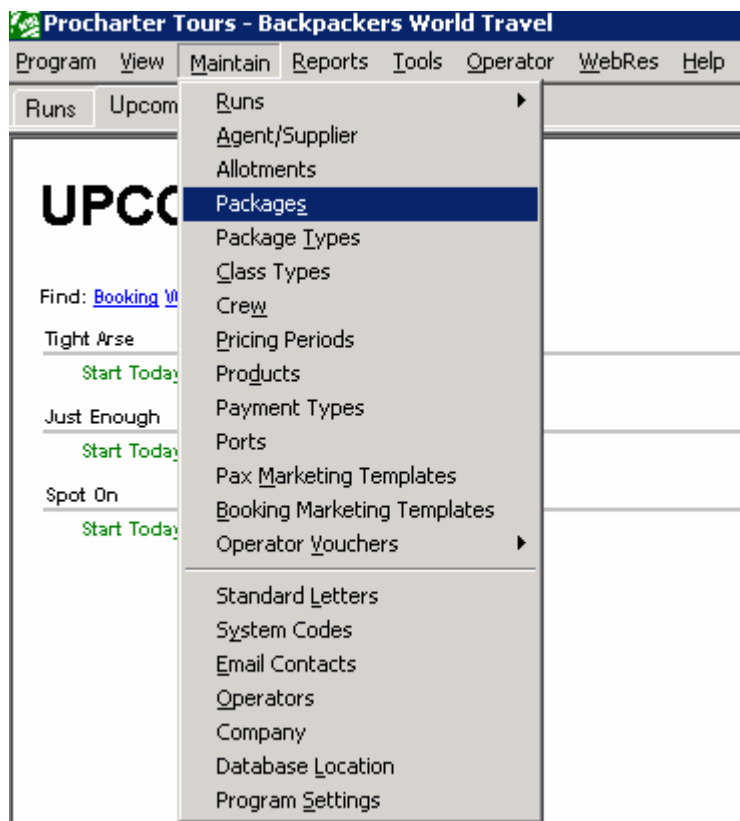




## Webres Package Setup

### *To Set up a Web Package*

1. Open Procharter Tours
2. Select Maintain Package from Maintenance menu





3. The Maintain Packages Screen will be displayed

**Maintain Packages [Package 24 - Tight Arse]**

General | Capacities | Vouchers | Operators

24 BPTNTIGHT Package  
Number Short Name Type

Tight Arse 10  
Name Category

Display in Avail?  
 Display in WebRes?

Radio Frequency Phone Ext. Capacities  
0 0  
Standard Day Cruise

MYOB ID MYOB Name

GP GL Code Company URL  
MINIMUM 8 DAYS \$279 SAVE \$81

Description **B** *I* U 🔍

Boarding Pass Text **B** *I* U 🔍

Notes

T	Date	Note

New Save Delete Load Package: 🔍 ⏪ ⏩ Help

4. To find a Package click on the Binoculars.
5. The Package Look-up screen will appear



T	ID	Short Name	Long Name	Package Type	Category	Std.	Active
19	BPTENOUGH	Old Just Enough	Old Just Enough	Package	03	0	No
20	BPTBEST	Old Best 4 Your Buck	Old Best 4 Your Buck	Package	04	0	No
21	BPTSPOTON	Old Spot On	Old Spot On	Package	05	0	No
22	BPTSNORKEL	Tropical Snorkel	Tropical Snorkel	Package	06	0	No
23	BPTDIVE	Tropical Dive	Tropical Dive	Package	07	0	No
24	BPTNTIGHT	Tight Arse	Tight Arse	Package	10	0	Yes
25	BPTNDOUGH	Low On Dough	Low On Dough	Package	11	0	Yes
26	BPTNENOUGH	Just Enough	Just Enough	Package	12	0	Yes
27	BPTNBEST	Best for Your Buck	Best for Your Buck	Package	13	0	Yes
28	BPTNSPOT	Spot On	Spot On	Package	14	0	Yes
29	BPTNHOT	HOT DEAL	HOT DEAL	Package	15	0	Yes

Searching for:

