

Travel Agents

Record the travel agents (a.k.a. booking agents) that you work with using this data entry form.

The screenshot shows a web-based data entry form titled "Travel Agent Entry". At the top, there are navigation buttons: ALL, NEW, SAVE, CLOSE, DELETE, and BLAST EMAIL. Below these are search filters: "Find By Last Name:" and "By Company:". The main form area contains the following fields and controls:

- Date of Entry: 6/9/2010
- Commission %: 0
- Salutation: Mr. (dropdown)
- Company: [text input]
- Address: [text input]
- City: [text input] (with a dropdown arrow)
- Country: [text input]
- Email: [text input]
- Website: [text input]
- Phone Numbers: Domestic (dropdown)
- (H) [text input] (W) [text input] ext. [text input]
- (F) [text input] (M) [text input]

At the bottom left, there is a "Record:" indicator showing "3 of 3" records.

Date of Entry – the date the agent was entered into Lodge-ical™

Commission % – enter the amount of commission due to the agent. For example, for a 15% commission enter the number 15 (do not enter .15).

Salutation – select the salutation for the agent keeping in mind that you might use Mr. and Mrs. for married couples. You can maintain the list of salutation via the Salutations menu pick (Maintenance menu). You can also select one salutation as the system default via the Business Information menu pick (Maintenance menu).

First Name – the first name of the agent

Middle Initial – the middle initial of the agent (you can include a period if appropriate, i.e. "J.")

Last Name – the last name of the agent

Company – company name

Address 1 – the first line of the address

Address 2 – the second line of the address

City – the agent's city. You can leave this field blank if you use the automatic zip code lookup feature.

State – select the state or province code from the dropdown. You can maintain the list of state and province codes via the Maintenance menu (States menu pick). You can leave this field blank if you use the automatic zip code look features.

Zip Code/Postal Code – the client's zip code or postal code (up to 9 digits).

USER TIP: A United States domestic zip code database exists within Lodge-ical™. Enter a zip code and the city and state will automatically appear. In some cases there is more than one city that is relevant (a primary and secondary city). In this case, you can use the dropdown arrow on the City field to select the secondary city.

ATTENTION: The zip code finder will only retrieve a city and state if both the city and state fields are left blank.

Country – the agent's country (usually entered if different than YOUR country)

Email – the agent’s email address

Website – the agent’s website address

Phone Number Designation – select Domestic if you want the input format to be (999)999-9999 or International if the phone number does not require an input format.

H, W, extn, F, M - Home phone number, Work phone number, Work extension, Fax phone number and Alternate phone number

Additional Features

- Keep track of important correspondence in the Correspondence Log (via the CORRESPONDENCE button).
- Send an email to all agents via the BLAST EMAIL button (note: this feature will work with Microsoft Outlook/Express only).