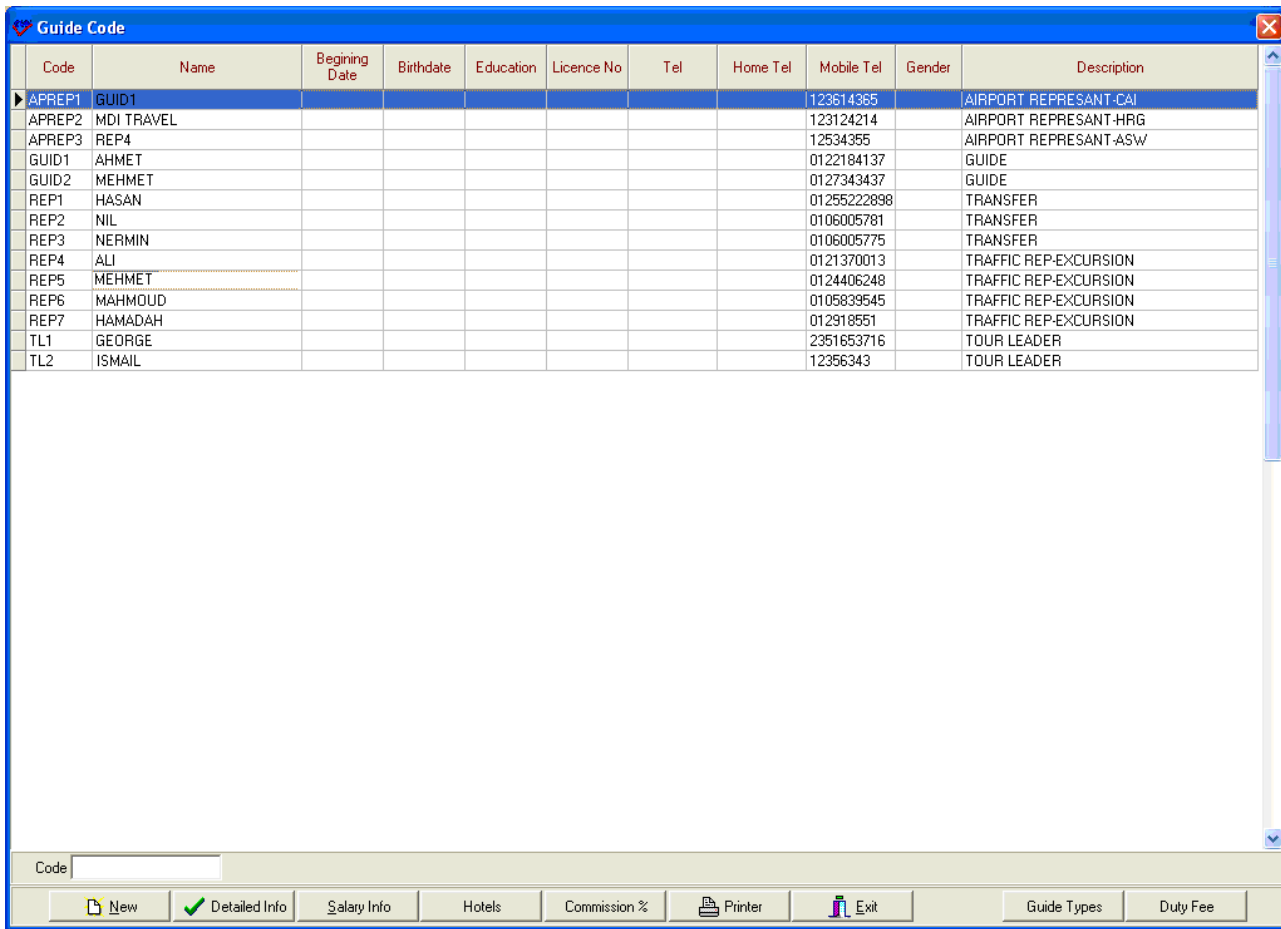
Code	Description
▶	

New Delete Exit

This table is used to defined handling fee types if you have apply different handling fee for different situations .When you define a different handling fee type , you can select this type while you are entering your handling fees in tour operators part.

Guides

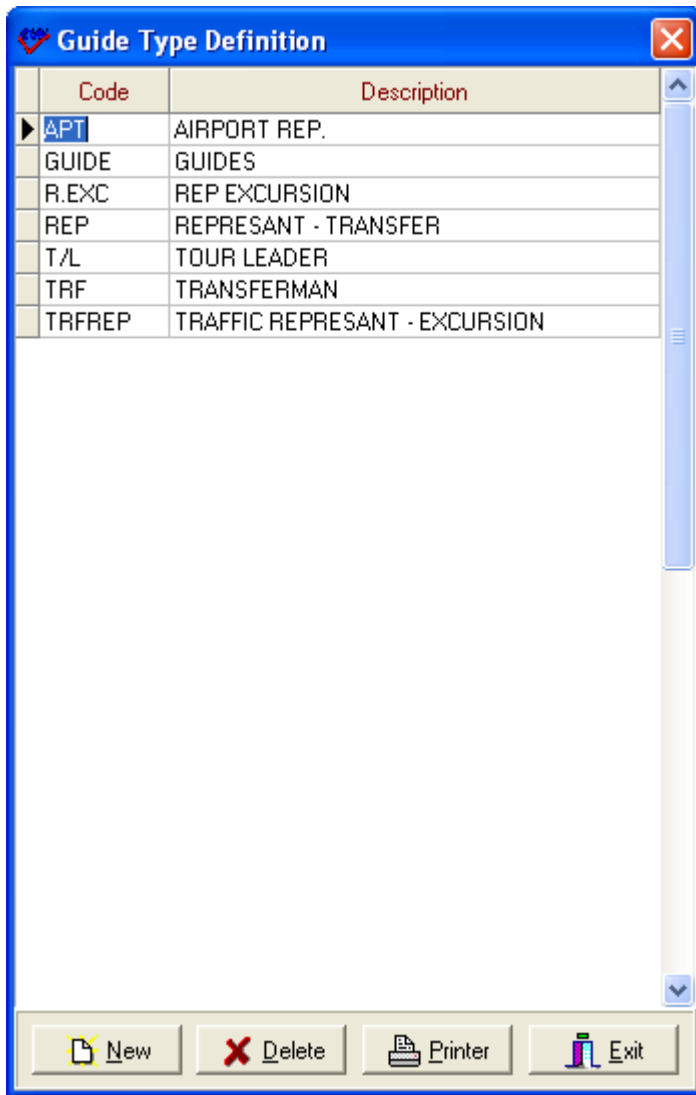
Here you can enter details of your tour guides, with qualifications, languages, salary, as well as personal information such as telephone or mobile number.



The screenshot shows a software window titled "Guide Code" with a table of tour guides. The table has columns for Code, Name, Beginning Date, Birthdate, Education, Licence No, Tel, Home Tel, Mobile Tel, Gender, and Description. Below the table is a "Code" input field and a menu of function buttons: New, Detailed Info, Salary Info, Hotels, Commission %, Printer, Exit, Guide Types, and Duty Fee.

Code	Name	Beginning Date	Birthdate	Education	Licence No	Tel	Home Tel	Mobile Tel	Gender	Description
▶ APREP1	GUID1							123614365		AIRPORT REPRESANT-CAI
APREP2	MDI TRAVEL							123124214		AIRPORT REPRESANT-HRG
APREP3	REP4							12534365		AIRPORT REPRESANT-ASW
GUID1	AHMET							0122184137		GUIDE
GUID2	MEHMET							0127343437		GUIDE
REP1	HASAN							01255222898		TRANSFER
REP2	NIL							0106005781		TRANSFER
REP3	NERMIN							0106005775		TRANSFER
REP4	ALI							0121370013		TRAFFIC REP-EXCURSION
REP5	MEHMET							0124406248		TRAFFIC REP-EXCURSION
REP6	MAHMOUD							0105839545		TRAFFIC REP-EXCURSION
REP7	HAMADAH							012918551		TRAFFIC REP-EXCURSION
TL1	GEORGE							2351653716		TOUR LEADER
TL2	ISMAIL							12356343		TOUR LEADER

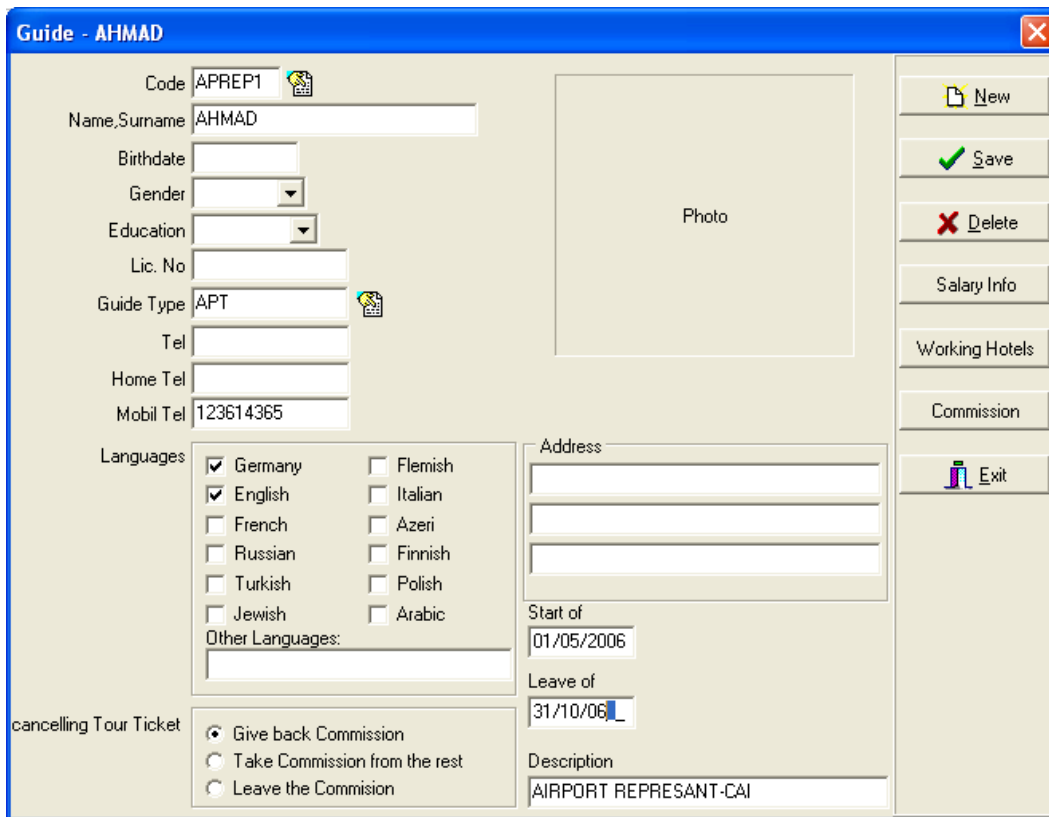
In the function buttons underneath of this screen, you can enter additional data as follows:



First of all you should define guide types using 'Guide Types' button because you will need it defining your new guide.

Detailed Info:

Here you can enter important personal information, such as address, different telephone numbers, languages and other professional qualifications.

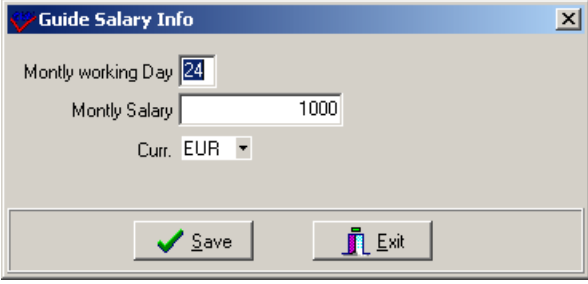


The screenshot shows a software window titled "Guide - AHMAD" with a blue title bar and a close button. The window contains a form for entering personal and professional information for a guide named AHMAD. The form is organized into several sections:

- Personal Information:** Code (APREP1), Name,Surname (AHMAD), Birthdate, Gender, Education, Lic. No, Guide Type (APT), Tel, Home Tel, and Mobil Tel (123614365).
- Languages:** A list of languages with checkboxes: Germany (checked), English (checked), French, Russian, Turkish, Jewish, Flemish, Italian, Azeri, Finnish, Polish, and Arabic. There is also a field for "Other Languages".
- Address:** Three empty text input fields.
- Start of:** 01/05/2006
- Leave of:** 31/10/06
- Description:** AIRPORT REPRESANT-CAI
- Commissioning Options:** Under "cancelling Tour Ticket", there are three radio buttons: "Give back Commission" (selected), "Take Commission from the rest", and "Leave the Commission".
- Navigation Buttons:** On the right side, there are buttons for "New", "Save", "Delete", "Salary Info", "Working Hotels", "Commission", and "Exit".

Cancelling Tour Ticket : It's important to enter the information about how Sejour will handle tour guide commissions if a tour is cancelled. Here the commission has to be returned, if a tour is cancelled.

Salary Info:



Guide Salary Info

Montly working Day: 24

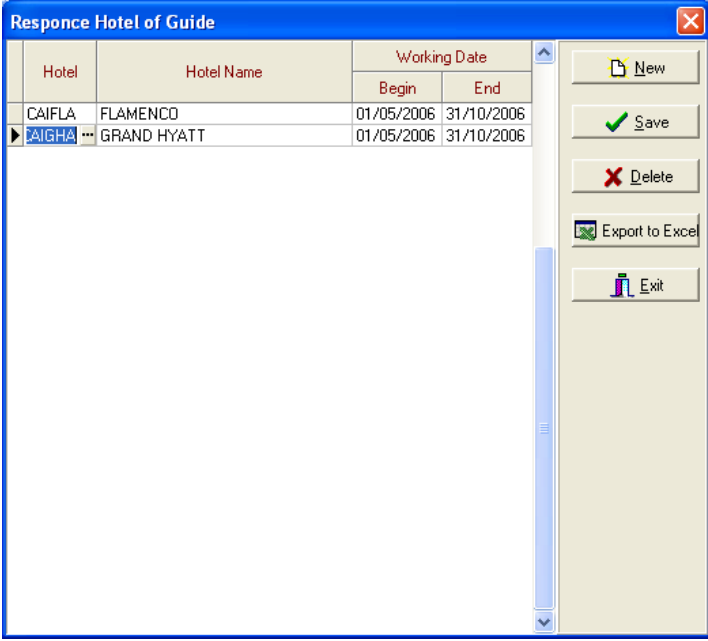
Montly Salary: 1000

Curr.: EUR

Save Exit

Here the salary is entered in the selected currency. You just enter the salary information of guides. This part is for information.

Hotels:



Hotel	Hotel Name	Working Date	
		Begin	End
CAIFLA	FLAMENCO	01/05/2006	31/10/2006
LAIGHA	GRAND HYATT	01/05/2006	31/10/2006

New Save Delete Export to Excel Exit

When left blank, a tour guide can work in any hotel. However, you can assign a tour guide to a particular hotel if you wish to. This part is also only for information.

Commission

Date		Sold Region	Tour	Definition	%	Operator	Fixed			Incl. VAT
Begin	End						Pax Price	Currency	Child Price	
01/05/2006	31/10/2006		ASWA02 ASWA02		%5					
01/05/2006	11/10/2006		ASWA03 ASWA03				7.00	EUR		

* No tour marked, it means Valid all Tours.

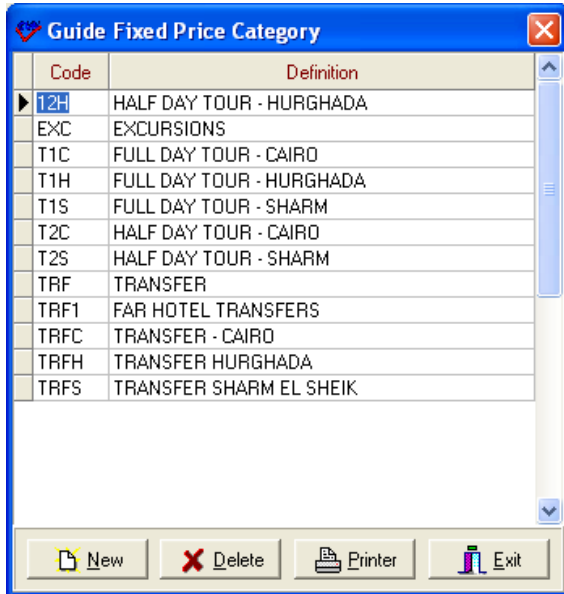
Here you can assign commission for your guides as a percentage, or a fixed sum (with currency) and you can choose whether or not VAT (sales tax) will be added. You can assign commission fees by date, by tour operator, by region, and by tour. When a field is left blank, the same commission applies for all values.