Use "Sounds Like" Searching

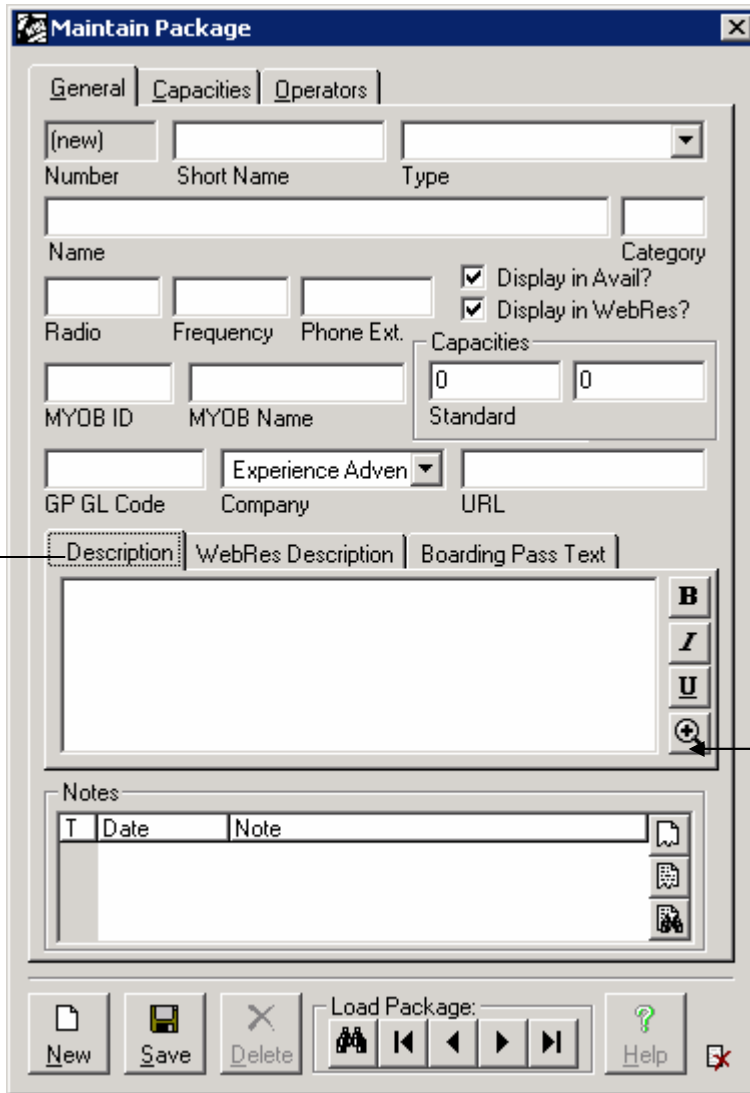
Open Cancel Help

6. Double Click on the package name. The Maintain Package Screen will appear

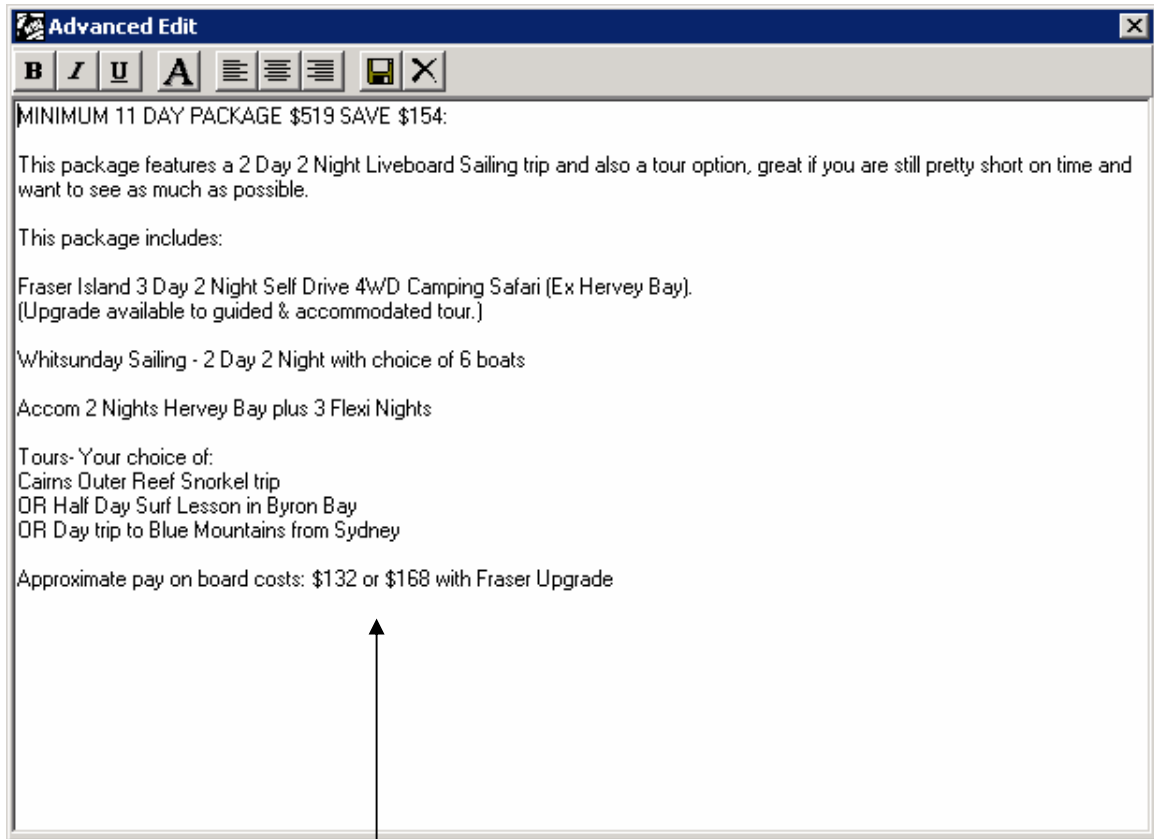


**Non Webres Description- for all reports that are NOT WEB BASED**

- 7. Enter the Description for the package in the description tab - this is the description text for ALL non web reports



- 8. Only the Description field can use the Advanced Edit tool.
- 9. To use the Advanced Edit function click on the zoom button



10. Make changes here in this screen using the text formatting tools

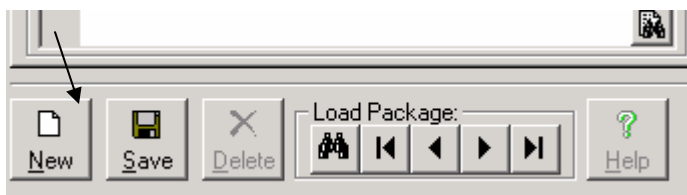


## Webres Description

11. Enter the WebRes Description for the package in the WebRes Description tab

The screenshot shows the 'Maintain Package' window with the 'General' tab selected. The 'WebRes Description' tab is highlighted with a dotted border. The window contains various input fields for package details, including Name, Category, Display in Avail?, Display in WebRes?, MYOB ID, MYOB Name, GP GL Code, Company, and URL. A large text area is provided for the description. The bottom of the window features a toolbar with buttons for New, Save, Delete, Load Package, and Help.

