

ADMINISTRATION

To keep your access secure it is recommended that you change your access code the first time you log in. The system will track consultant bookings only if you have used your unique access code to log in. Do not give this code to anyone else. If you forget your access code, please contact Coral Seas.

Change Password

Original Password:

New Password:

Confirm Password:

With a supervisory level password, additional consultants can be added without the need to contact the wholesaler. For more information on this function, please contact Coral Seas.

LOG IN TO ADMINISTRATION

Using the navigation bar along the top of the screen, select Administration option to access the screen below. There is one field that requires an entry.



Enter your administration login password. Each Agency Code is to nominate one Consultant as their agency administrator.

The screenshot shows a web interface with a navigation bar at the top containing '22 AUG 2008 - AU', 'Home', 'Bookings', 'Messages', 'Administration' (highlighted), and 'Logout'. Below the navigation bar, there are two main sections. The first section is titled 'Agent Details' and contains the following information: 'Agent Name: ADVENTURE WORLD TEST AGENT', 'Agent Code: 2000', 'Consultant Name: MAUREEN LINGGA', and 'Consultant Number: 66991'. The second section is titled 'Administration' and contains a form with the label 'Enter Password:' followed by a text input field. A blue circle with a white number 1 is overlaid on the input field. Below the input field is an 'Ok' button.

Note: the password must be six or more characters long and **must not consist entirely of lower case characters**. If you forget your password, you will need to call Coral Seas and we will need to set up a new password.

ADD/EDIT CONSULTANT

①

Click the Add button to add a consultant from your store to your list of consultants

OR

②

Click the Edit link to edit details of an existing consultant from your list

Number	Name	Status	
58971	MATAOLO TUSA	ACTIVE	Edit
60916	MATTHEW HOPKINS	ACTIVE	Edit
66661	MATTHEW MURPHY	ACTIVE	Edit
68496	MATTHEW NG	ACTIVE	Edit
66991	MAUREEN LINGGA	ACTIVE	Edit
64633	MAYA AGENT	ACTIVE	Edit
36806	MEGAN GEORGE	ACTIVE	Edit
47106	MEGAN HOPKINS	ACTIVE	Edit
67397	MEGAN MAPLES	ACTIVE	Edit
68437	MEGAN MAUGER	ACTIVE	Edit
68218	MEGAN MAUGEROLD	ACTIVE	Edit
70098	MELANIE JENKINS	ACTIVE	Edit
55161	MELINDA AGENT	ACTIVE	Edit

Calypso Travel System

③

Type in the consultants First Name and Last Name or Edit the consultants name accordingly.

NOTE: When adding/editing a consultants name it must have a first and a last name for the action to complete.

④

Select the relevant action for the selected consultant. Active consultant will be able to sign in and make bookings on behalf of your agency. Inactive consultant will be unable to sign in.

⑤

The save button will update the consultant list and store the changes. The consultants name must be saved for the action to be completed. When the changes have been saved / added, the following message will appear at the top of the consultant list.

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Home Bookings Messages Administration Logout

Return to Administration

Consultant 70106 created

Payment Authorisation Details

Authorisation type: eNett

Payment account: 203948

Payment email: lesleyc@adventureworld.com.au

Update

⑥

The cancel button will cancel any action that was taking effect. If you do not wish to complete your action, use the cancel button. If the changes were cancelled you will return to the top of the consultant list.

NOTE: If the session expires before changes have been saved, they will be lost.

The screenshot shows the Coral Seas Administration interface. At the top, there is a navigation bar with 'Home', 'Bookings', 'Messages', 'Administration', and 'Logout'. Below this, the 'Administration' section is active, showing 'Consultant Details' for consultant number 66991, named MAUREEN LINGGA. The status is set to 'ACTIVE' in a dropdown menu. Below this, the 'Access Records' section is visible, showing 'Network Address' as 'Unrestricted' and 'Payment Authorisation' as 'Yes'. There are 'Add', 'Save', and 'Cancel' buttons. Circled numbers 3, 4, 5, and 6 highlight the status dropdown, the 'Add' button, the 'Save' button, and the 'Cancel' button respectively.

ASSIGN ACCESS CODE (PASSWORD)

Edit details of an existing consultant from your list

The screenshot shows the 'Access Records' section of the Coral Seas Administration interface. It displays 'Network Address' as 'Unrestricted' and 'Payment Authorisation' as 'Yes'. There are 'Change' and 'Delete' links. An 'Add' button is highlighted with a circled number 1. Below the form, there are 'Save' and 'Cancel' buttons.

①

Click on Add Button to display the Access Records Details

NOTE: You should see additional boxes and buttons on the bottom half of the screen.

②

Type in New Password

NOTE: the password must be six or more characters long and must not consist entirely of lower case characters.

③

Confirm Password

④

The update button will update the consultant details with a password.

NOTE: This action has not been completed the consultant changes must be saved for this to be complete.

⑤

The cancel button will cancel any action that was taking effect. If you do not wish to complete your action, use the cancel button. If the changes were cancelled you will return to the consultant details that you selected.

Coral Seas
22 AUG 2008 - AU Home Bookings Messages Administration Logout

Return to
• Administration

Consultant Details

Consultant Number: 66991
Consultant Name: MAUREEN LINGGA
Status: ACTIVE

Access Records

Network Address	Payment Authorisation	
Unrestricted	Yes	Change Delete

Add

Access Record Details

Network Address: Leave field blank for CalypsoNet logins
New Password:
Confirm Password:
Payment Authorisation:

Update Cancel

⑥

The save button will update the consultant list and store the changes. The consultants' details must be saved for the action to be completed. When the changes have been saved the following message will appear at the top of the consultant list.

Coral Seas
22 AUG 2008 - AU Home Bookings Messages Administration Logout

Return to
• Administration

Consultant 65413 updated

Payment Authorisation Details

Authorisation type: eNett

⑦

The cancel button will cancel any action that was taking effect. If you do not wish to complete your action, use the cancel button. If the changes were cancelled the following message will appear at the top of the consultant list.

Coral Seas
25 AUG 2008 - AU Home Bookings Messages Administration Logout

Return to
• Administration

Changes to consultant 57278 were discarded

Payment Authorisation Details

Authorisation type: eNett
Payment account: 203948

Coral Seas
25 AUG 2008 - AU Home Bookings Messages Administration Logout

Return to
• Administration

Consultant Details

Consultant Number: 66991
Consultant Name: MAUREEN LINGGA
Status: ACTIVE

Access Records

Network Address	Payment Authorisation	
Unrestricted	Yes	Change Delete

Add

Save Cancel

⑥ ⑦

CHANGE/DELETE ACCESS CODE (PASSWORD)

Edit details of an existing consultant from your list

①

Click on Change link to display the Access Records Details and assign a new Access Code (Password). Type in a new password and confirm that password update your record and save your changes. (For information see notes on Assign Access Code (Password))

②

Click on Delete link to remove Access Records. Save your changes.

Access Records

Network Address	Payment Authorisation	
Unrestricted	Yes	Change Delete

Add

Save Cancel

① ②