Duty Fee.

Guide	Category	Date		Curr.	Price
		Begin	End		
	12H	01/01/2006	31/12/2006	EGP	13,00
	EXC	01/01/2006	31/10/2006	EGP	11,00
	T1C	01/01/2006	31/12/2006	EGP	11,00
	T1H	01/01/2006	31/12/2006	EGP	12,00
	T1S	01/01/2006	31/12/2006	EGP	14,00
	T2C	01/01/2006	31/12/2006	EGP	10,00
	T2S	01/01/2006	31/12/2006	EGP	15,00
	TRF	01/01/2006	31/10/2006	EGP	20,00
	TRF1	01/01/2006	31/10/2006	EGP	25,00
	TRFC	01/01/2006	31/12/2006	EGP	5,00
	TRFH	01/01/2006	31/10/2006	EGP	30,00
	TRFH	01/01/2006	31/12/2006	EGP	6,00
	TRFS	01/01/2006	31/10/2006	EGP	35,00
	TRFS	01/01/2006	31/12/2006	EGP	7,00

Here you can add any miscellaneous extras to the tour guide fee. The categories are selected from previously entered values (shown below).

Guides Fixed Price Category

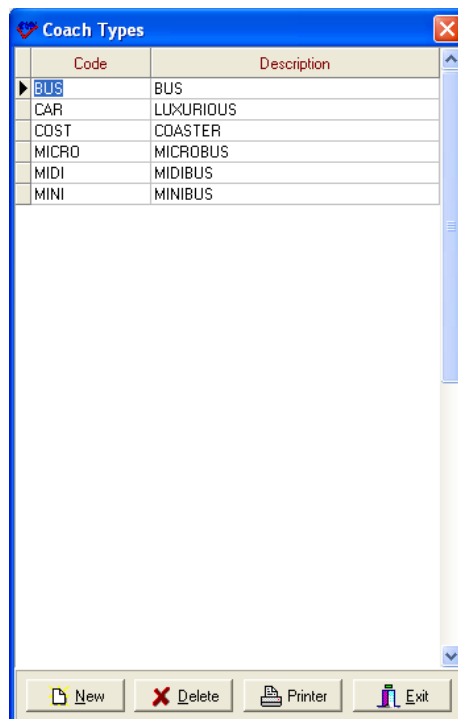


Code	Definition
T2H	HALF DAY TOUR - HURGHADA
EXC	EXCURSIONS
T1C	FULL DAY TOUR - CAIRO
T1H	FULL DAY TOUR - HURGHADA
T1S	FULL DAY TOUR - SHARM
T2C	HALF DAY TOUR - CAIRO
T2S	HALF DAY TOUR - SHARM
TRF	TRANSFER
TRF1	FAR HOTEL TRANSFERS
TRFC	TRANSFER - CAIRO
TRFH	TRANSFER HURGHADA
TRFS	TRANSFER SHARM EL SHEIK

Buttons: New, Delete, Printer, Exit

Here you can enter the short codes for the “Guide Duty Price” categories shown above.

Coach Types



Code	Description
BUS	BUS
CAR	LUXURIOUS
COST	COASTER
MICRO	MICROBUS
MIDI	MIDIBUS
MINI	MINIBUS

Buttons: New, Delete, Printer, Exit

Here you should enter all your different types of coaches and vehicles that you will use to transport clients. You can add more at any time later.

Press the keyboard key “Enter” to start a new line, and the data will be saved automatically.

Coach Companies

Code	Comp.Name/Title	City	Tel	Fax	Contact	e-mail
CARRYI	CARRY TRAVEL COMPANY					
SAN	SAN TRAVEL COMPANY					

Search Find (F5)

New Change Printer Contract Rental Prices Exit

You should define coach suppliers that you work with or your own company if it has own vehicles in coach companies sub menu .To be able to define a new one you should use ‘ New ‘ button and enter detailed information.

Coach Company - SAN TRAVEL COMPANY

Code

Name/Title

Address

Address

City

Country

Telephone

Fax

Account Number

Authorized

E-Mail

New Save Delete Printer Exit

COACHES :

Code	Model	Coach No	Category	Coach Company	Captain	Owner	Rental	Seat	Group Code
▶ BUS01	BUS		BUS	TRAVEL COACH COMPANY			No	52	
BUS02	BUS		BUS	TRAVEL COACH COMPANY			No	52	
BUS03	BUS		BUS	TRAVEL COACH COMPANY			No	52	
BUS04	BUS		BUS	TRAVEL COACH COMPANY			No	52	
COS01	COASTER		COST	TRAVEL COACH COMPANY			No	17	
COS02	COASTER		COST	TRAVEL COACH COMPANY			No	17	
COS03	COASTER		COST	TRAVEL COACH COMPANY			No	17	
COS04	COASTER		COST	TRAVEL COACH COMPANY			No	17	
MIDI01	MIDIBUS		COST	TRAVEL COACH COMPANY			No	25	
MIDI02	MIDIBUS		COST	TRAVEL COACH COMPANY			No	25	
MIDI03	MIDIBUS		COST	TRAVEL COACH COMPANY			No	25	
MIDI04	MIDIBUS		COST	TRAVEL COACH COMPANY			No	25	
MINI01	MINIBUS		MINI	TRAVEL COACH COMPANY			No	12	
MINI02	MINIBUS		MINI	TRAVEL COACH COMPANY			No	12	
MINI03	MINIBUS		MINI	TRAVEL COACH COMPANY			No	12	
MINI04	MINIBUS		MINI	TRAVEL COACH COMPANY			No	12	

Find Display Colours

It is one of the most important part in Definitions sub – menu .Because you will define all your coaches and vehicles that you use in tariffs and coach operation for tours and transfers.

Detailed Info:

Using this screen you can enter all the details of specific vehicles (cars, mini- & midi-buses, coaches etc.) Also here you can enter information about fuel consumption.

This definition will probably be more important for tour operators who own their own coaches, and want to enter details of specific vehicles such as licence number and gasoline consumption.

BUS01 Coach Details

Code:

Group Code:

Model:

Colour:

Coach No:

Del Colour:

Category:

Coach Company: COACH TRAVEL COMPANY

Rental:

Fuel Type:

Fuel Consume: Liter/KM

Captain:

Owner:

Start of:

Leave off:

Number of Seats:

Description-1:

Description-2:

Buttons: New Save Delete Brkdwn/Keep Expense Exit

Rental :

It is for specifying whether this car is rental or it belongs to your company.

Fuel Consume:

This information can be used with the “**Fuel Prices**” definitions (entered later) to calculate how much it costs to run a given coach or vehicle and calculate profits in tours, for example.

Expenses:

Here you can maintain and enter a list of running expenses due to consumables such as parts or servicing. These costs will be used in reports of costs and expenses.

Brkdwn / Keep :

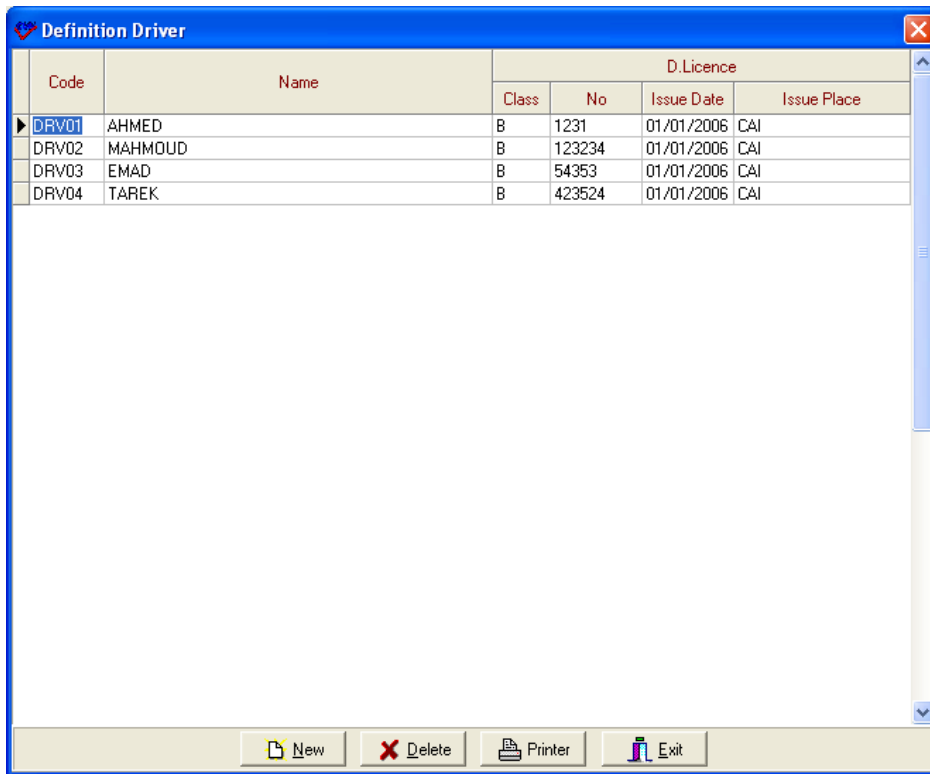
Here you can keep a log of vehicle problems and repairs to help you identify potential problems ahead.

This screen function is for text comments only, and any cost information should be entered in the “Expenses” menu.

Colour:

You can use user-defined colours for each coach so that you can recognise coaches easily in large lists.

Drivers



The screenshot shows a software window titled "Definition Driver" with a blue title bar and a close button. The window contains a table with the following data:

Code	Name	D. Licence			
		Class	No	Issue Date	Issue Place
DRV01	AHMED	B	1231	01/01/2006	CAI
DRV02	MAHMOUD	B	123234	01/01/2006	CAI
DRV03	EMAD	B	54353	01/01/2006	CAI
DRV04	TAREK	B	423524	01/01/2006	CAI

At the bottom of the window, there is a toolbar with four buttons: "New" (with a plus icon), "Delete" (with a red X icon), "Printer" (with a printer icon), and "Exit" (with a door icon).

Here you can enter details of your drivers who work for you and their driving qualifications. Once entered, these drivers can later be assigned to specific jobs, or coaches

Fuel Oil Prices



	Begin	End	Fuel Type	Price(Liter)	Curr
▶	///				

New Save Delete Exit

If you enter fuel consumption in coach table and when you enter the price of fuel–oil price here with dates , the system will calculate your fuel-oil cost .

Here dates are important because of cause fuel prices can vary over a season.

Transfer Expenses



The screenshot shows a software window titled "Transfer Coach Expense Definit." with a blue title bar and a close button. The main area contains a table with two columns: "Code" and "Name". The first row of the table has the value "PARK" in the "Code" column and "CAR PARK" in the "Name" column. Below the table is a toolbar with four buttons: "New" (with a document icon), "Save" (with a checkmark icon), "Delete" (with an 'X' icon), and "Exit" (with a door icon).

Code	Name
PARK	CAR PARK

This part is to define expenses made during transfers.

EXCURSIONS

Setting up the tours menu has to be carried out in the correct sequence. For instance you can't enter tour prices unless you have already defined which currencies you are using or what your services are. You need to have entered all the above definitions before you can start entering information about tours.

First Step is to define **'Extra Commissions'**



You should define the persons who are receiving commissions except guides. When you enter your tour reservations in tour reservation page you will see these commission rates in payment table.

Debit Tour Ticket:

Sejour Agency Automation SAN TRAVEL

Reservation Operation Tours Invoicing Hotels Definitions Online ReOrganisation Loading Resev. General Help Exit

Debit Tour Tickets

Guide	Name,Surname	Type	Operator	Ticket			Given by	Date	Sira
				Serial No	Begin No	End No			
REPE	MAHMUT	Tour ticket		A	1	100	SONGUL	30/10/2006	1

New Delete Find Ticket Printer Exit

Version: 10.9.3

SAN Computer and Trade Tourism,Imp.Exp.Ltd.Co Fener Mah. Fener Cad. No:29 ANTALYA Tel : (0.242) 324 63 67 (Pbx) Fax: (0.242) 324 64 41 Http:// www.sanbilgisayar.com e-mail: sejour@sanbilgisayar.com

Sejour Administrator 30 October 2006 Monday

There are two types of tickets (“tour tickets” and “service tickets”).

Here you should debit tour tickets to your guides who are selling tours to clients. When you enter your tour reservations in tour reservation page you have to write serial and ticket number before entering your tour reservation. If the “**Operator**” field is left blank, the tickets are valid for sales to clients of all tour operators.

Expense Codes

Code	Definition	Description	Historical Place
F00001	VALLEY OF KINGS		<input checked="" type="checkbox"/>
F00002	GIZA PYRAMIDS & SPHINX		<input checked="" type="checkbox"/>
F00003	EGYPTIAN MUSEUM		<input checked="" type="checkbox"/>
F00004	KARNAK TEMPLE		<input checked="" type="checkbox"/>
F00005	ABU SIMBLE		<input checked="" type="checkbox"/>
F00006	LUXOR TEMPLE		<input checked="" type="checkbox"/>
F00007	EDFU TEMPLE		<input checked="" type="checkbox"/>
F00008	CITADEL		<input checked="" type="checkbox"/>
F00009	PHILAE TEMPLE		<input checked="" type="checkbox"/>
F00010	SAKKARA		<input checked="" type="checkbox"/>
F00011	MEMPHIS		<input checked="" type="checkbox"/>
F00012	MUMMIES' ROOM		<input checked="" type="checkbox"/>
F00013	KHEPHREN PYRAMID		<input checked="" type="checkbox"/>
F00014	HATSCHEPSUT TEMPLE		<input checked="" type="checkbox"/>
F00015	CHEOPS PYRAMID		<input checked="" type="checkbox"/>
F00016	MEKRINUS		<input checked="" type="checkbox"/>
F00017	NEW TOMBS SAKKARA		<input checked="" type="checkbox"/>
F00018	RED PYRAMID - DAHSHUR		<input checked="" type="checkbox"/>
F00019	ABU SIER		<input checked="" type="checkbox"/>
F00020	BAHARYIA OASIS		<input checked="" type="checkbox"/>
F00021	MATARIA OBELISK		<input checked="" type="checkbox"/>
F00022	TEL BASTA		<input checked="" type="checkbox"/>
F00023	ANFUSHI TOMBS		<input checked="" type="checkbox"/>
F00024	POMPY PILLAR		<input checked="" type="checkbox"/>
F00025	CATA COMB		<input checked="" type="checkbox"/>
F00026	UNFINISHED OBELISK		<input checked="" type="checkbox"/>
F00027	KOM OMBO TEMPLE		<input checked="" type="checkbox"/>
F00028	ROMAN THEATER		<input checked="" type="checkbox"/>
F00029	MOUSTAFA KAMEL TOMB		<input checked="" type="checkbox"/>

These are usually fixed expenses that have to be given to the guide in advance for generally entrance fees of historical places etc.

After entering short code and full name of the expense you should enter its' price. When you select a row and click on the **"Price Table"** you will see a table like the one below where you can enter your prices.

