

Secondary Phone Field Update – October 10, 2017 Release



- Impacts Head Office Users Only.
 1. From the Head Office Level, navigate to *Utilities > Vendor Setup*
 2. From the Agreement Info tab, select a Vendor from the **Vendors** list on the left side of the screen
 3. Once Vendor is selected, check the box next to **Enable Secondary Phone**

The screenshot shows the AGENTMATE user interface for Vendor Setup. At the top, there is a navigation bar with 'Welcome Theresa Scurry TZELL | Sign Out', a 'Help' button, and a 'Roles' dropdown menu set to 'USAgent'. Below this are filters for 'Brand' (set to '< ALL >') and 'Store' (set to '< HEAD QUARTERS >'). A secondary navigation bar contains tabs for 'Dashboard', 'Reservations', 'Inventory', 'Accounting', 'Utilities', 'Reports', and 'Links'. The main content area is titled 'Utilities \ Vendor Setup' and features several tabs: 'Agreement Info', 'Contact Info', 'Vendor Profile', 'Loyalty Program', and 'Gifts'. The 'Agreement Info' tab is active, displaying a form for 'Carnival Cruise Lines'. The form includes fields for 'Primary Vendor Type' (set to 'Cruise'), 'Currency' (set to 'USD'), and 'Active' status (checked). A 'Vendors' list on the left side of the form is highlighted, with 'Carnival Cruise Lines' selected. The 'Enable Secondary Phone' checkbox is checked and highlighted in yellow. Other checkboxes include 'Prevent UCCV', 'Forced Centralization', 'Enable Gift Management', and 'Is GDS'. At the bottom, there are buttons for 'New' and 'Consolidate', and a table header with columns: 'Product Offered', 'Commission %', 'Deposit', and 'Final Payment Due'.

Secondary Phone Field Update – October 10, 2017 Release



4. Navigate to *Agency Setup* > *CLIA/IATA* tab; the Vendor enabled in the previous steps will appear, allowing the entry of the Agency's secondary phone field
5. Enter the phone number under the **Secondary Phone Field**; press **Save**

Brand

Agency

Smart Search Include Inactive

Agency Information
 Nexion
 6225 N State Hwy 161
 Irving, TX 75038, UNITED STATES
 (555) 555-5555 /
 info@info.com
 www.nexion.com
 CU-0 / AU-4

Agency Properties
Other Settings
CLIA/IATA
Branches
Contract Info
Billing
Legal/Banking

CLIA/IATA Code

Head Office Agency

Booking Phone Number

Insurance

Vendor	Key (ARC, ACCAM)
Allianz Global Assistance	<input type="text"/>
Manulife	<input type="text"/>
Chubb	<input type="text"/>
Travel Guard Insurance	<input type="text"/>
Travel Insured International	<input type="text"/>

Secondary Phone

Vendor	Secondary Phone Field
Azamara Club Cruises	<input type="text"/>
A Rosa	<input type="text"/>
Carnival Cruise Lines	555-555-5556
Norwegian Cruise Line	<input type="text"/>
Royal Caribbean International	<input type="text"/>

Secondary Phone Field Update – October 10, 2017 Release



- **Secondary Phone Number** and **Secondary Phone Vendor** have been added as an available field under the *Query Tool* under **Secondary Phone View**

Agency/Agent Reports

Query Name: Agency/Agent Reports Lookup Start Over

View: Secondary Phone View

Filters: Secondary Phone Vendor

Columns Available:

- Agency Address Information
- Agency Information
- Agent Address Information
- Agent Information
- Secondary Phone Information
 - Secondary Phone Number
 - Secondary Phone Vendor

Selected Columns:

Agency Name Agent Full Name Secondary Phone Number Secondary Phone Vendor

Run

Agency/Agent Reports (Results)

Agency/Agent Reports (7377 records)

Agency Name	Secondary Phone Number	Secondary Phone Vendor
New Horizons		Carnival Cruise Lines
New Horizons Travel		Carnival Cruise Lines
New L'Attitudes		Carnival Cruise Lines
New Leaf Travel		Carnival Cruise Lines
New Milestonetour		Carnival Cruise Lines
New Millennium Travel		Carnival Cruise Lines
New Paltz Hostel and Inn		Carnival Cruise Lines
New Travel Pages		Carnival Cruise Lines
New Vision Travel		Carnival Cruise Lines
Newmac Travel		Carnival Cruise Lines
Newport Center Travel Bureau		Carnival Cruise Lines
News Travels		Carnival Cruise Lines
Newsome Travel		Carnival Cruise Lines
Nexion	555-555-5556	Carnival Cruise Lines
Nexion (16975)		Carnival Cruise Lines
Nexion Canada		Carnival Cruise Lines