Quick Start Guide

QUICK SUBMIT

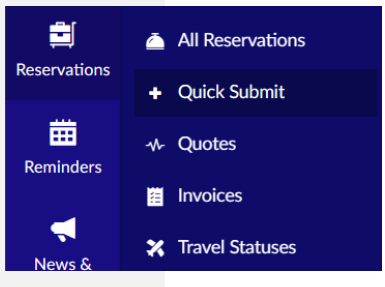


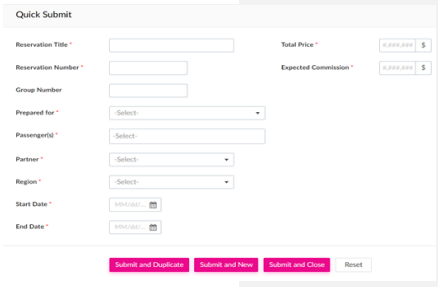
Gather Information

1. Reservation Title
2. Reservation/Confirmation Number
3. Total Price and Expected Commission
4. Group Number (if applicable)
5. Prepared for & Passenger(s)
6. Partner
7. Region
8. Start and End Date of Reservation

Reservations Tab

Click the Reservations Tab and choose **Quick Submit** from the drop-down menu.





Complete Form

You can choose to **Submit and Duplicate**, **Submit and New**, or **Submit and Close**.

Reminder #1

The start date aligns with when the client(s) start their travel and possibly their departure date, and the end date marks their return home.

Reminder #2

If you choose to **submit and new**, this allows you to move on to another sale to record for accounting.