Validity Date		Price Type	Cur.	Adult / Fixed Price	Child			Infant			Description
Begin	End				Age 1	Age 2	Price	Age 1	Age 2	Price	
01/04/06	31/10/06	PF	EGP	55,00	6	11	30,00	0	5		
01/11/06	31/10/07	PP	EGP	70,00	6	11	35,00	0	5		

Price Type dropdown menu options:
 Fix Price
 Free

Buttons: New, Save, Delete, Printer, Exit

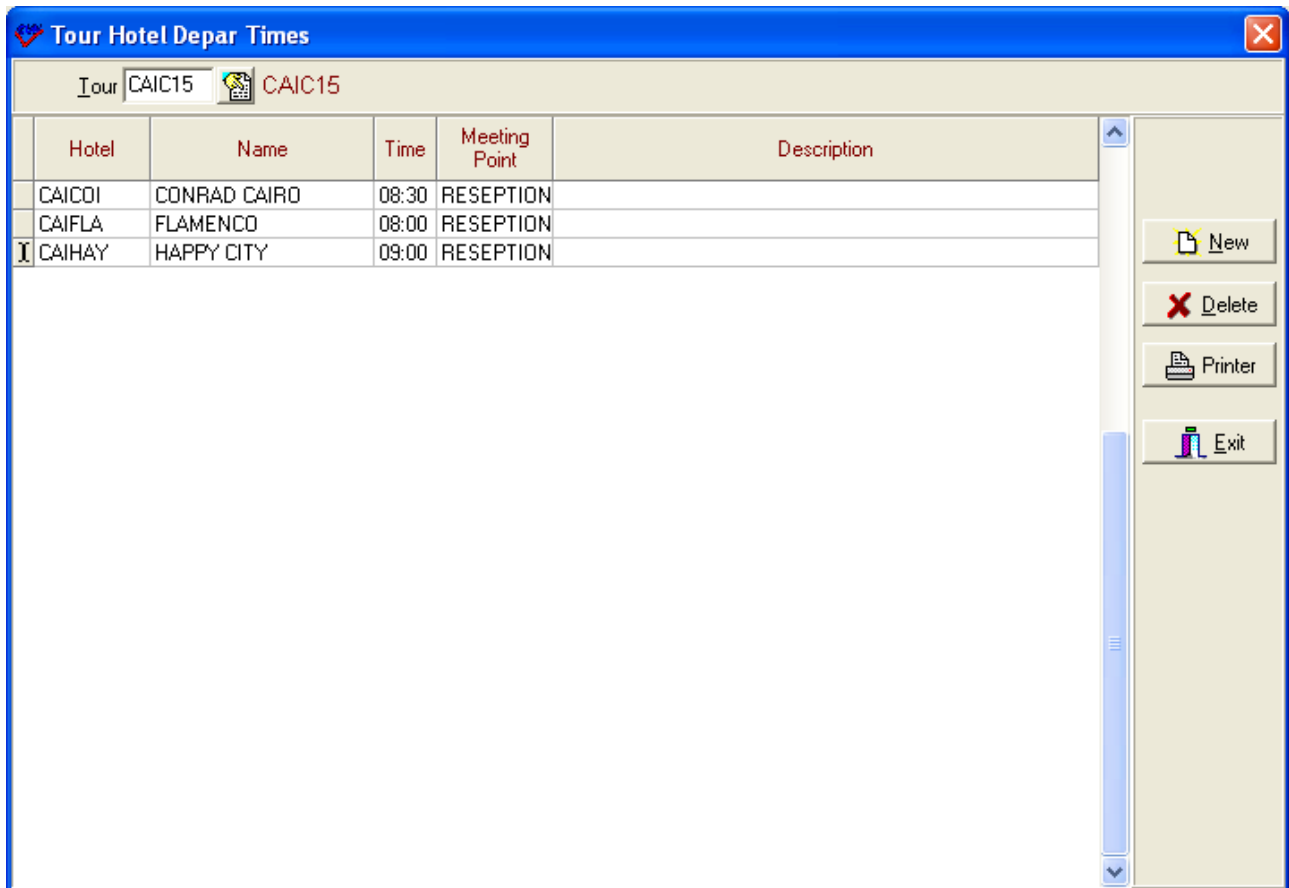
Here you should notice that there are different price types for fixed price expenses, such as car parking, and per person prices such as meals.

You must select a currency from a list, or enter the code directly.

The infant price is blank, which means free in Sejour.

Like all these table entry menus, you can save the data using the “**Save**” button, or by starting a new line.

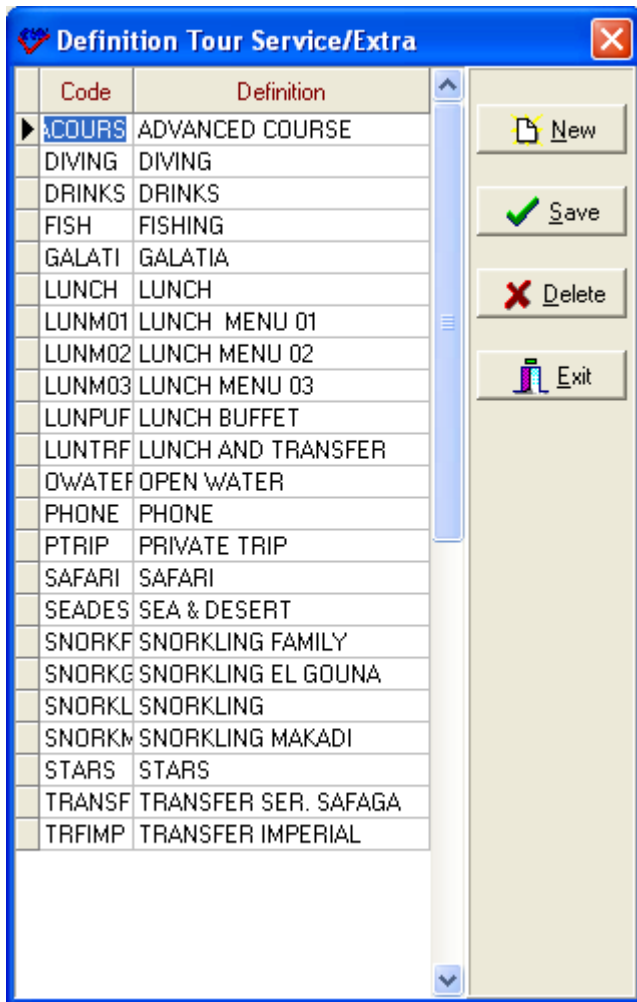
Departure Times of Excursions



Here you can define the time that clients will be picked up from hotels .First of all you should select the tour and write the time and meeting point where clients will be picked up. These departure times will automatically be entered onto the card when you make a tour reservation.

The times will be used for the coach duty list, the guide duty list, and on any vouchers, information lists that you can post on hotel notice boards etc.

Tour Service / Extras



You can enter any services or optional extras associated with a tour, such as lunch , drink etc, here because they will be used entering suppliers prices. You can always add more later if necessary.

TOUR SUPPLIERS:

Code	Name	Contact	Address	City	Tel	Fax
ALAAF	ALAA FATHEY					
ASWTRA	ASWAN BRANCH		CORENICH EL NIL STR.	ASWAN		
CAITRA	CAIRO BRANCH		112,26 JULY STREET	ZAMALEK / CAIRO		
EKRAM	EKRAM					
FROGMA	FROGMAN					
HRGTRA	HURGHADA BRANCH		VILLA 11015 TOURISTIC CEN	HURGHADA	065/ 442231	
IMPER1	IMPERIAL RESTAURANT					
LXRTRA	LUXOR BRANCH					
MOUNIR	MOUNIR					
MRSTRA	MRSA ALAM BRANCH					
PEACE	PEACE RESTAURANT					
RSFLOA	RED SEA FLOATING					
SSHTRA	SHARM BRANCH					
TIGER	TIGER MARINE					
TRAAVI	AVIATION					
XSUP	X SUPPLIER					

Find

You can define your suppliers and their services with prices who you work with .The information that are entered here will provide you to see the costs of tours on **‘Expenses’** page in Tour Reservation page.

First of all you should define your supplier using **‘New’** button and to be able to define the prices you should use **‘Service and Price’** button.

Supplier Service and Price Table - ALAA FATHEY

Buying Prices				Selling Prices											
Validity Date		Service		Operator	Price Category	Price Type	Curr.	Adult / Fixed Price	Child			Infant			D
Begin	End	Code	Definition						Age 1	Age 2	Price	Age 1	Age 2	Price	
01/04/06	31/10/06	DRINKS	DRINKS			PP	EGP	25,00	6	11	12,00	0	5		
01/04/06	31/10/06	FISH	FISHING			PP	EGP	28,00	6	11	14,00	0	5		
01/04/06	31/10/06	PTrip	PRIVATE TRIP			PP	EGP	98,00	6	11	49,00	0	5		
01/04/06	31/10/06	SNORKF	SNORKLING FAMILY			PP	USD	27,00	6	11	13,00	0	5		
01/04/06	31/10/06	SNORKL	SNORKLING			PP	USD	25,00	6	11	12,00	0	5		
* 01/04/06	31/10/06	ACOURS	ADVANCED COURSE			PP									

Price Type dropdown menu options: PP, Fix Price, Free

Buttons: New, Save, Delete, Printer, Exit

After entering begin and end date when the price is valid , you should select the service by short cut key F2 .If this price will be valid for all tour operators you should leave the operator blank and second point you should notice that is price type. You specify whether service price is per person such as meal or fix price such as car park. You can also enter your selling price in ‘**Selling Prices**’ part .Repeat this for all of your suppliers, if you want accurate tour profit performance information, and if you want to check your suppliers’ invoices against services provided.

TOUR AND PRICES :

Code	Tour Name	Tour Period	Tour Category	Price Category	Repea Time	Description
CAIRO	FULL DAY CAIRO	1 Day	HISTORICAL		3	GIZA PIRAMIDS/SPHINX/CAIRO MUSEUM
CAMEL	CAMEL RIDING AT GIZA PYRA	1 Day				CAMEL RIDING AT GIZA PYRAMIDE
KARNAK	FULL DAY LUXOR	1 Day	HISTORICAL		1	KARNAK/KINGS-QUEENS VALLEY/HATSHEPSUT
KOM/ED	KOM OMBO / EDFU	1 Day	HISTORICAL		2	KOM OMBO/ EDFU , ASWAN
LUNCH	LUNCH PACKAGES	1 Day	TUR PAKETI			
LUXOR	LUXOR/ DENDERAH TEMPLE	1 Day	HISTORICAL			LUXOR/ DENDERAH TEMPLE
SOUND	SOUND AND LIGHT AT PYRA	1 Day	CLASSIC			SOUND AND LIGHT AT PYRAMIDE

Cumulative Tour Date Open

This part is used to define your tour codes and tours .When you define them once , you use them while you are entering tour tariffs and tour reservations.

To be able to set up a tour you should use ‘New’ button as usual in Sejour. When you create a new tour, or edit one using the “**Change**” button, the same buttons are available from that screen, to allow fast entry of information, although it can seem confusing at first.

The **Code** “ASWA03 ” is a short code you can enter to allow fast entry of reservations.

You can write the full name of the tour will be used on request forms , invoices and tour reports in Description part .

“**Tour category**” can be left blank, or you can enter a category name. As you enter categories, they will be added to the list of categories, which can be letter selected from a drop-down list.

The “**Exchange Acc. Code**” is actually the number of days for which the tour takes place. Later in this manual we will show you how to set up a tour itinerary.

The “**Day Factor**” is used for parts of a day, and you should select the box if you need to use these part days in tour packet incomes.

“**Hotel Order**” is used to determine the order of collection of clients when requesting coaches.

The “**Road Average**” is the average distance in km that the coach will travel during the tour. If you have entered coach fuel consumption in km/litre, you can calculate the approximate contribution to the cost of the tour due to fuel/diesel.

Bank and currency exchange details can be entered here.

Children’s ages entered here are important for **reports** and PAX information, and should be entered here. Later, you will see that you can enter different ages for children’s **prices** in another, separate price table.

Press “**Save**”, and you can enter tour prices, tour extra prices, etc. in the sequence shown below.

Commissions:

Who's taking commission from tour sales - ASWA03													
Code	Definition	Validity Date		Region	Hotel	Operator	Commiss					Not Valid	Description
		Begin	End				Proport	Fix					
							%	Adult	Child	Infant	Curr		
▶ GEN	GENERAL MANAGER	01/05/06	31/10/06				%5					<input type="checkbox"/>	

If there is someone who is receiving commission from this tour except the guide who sells this tour you should define it here.

Supplier		Service/Cash Expense		Region	Price Type	Fixed Price		Description
Code	Name	Code	Definition			Curr.	Amount	
▶ IMPERT	IMPERIAL RESTAURANT	LUNCH	LUNCH		PP			
		F00001	VALLEY OF KINGS		PP			

*** If you have fixed price for the Services, you define. If you leave blank, prices will be calculated from price table.

New Save Delete Exit

You should enter fixed expenses in this tour here .You should select the code by shortcut key F2 and the code will come from ‘Suppliers’ menu that you entered before and the second point is to select the price type. Since you enter price of this service in ‘Suppliers’ menu, you don’t need to enter it again unless the price changes for this tour.

If the service does not have a supplier such as entrance fee for a historical place you don’t need to select the supplier and you can select the service by shortcut key F2 and this code will come from ‘Tour Cash Expense Menu ‘.

Tour Extra Price

Validity Date		Tour Extra		Operator	Region	Hotel	Category	Curr.	Adult Price	Child			Infant			Supplier	
Begin	End	Code	Definition							Age1	Age2	%	Price	Age1	Age2		%
31/05/06	31/10/06	DRINKS	DRINKS					EGP	10,00	7	12		5,00	0	6		ALAAF

If in this tour there is something excluded and optional for clients you should enter its' prices here .When you enter tour reservation from tour reservation page if a client demands this extra in this tour you should specify it there.

Tour Prices: If you prepare tour prices according to pax number interval and you enter tour tariffs in tour operators' part you do not need to enter tour price in this part. If there is not tour tariffs , the system takes tour prices from this part.

Tour Package Template :

Tour Packet Template		Tour Packet Template Detail		
Code	Definition	Day	Tour	Region
CRZ04	CRUISE 4 NGHT	1	LXRL05	LXR
CRZH03	CRUISE HANDLING 03 NIGHTS	2	LXRL06	LXR
CRZH04	CRUISE HANDLING 04 NIGHTS	3	LXRL07	LXR
CRZH07	CRUISE HANDLING 07 NIGHTS	4	ASWA08	ASW

To be able to define tour packets for **crui**ses you should use ‘**Tour Packet Template**’ button in Excursions page.

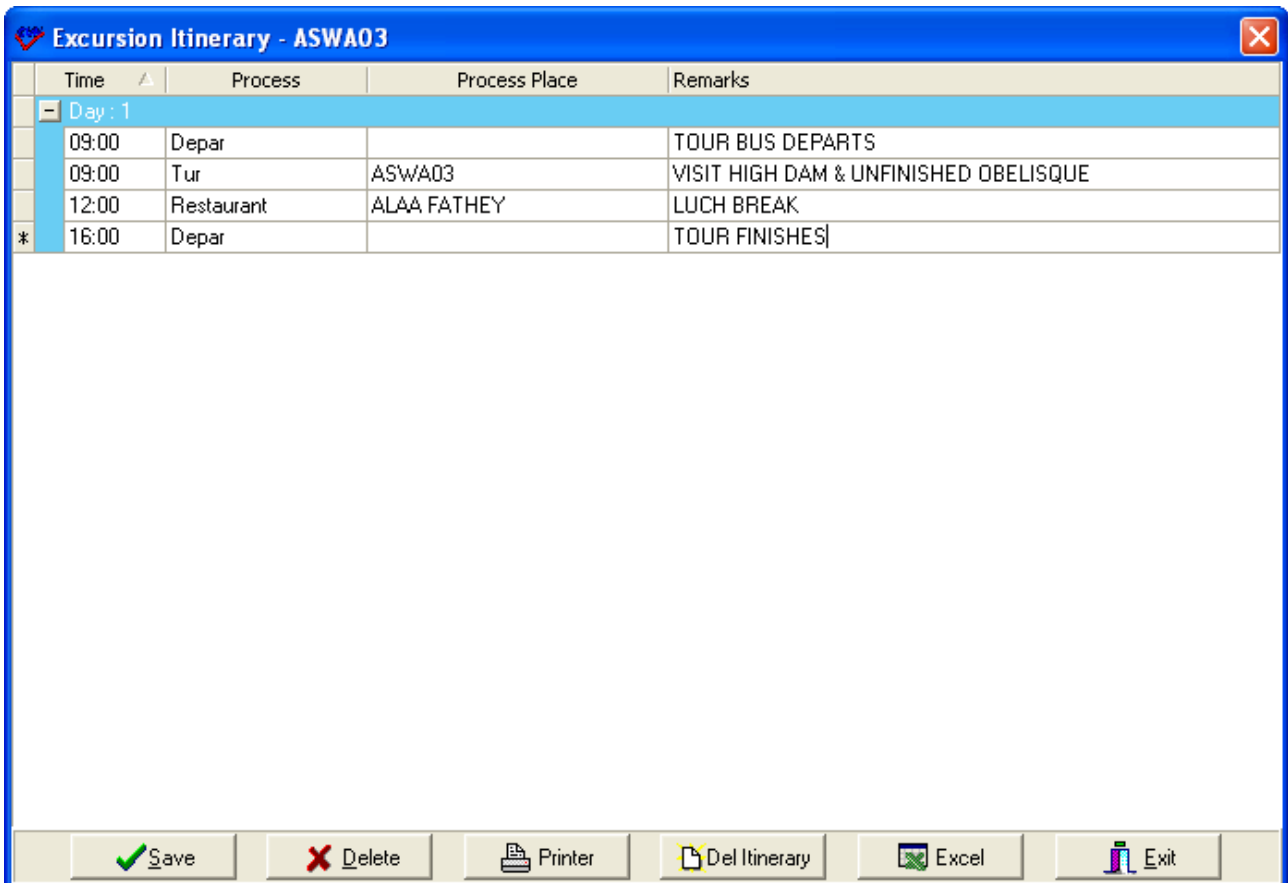
After creating a code for your packet you should write its’ definition and in the next table you should add tour itinerary consisting of tour day, tour codes which are included in the packet and region where the tour takes place.