12. When you have entered all of the information for this package close the window and click save

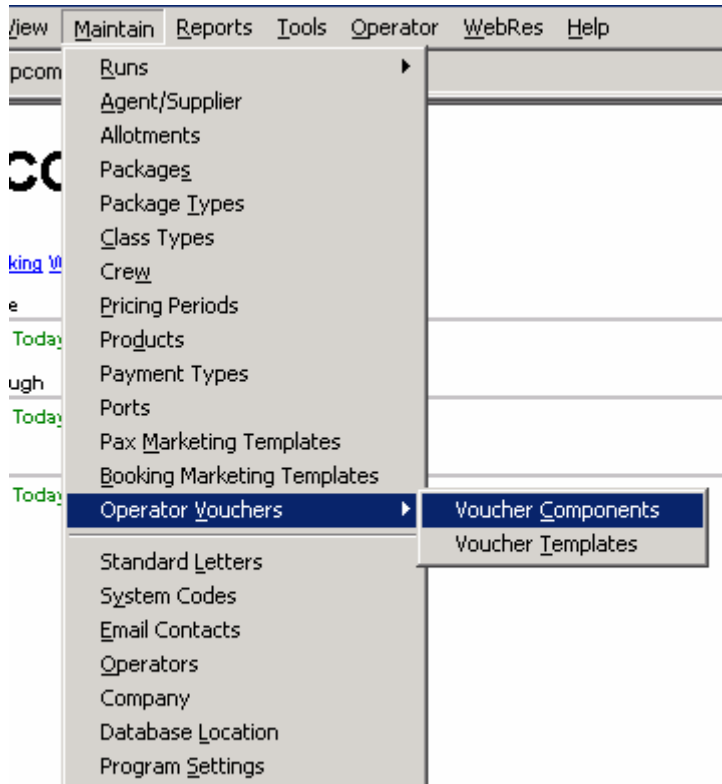




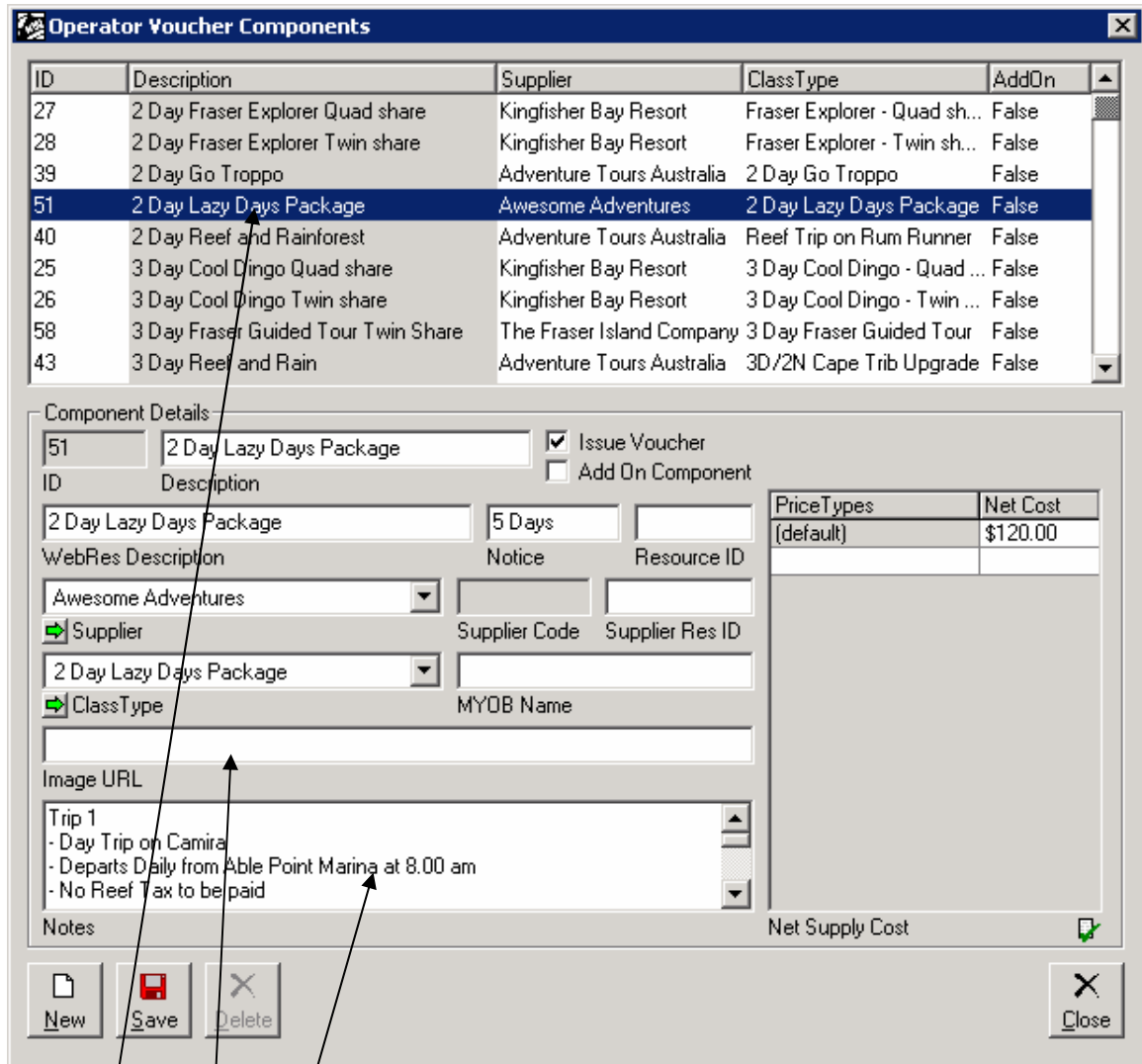
## To Set the Components of a Voucher

13. This is the text for the 2<sup>nd</sup> Packages page on the web site. This is page that is viewed AFTER the user clicks on View Package

14. Select Operator Voucher/Voucher Components from Maintenance menu



15. The Operator Voucher Components screen will appear



16. Double Click on the package that you want to update, to show the package components.

17. Make Text Changes Here

18. Add Image URL Here (see instructions below)

19. For the images you will either have to link to your supplier's site or upload the images to your server. For example:

**20. Option One: LINKING TO A SUPPLIERS SITE**

21. The Southern Cross Sailing Boats are found at [www.soxsail.com.au](http://www.soxsail.com.au)

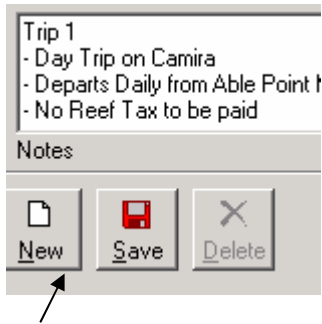


22. Sailing the Whitsundays - Southern Cross Sailing Adventures has

23. This image is [http://www.soxsail.com.au/content\\_images/front-pg-3.jpg](http://www.soxsail.com.au/content_images/front-pg-3.jpg).

24. So you would type [http://www.soxsail.com.au/content\\_images/front-pg-3.jpg](http://www.soxsail.com.au/content_images/front-pg-3.jpg) into the URL text field

25. **Option Two: UPLOADING IMAGES TO YOUR SERVER-** Get The IT department to upload images to your website and use <http://domainname.com.au/Images/> + "your image name"



26. Click Save

27. Close Screen

28. Do a Major Update