Included In Groups



When you form an excursion group in **'Groups'** Sub-Menu (will be mentioned in Groups Menu) in order to group tours together and use it in reports and if this tour is included in this group you can see it in 'Included in Group' Table.

Tour Itinerary



	Time ▲	Process	Process Place	Remarks
-	Day : 1			
	09:00	Depar		TOUR BUS DEPARTS
	09:00	Tur	ASWA03	VISIT HIGH DAM & UNFINISHED OBELISQUE
	12:00	Restaurant	ALAA FATHEY	LUCH BREAK
*	16:00	Depar		TOUR FINISHES

Itineraries are built up using times, selecting processes (or itinerary stage) from a dropdown list (eg info, hotel, departure, etc.)

When you select a specific process, the process place drop down list will automatically update the choices offered. For example, when you select a “hotel” process, the process place will present a list of hotels in the system for you to choose from.

You can enter new itinerary stages using the “↓” or downward cursor, or you can add new stages by using the “**Insert**” button on your keyboard.

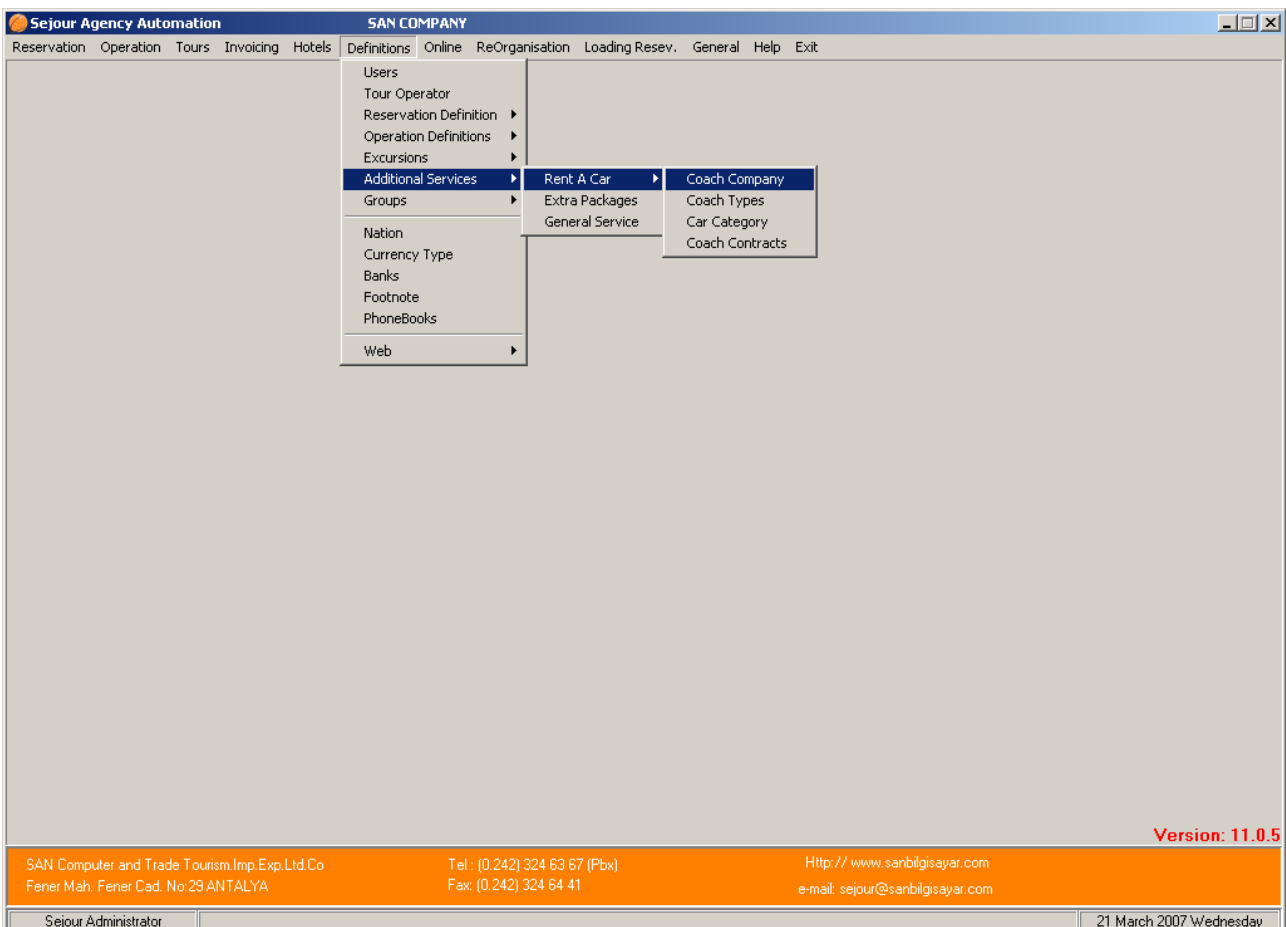
NB. There are two buttons for deleting entries. “**Delete**” removes a single line from the itinerary, and “**Del Itinerary**” deletes the whole table!

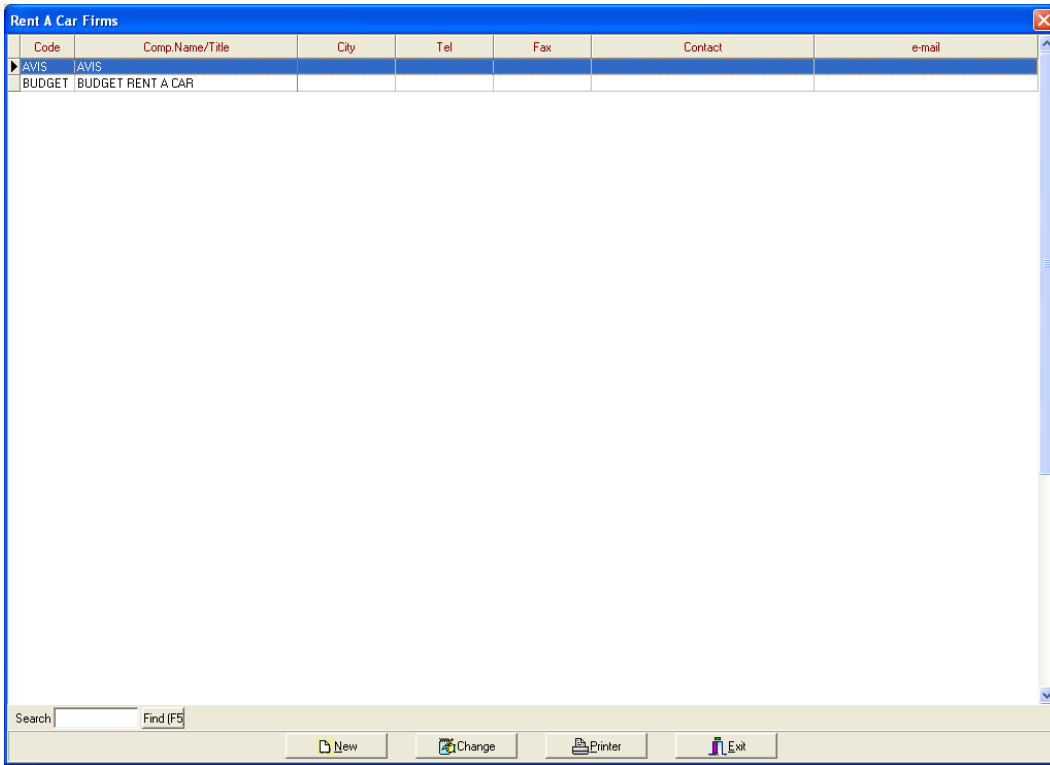
Printer : Generates a screen display or a hard copy of the tours in your system. If you select the screen display option, you will later be able to save the list as an MS Word file, or an Adobe PDF document.

Additional Services

If you wish to use this ability, there are three important tables that have to be defined in the Sejour “**Definitions**” Menu.

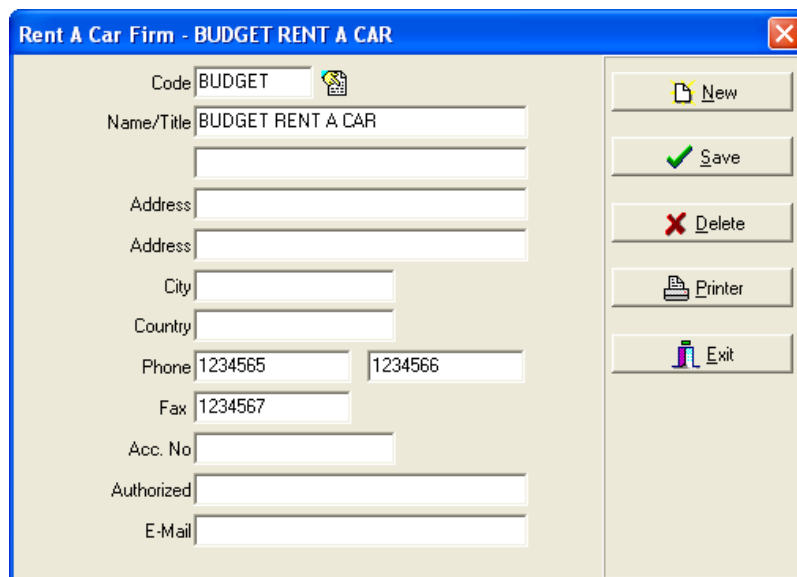
Rent A Car /Coach Company





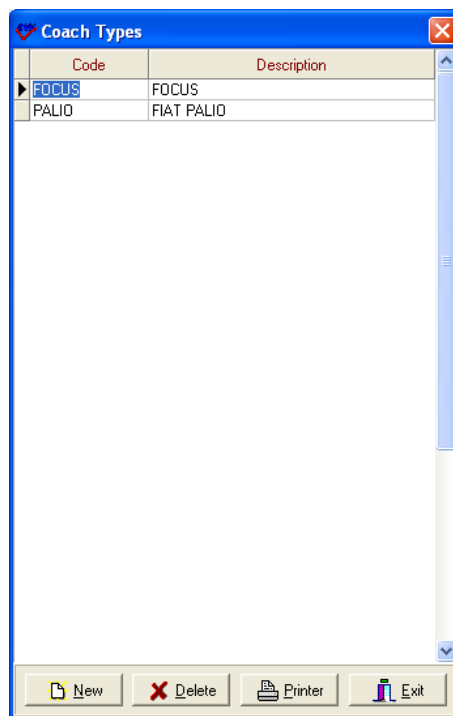
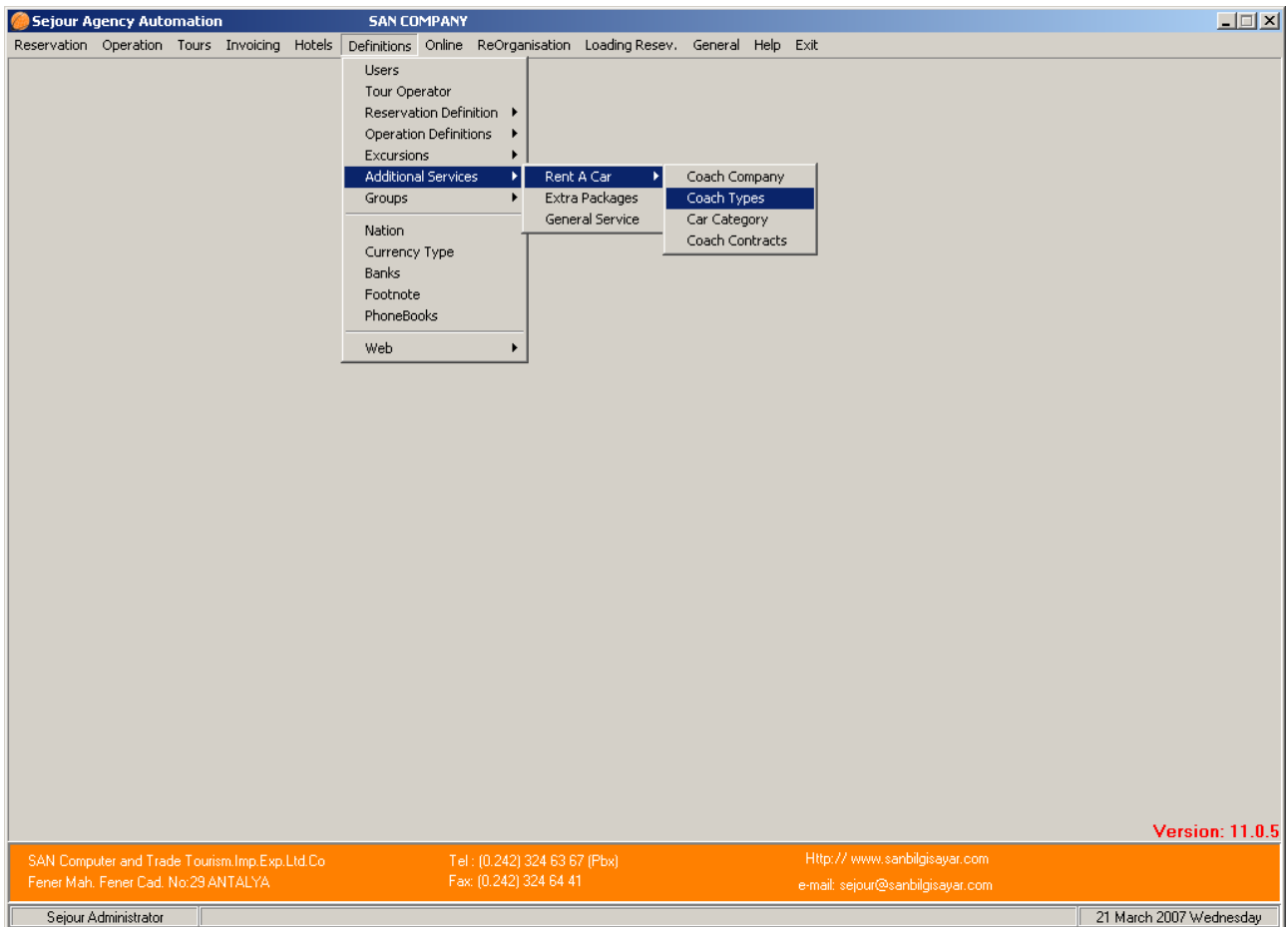
Here you should enter details of the car rental firms you are working with. To be able to define it you should use it ‘ **New** ’ button.

Details can be changed/ entered with the “**New**” and “**Changed**” buttons, respectively:



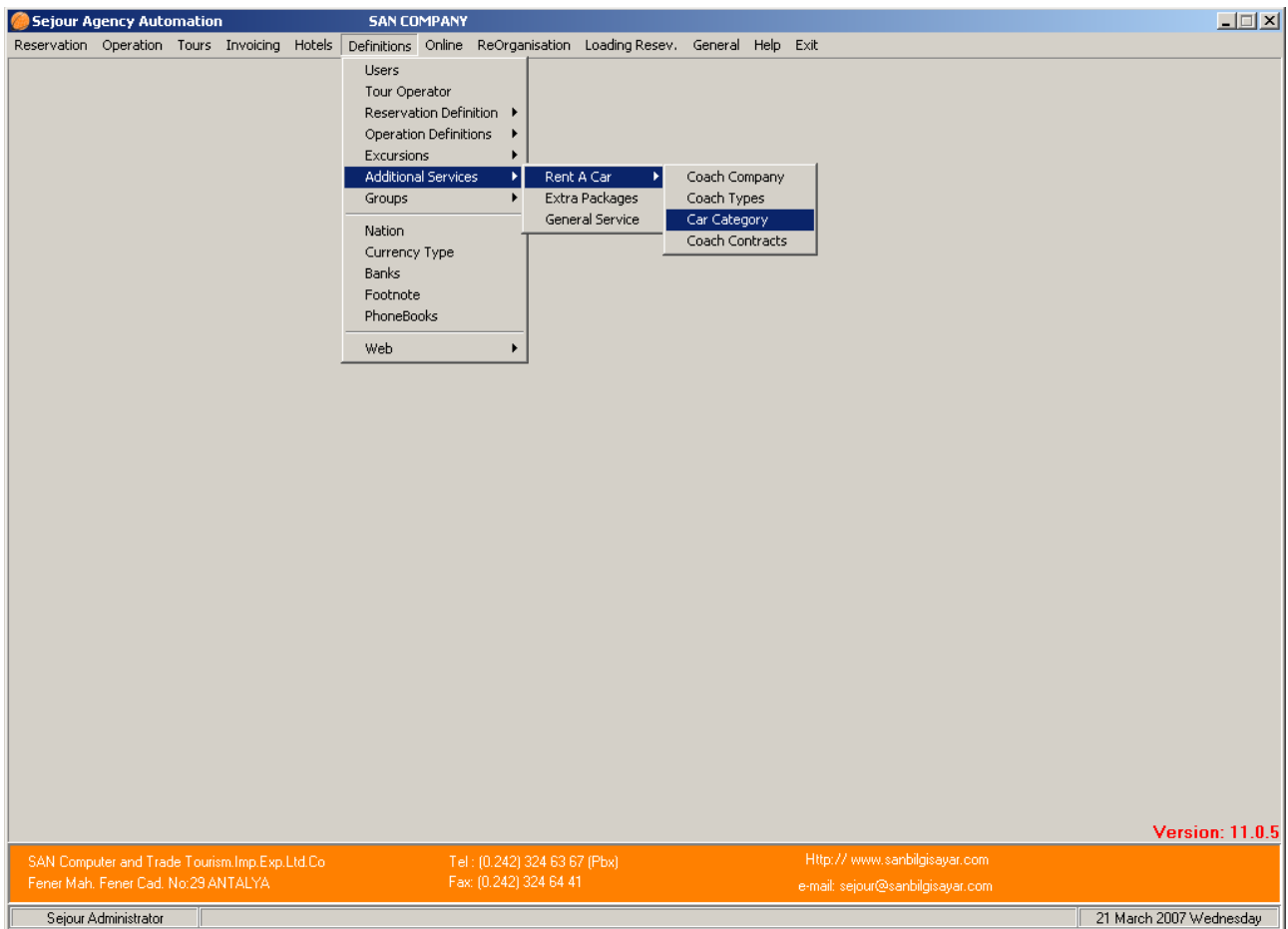
Here there is extra information that is not seen on the summary screen above. To see all this information on one screen (or printout) use the “**PRINT**” button.

Rent A Car / Coach Types



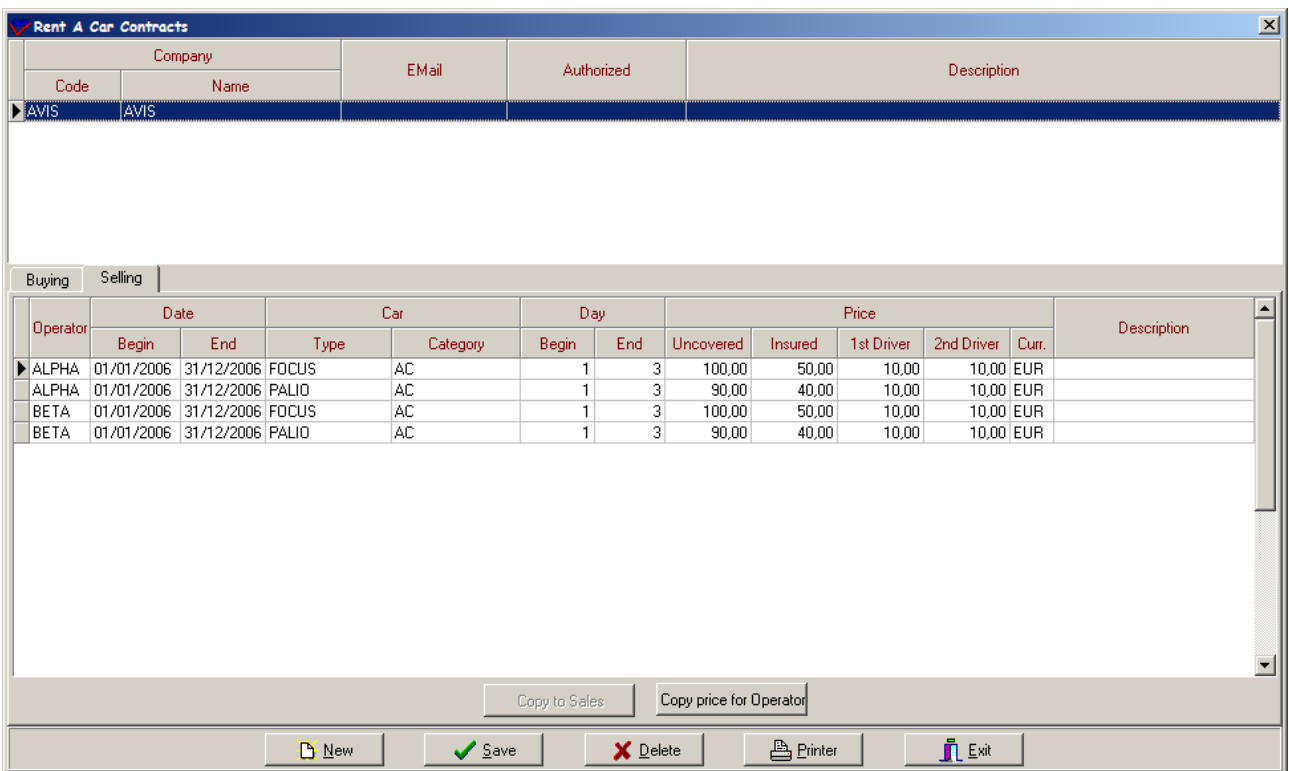
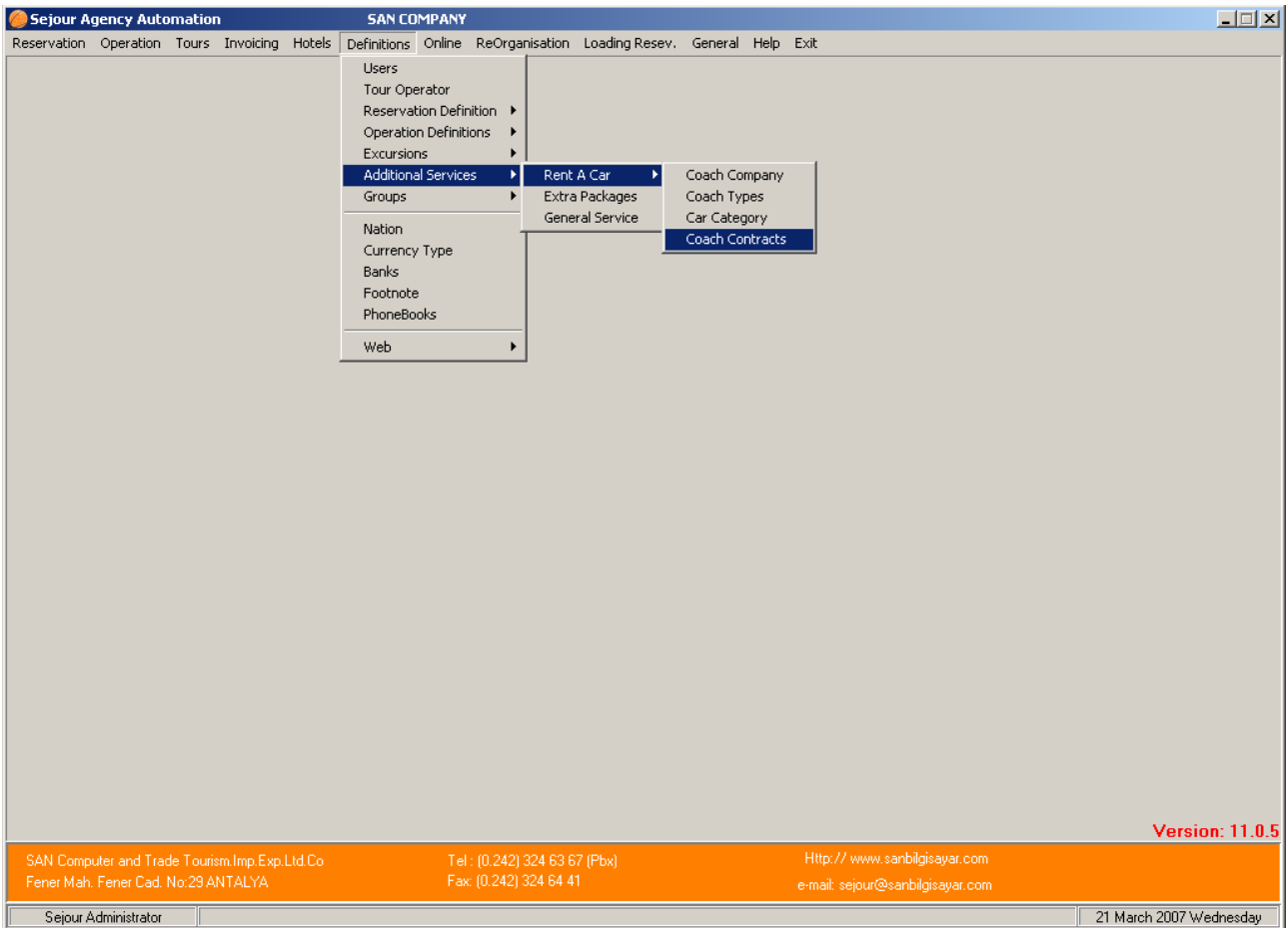
Here you can enter all of the vehicles available for hire from you car rental partners.

Rent A Car / Car Category



You can write here the feature of cars you rent.

Rent A Car Contracts



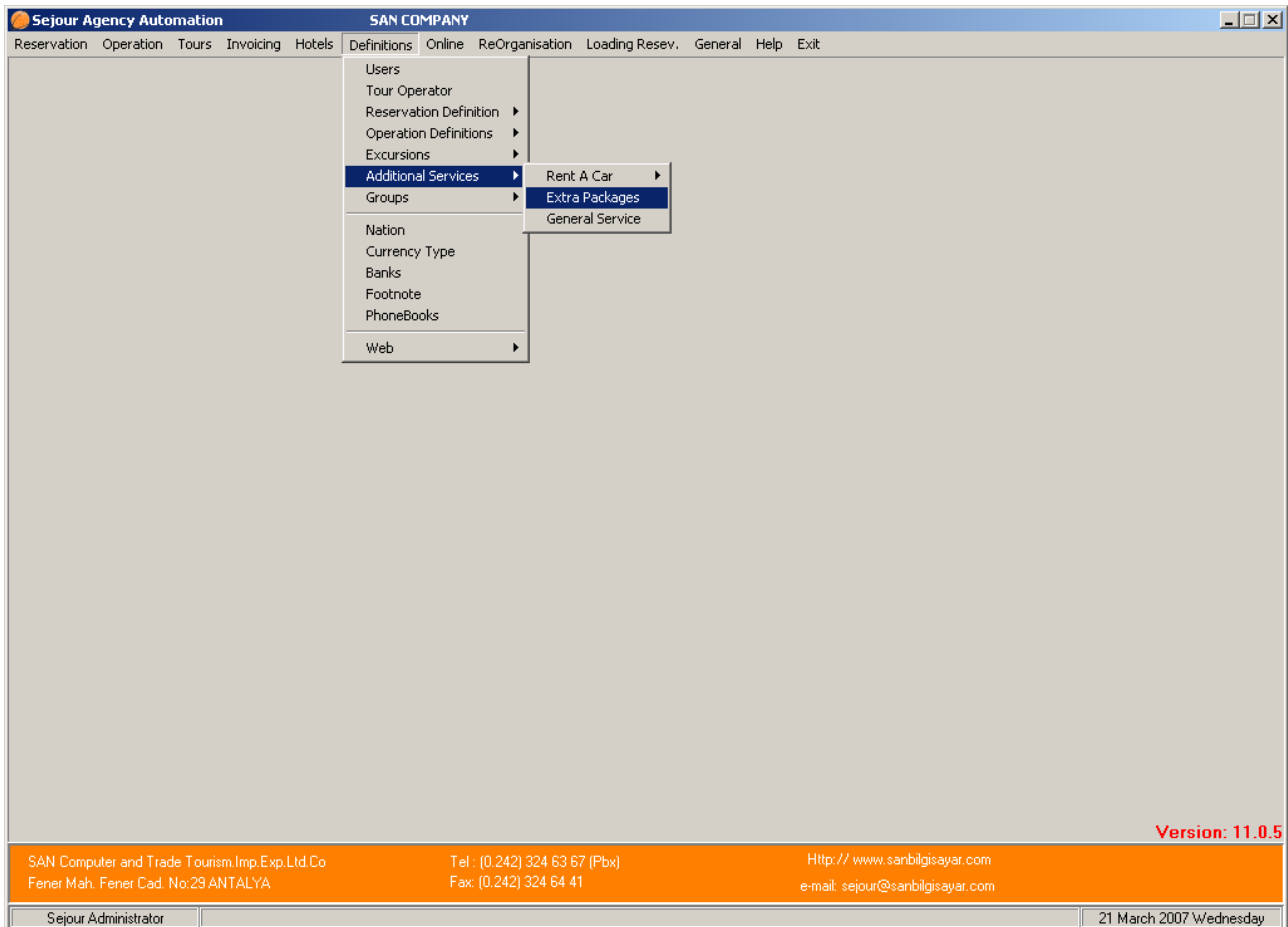
You should enter prices that you buy from Coach Company and sell to your operators. When you select the company above the price part and enter the prices. Entering prices you should especially notice to dates because they are contract validity dates then you should select the car type that you

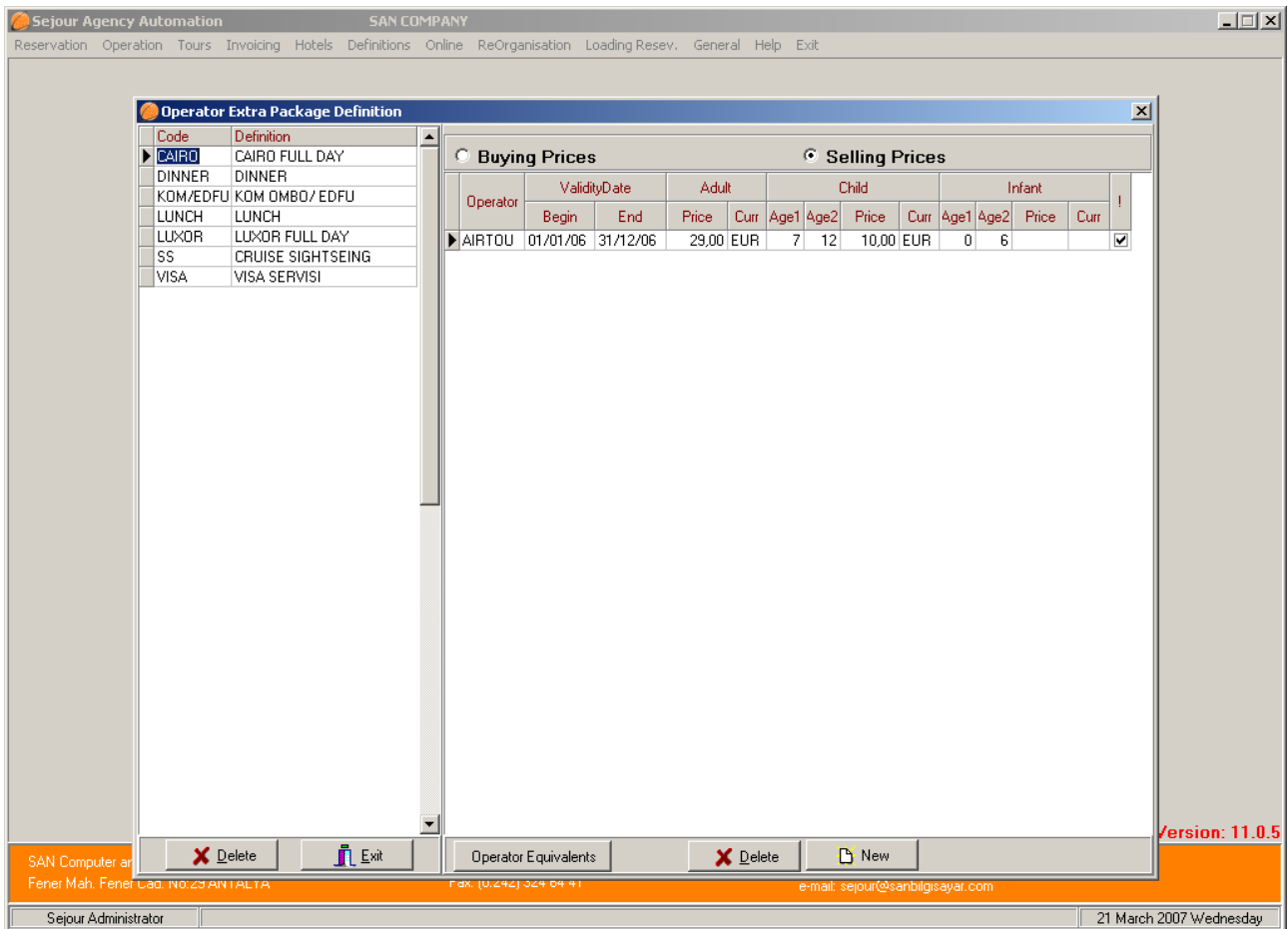
define before. 'Day' means that how many days clients use the car. In the example above if clients use the car between 1 and 3 days its' cost will be 100 Euro , if the clients demand insurance they have to pay 50 Euro more and if they wish one driver they have to pay 10 Euro more and if they wish the second one they have to pay 10 Euro more.

Copy To Sales button is used for copying buying prices to selling part so when you enter buying prices when you use 'Copy' button you will not have to enter same information to selling price part.

Furthermore you can copy these prices to another tour operator using '**Copy Price For Operator**' button.

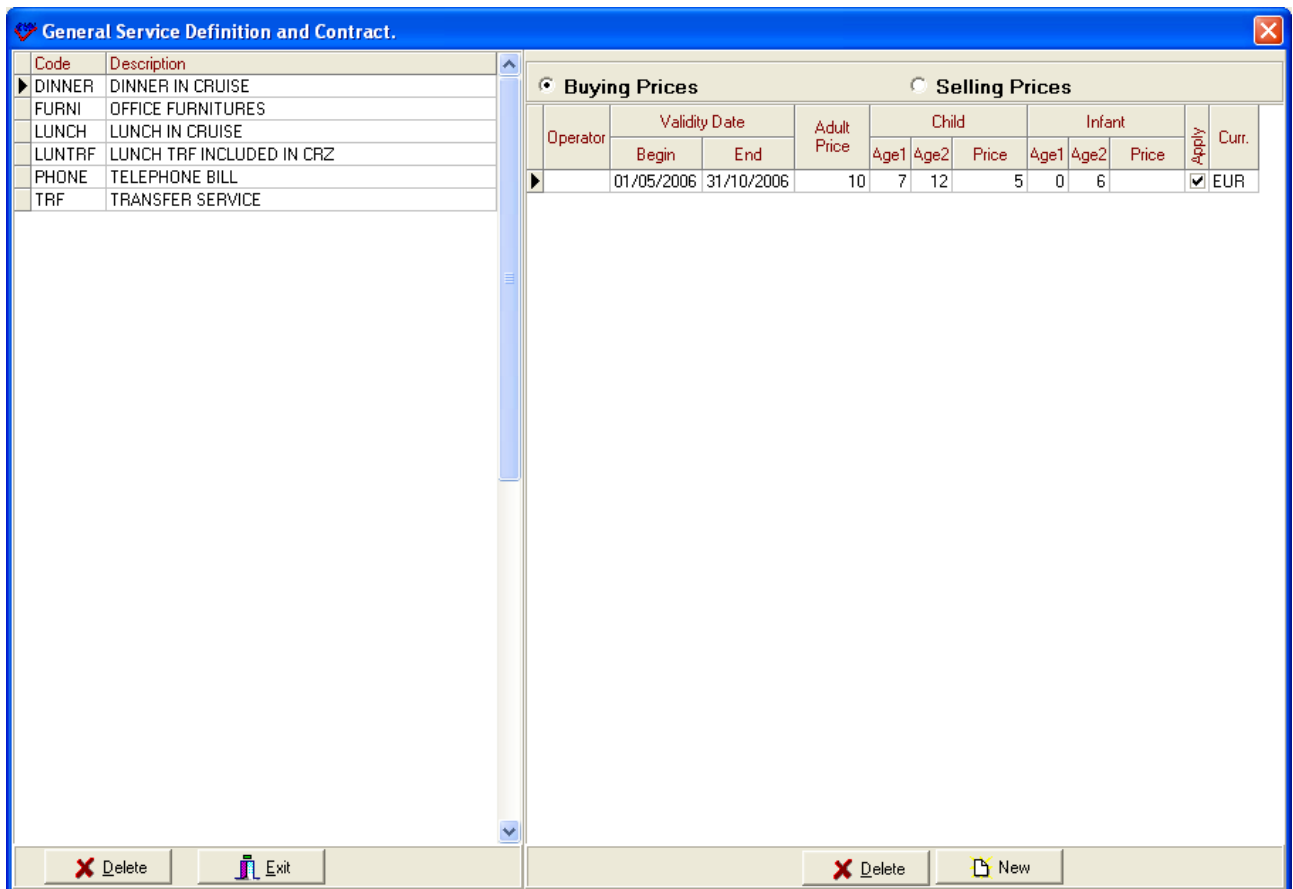
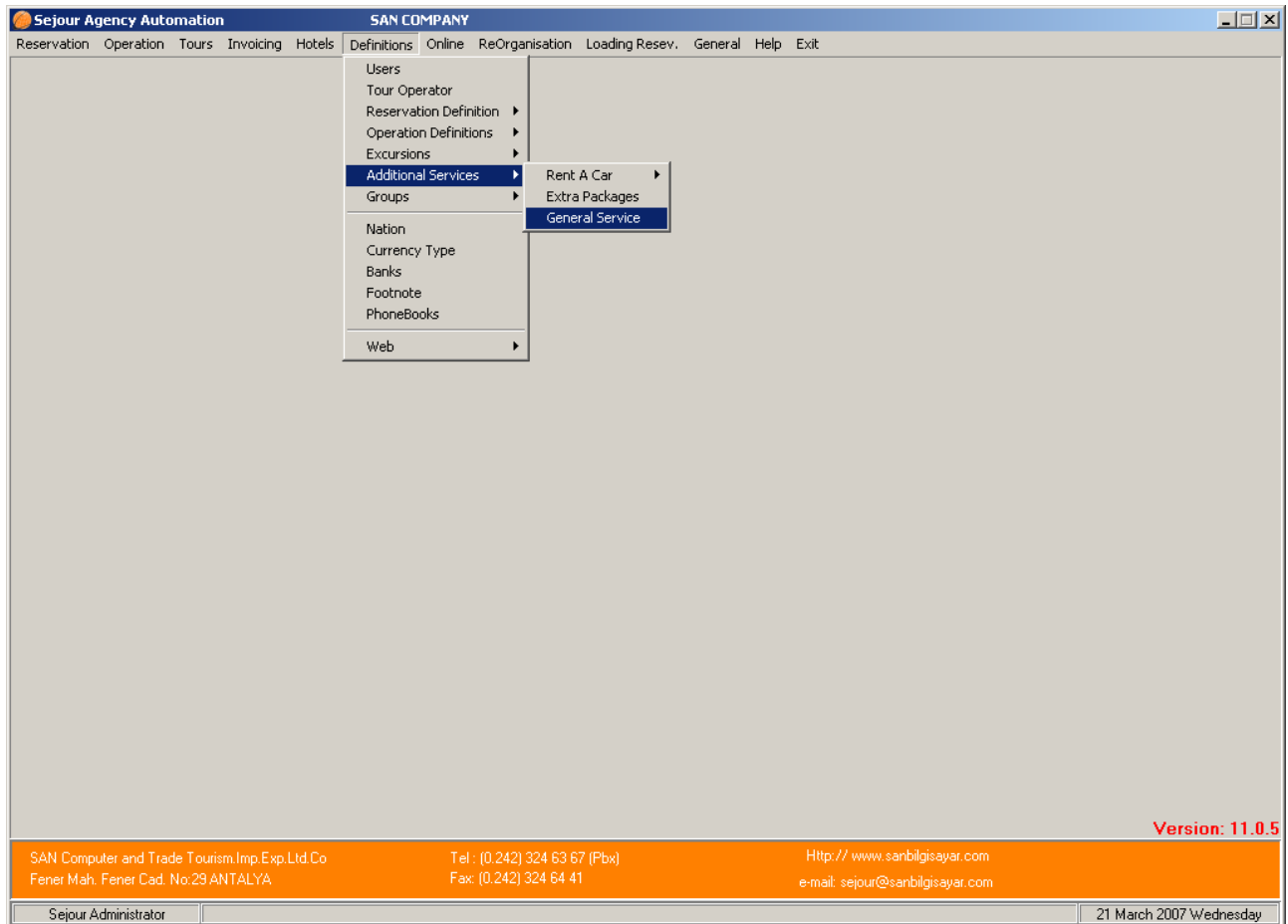
EXTRA PACKAGE SERVICE





If you have tour packages those are not included in package price, you should define them in this table with their prices.

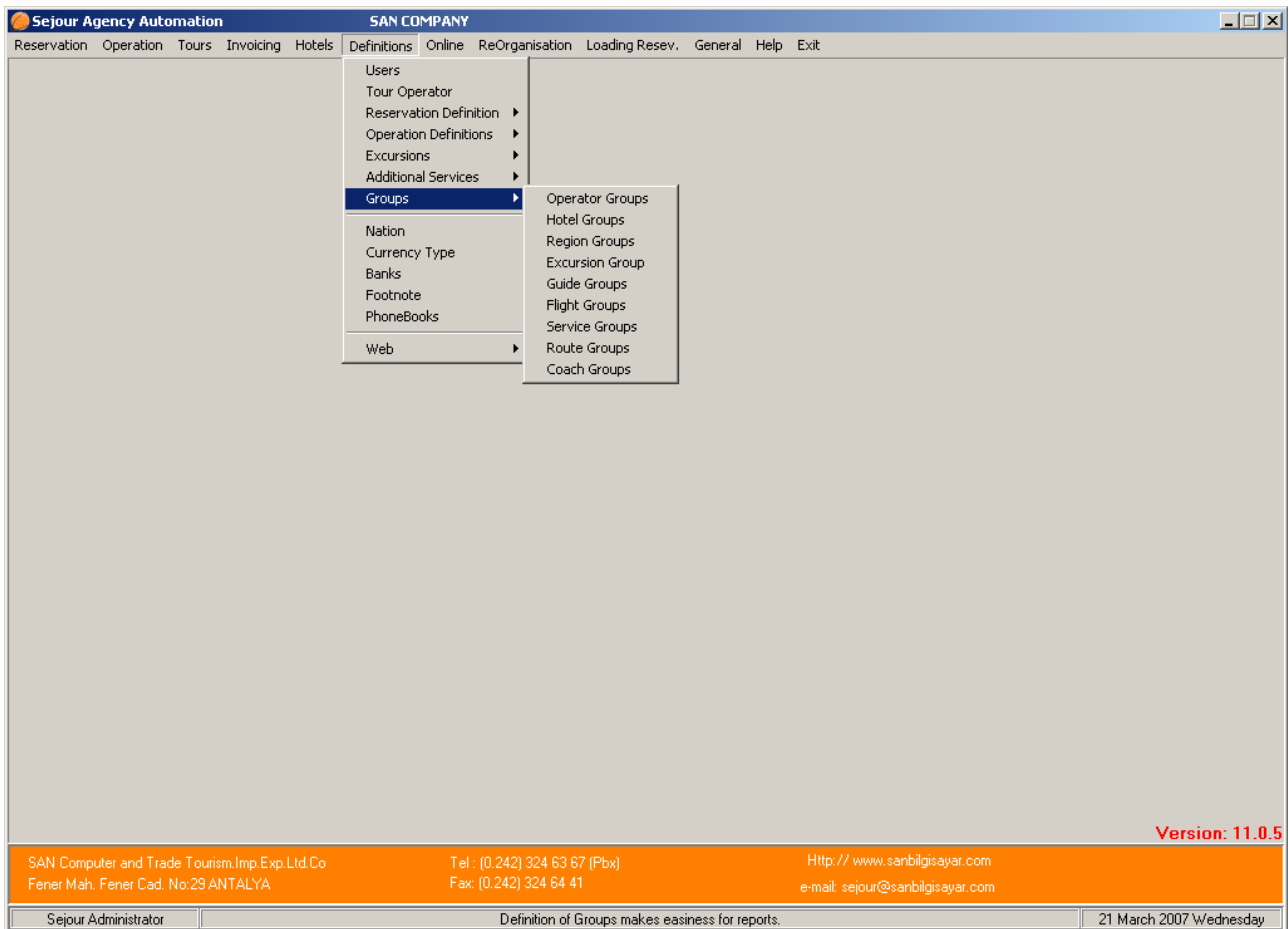
WELCOME SERVICE/GENERAL SERVICE



Before entering general services in additional services in hotel reservation page you should define this service here primarily because the codes of services will come to reservation page from this

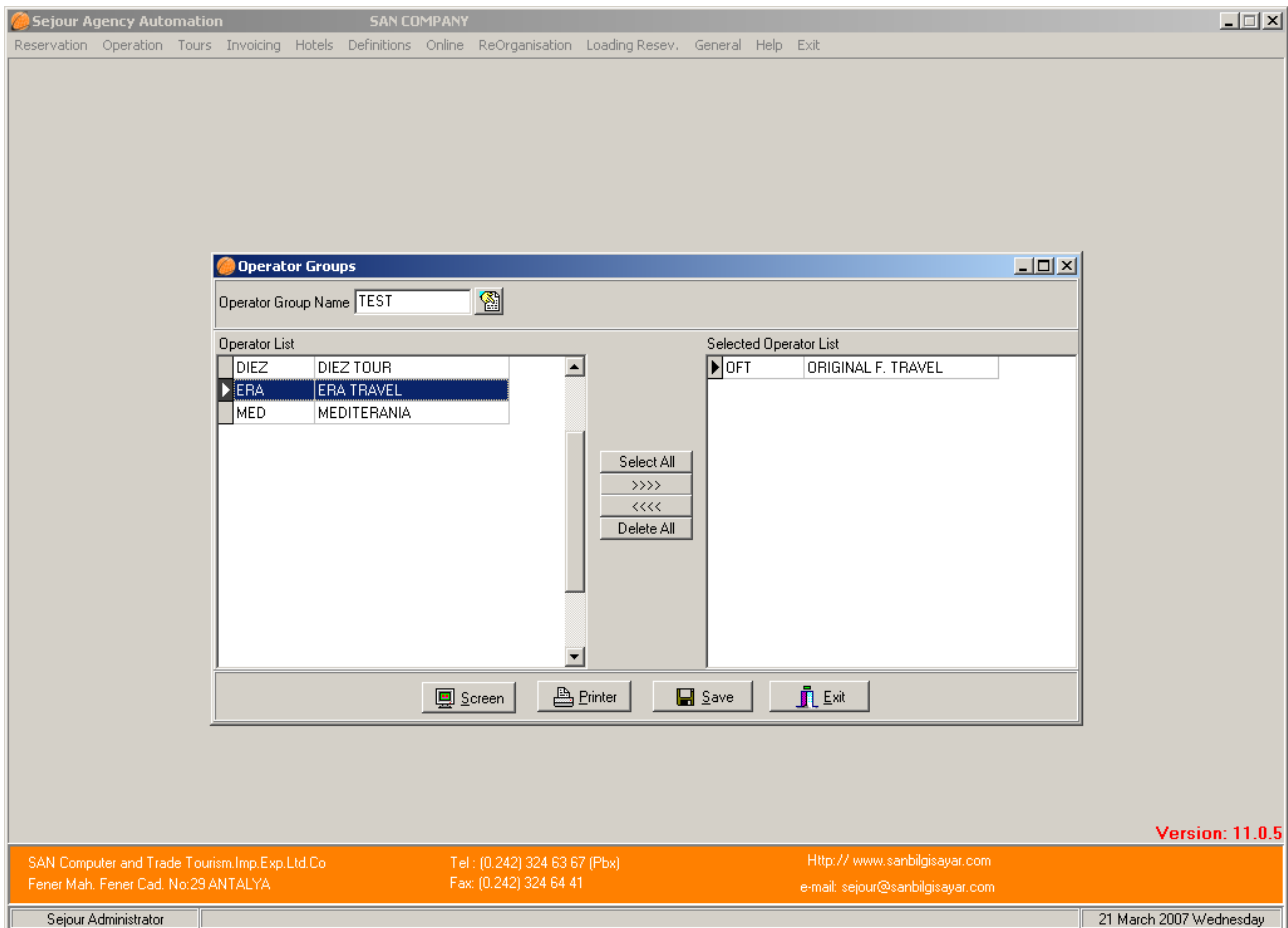
table. When you enter services here, you should define same services in ‘Supplier Menu’ with its price. When you enter the service in reservation page and calculate it the system will take prices from ‘Suppliers’ menu.

GROUPS



This menu is used for grouping data together such as Operator Groups , Hotel Groups, Region Groups etc. so you can handle or process similar tours, operators or flights as a single unit.

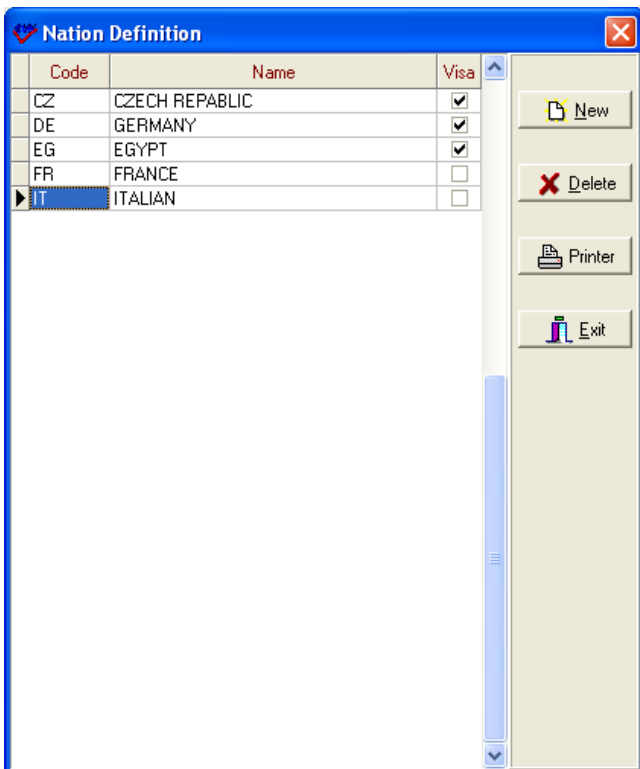
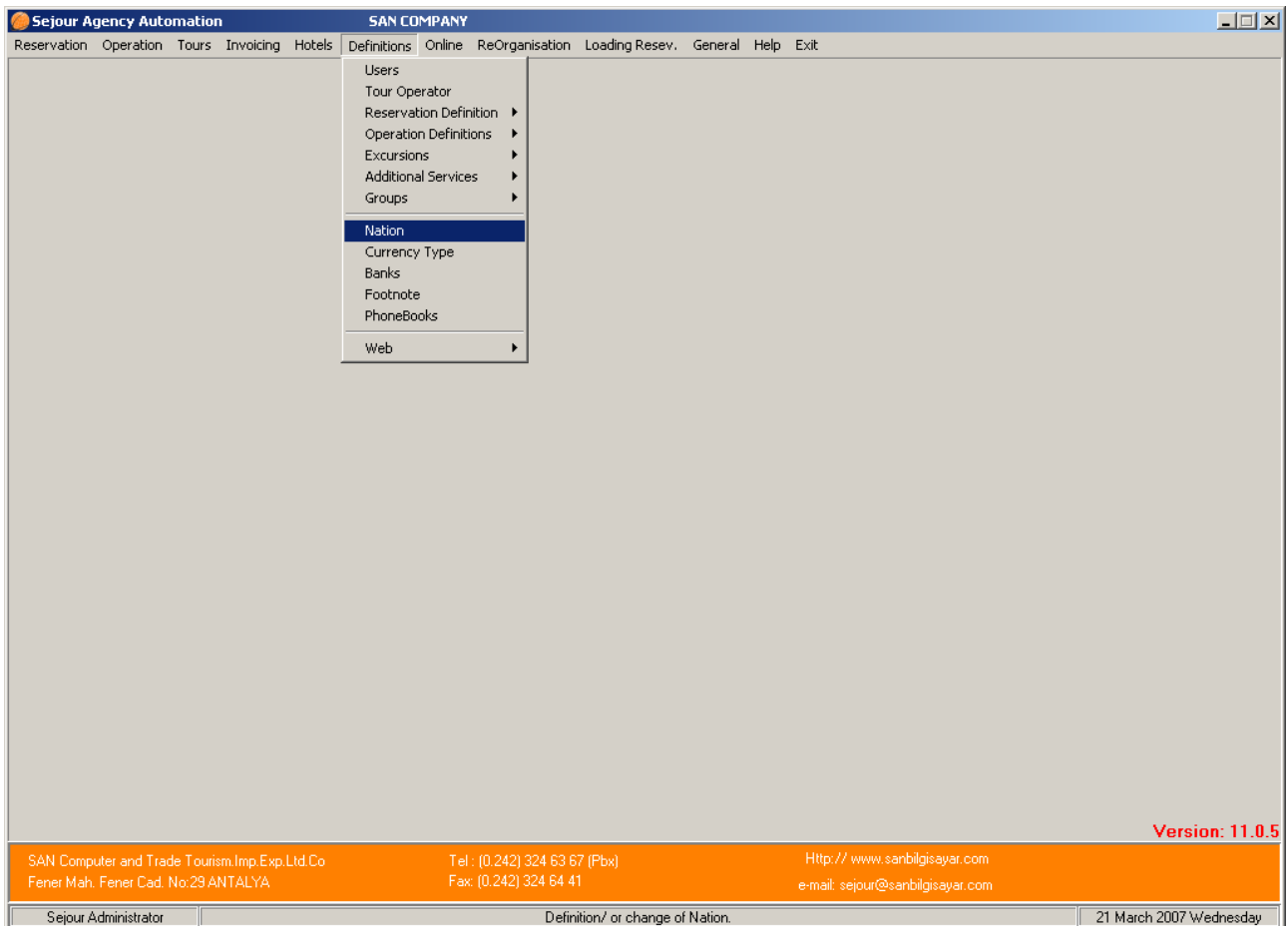
To be able to form a group you should do the followings;



From Groups Menu you should select the group you will form, when the table above (in this example Operator Groups is chosen) comes to the screen , you should give a name to the group you form. As you see in the example we gave name as ‘ Europe ‘ for operator groups as soon as pressed ‘Enter’ button the system asks a question. If say ‘Yes ‘the system will let you to form the group. And you start to select European tour operators by using shortcut key F2 as you see in the example below.

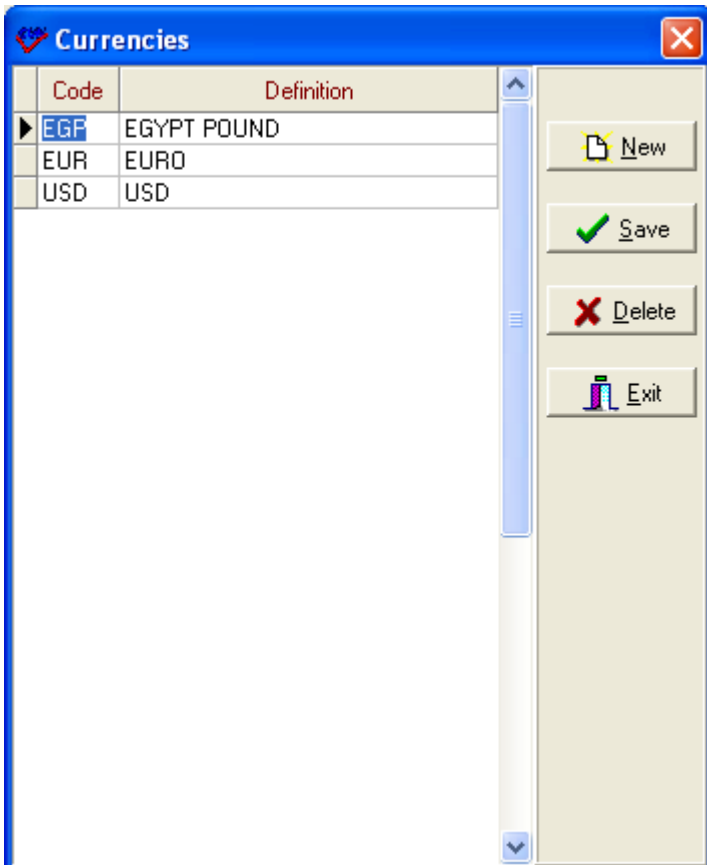
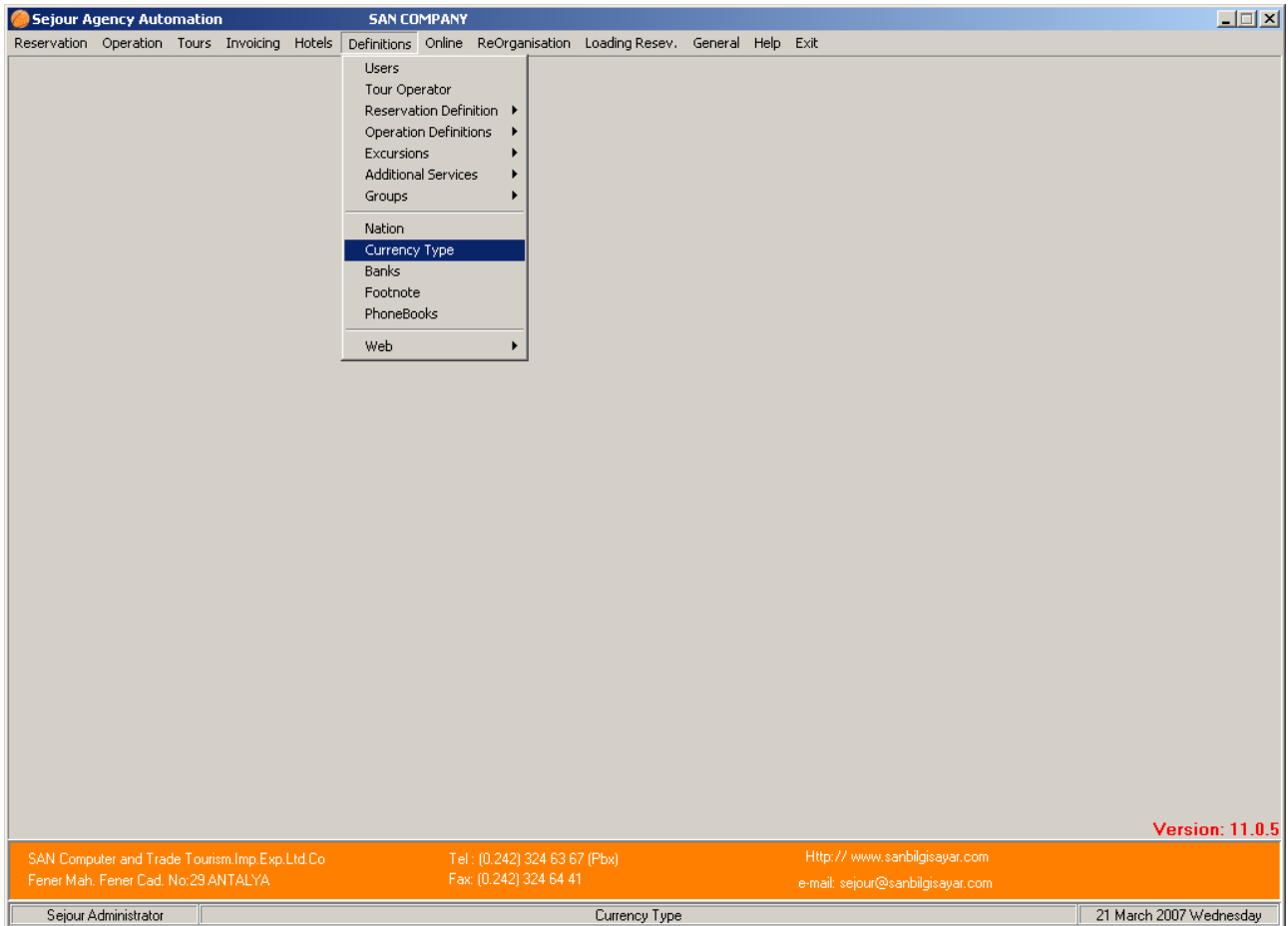
After completing to enter tour operators you can take all reports for this operator group. And this principle is valid for other groups such as hotel , region , excursion , guide , flight , service and route groups.

NATION



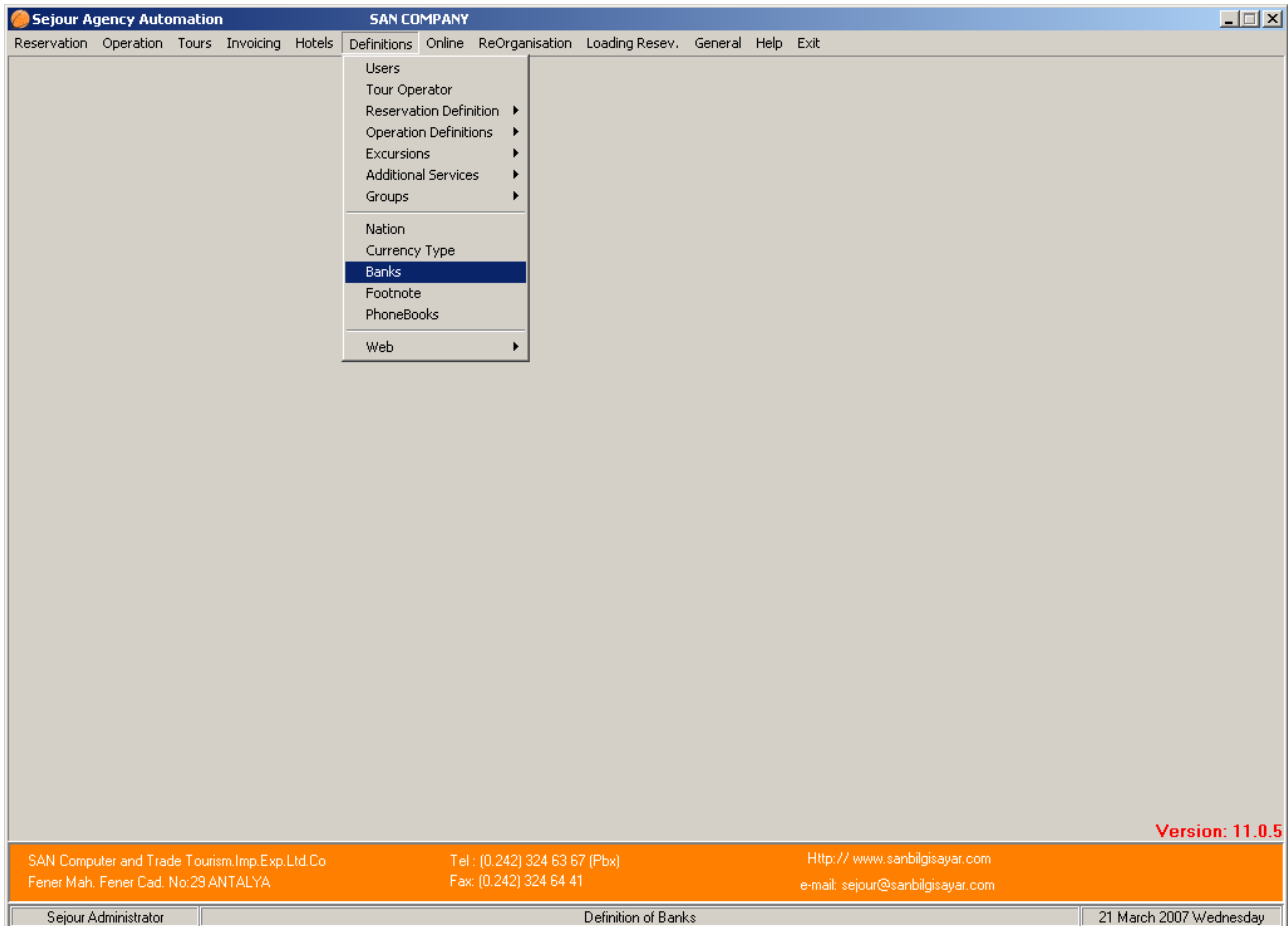
Here it's important to define all the nationalities of your clients, so when you define tour operator you can define the nationality so while you are entering hotel reservation nationality will be seen on reservation request form. If this nation needs visa service check box should be empty.

CURRENCY TYPE



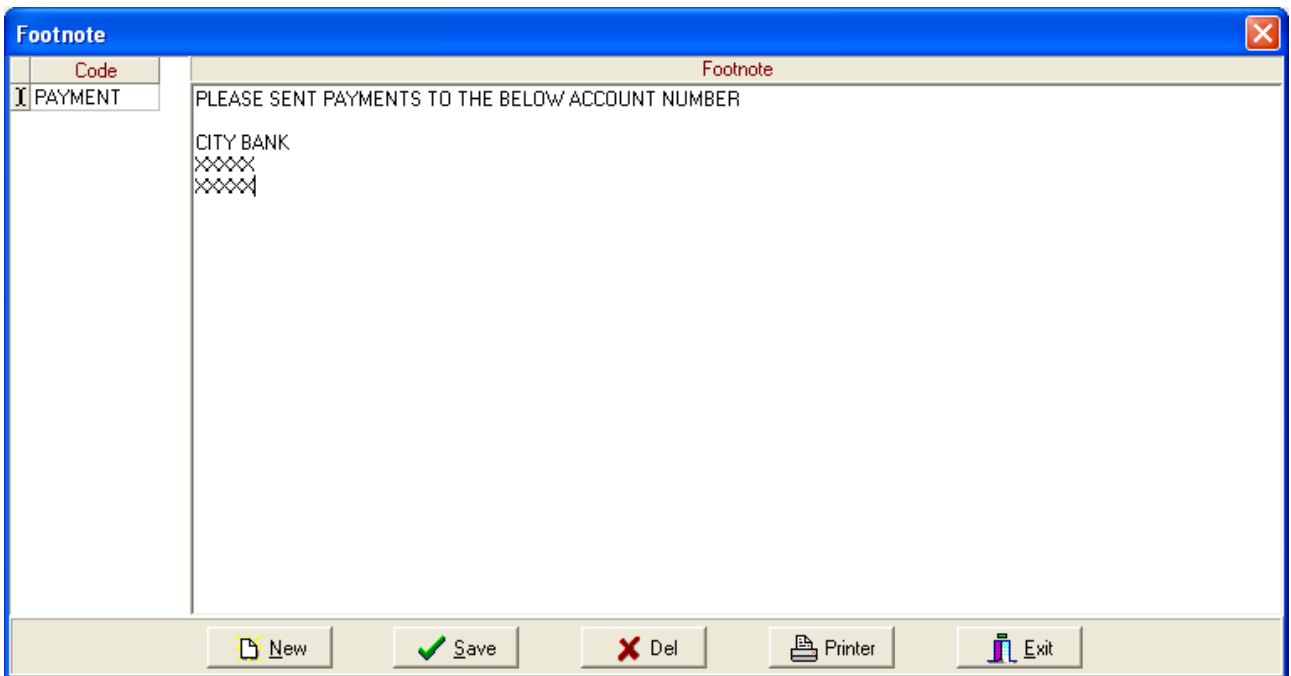
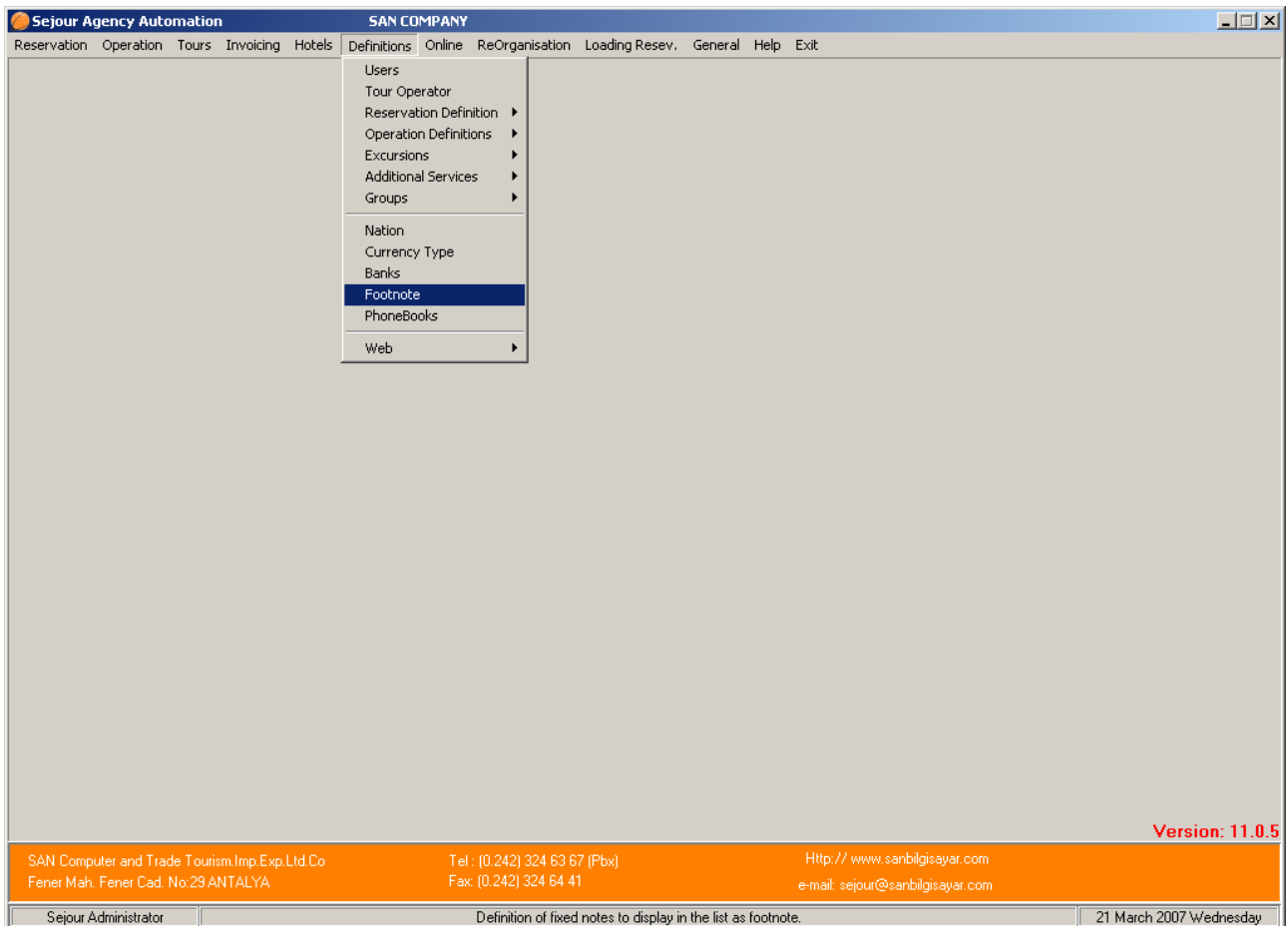
Because currencies are so important to a tour operator, Sejour has a table of short code for rapid entry. Here you can define your short codes and relevant text for each currency used in your system. Sejour supports any number of currencies. You should use internationally recognised 3 letter codes if you want to import currencies from the internet (see “**Online**”; Chapter 9 of this manual).

BANKS :



Here you should define banks you work with in order to define your bank in ‘Parameters and Hotel invoice information’ menu so the system will take exchange rate according to this bank. The only thing you should do is to use for new line and, sequence number and write the bank’s name.

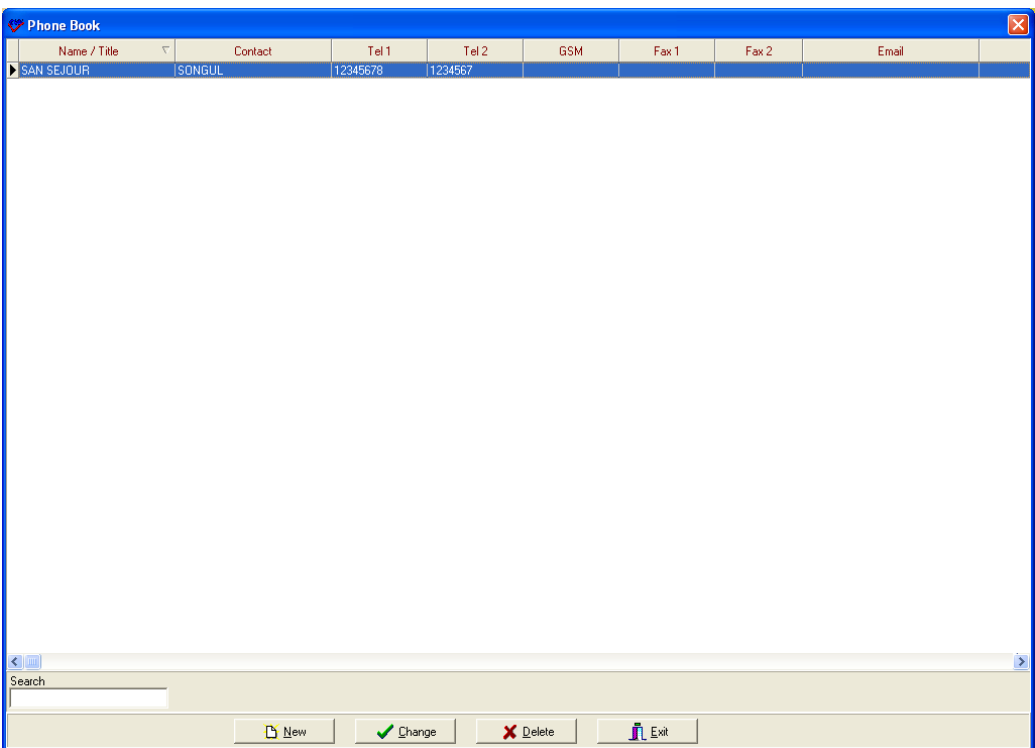
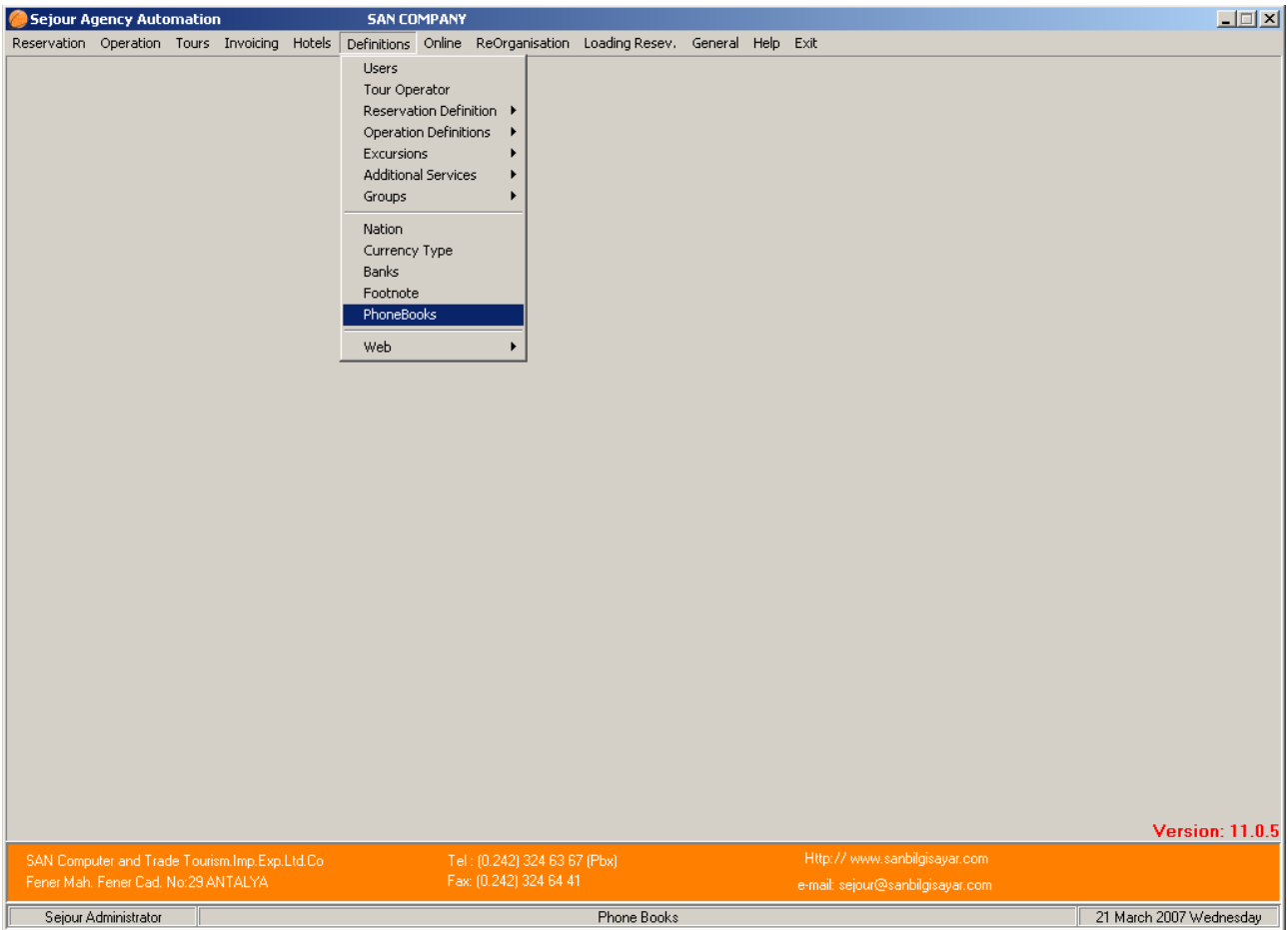
FOOTNOTES



Here you can enter any short footnotes that you want to appear on invoices and reports where you see the 'footnote' part.

To be able to write a footnote first of all you should write short code then write full note in the table.

PHONEBOOK



Here you can keep a record of any frequently used phone numbers or other details as below:

Note you can also keep records of partner agencies, hotels, guides, and coach firms in the relevant section of the “**Definitions Menu**”. The advantage of this menu is that they are all together on a single screen.