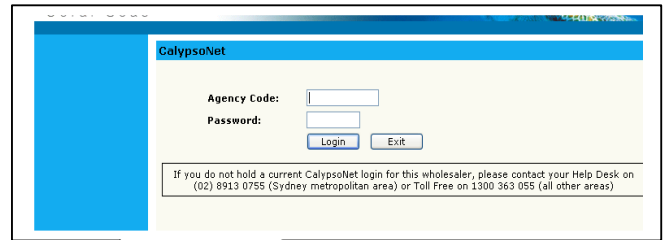


## SIGNING IN

Logon to [www.calypso.net.au](http://www.calypso.net.au) and click on "Coral Seas"

Enter your agency code and your password.

Please contact HELPDESK at (02) 8913 0755 (Sydney metropolitan area) or Toll Free on 1300 363 055 (all other areas) or email [myway@coralseas.com.au](mailto:myway@coralseas.com.au) to obtain your agency code and password.



## HOME | BOOKINGS | MESSAGES | PASSWORD | LOG-OUT

<p><b>Home</b> This screen summarizes your agency details</p>	<p><b>Bookings</b> Where you Retrieve and Create quotes/bookings</p>	<p><b>Messages</b> Where you queue us your general messages &amp; check for new messages</p>	<p><b>Password</b> This is where you can change your password</p>	<p><b>Logout</b> Logout at the end of your session</p>
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**1. Package Booking:**  
Allows you to create a booking based on Coral Seas' predefined packages through answering questions step by step as they appear.

**2. Build your own itinerary:**  

- Allows you to create quote / booking by putting together individual product component by component.
- This function can also be used for checking product information and availability status.
- Tour packages may not be available through this function.

**Retrieve Quote/Booking**  
 Enter your: - Quote / booking reference OR  
 - Pax name and departure date OR  
 - Any booking where payment is due  
 Then click on "Go"

## 1. Package Booking:

**Departure Details**

Departure City: SYD

Departure Date: 010909

Package Code:

Flight Mode:

**Rooming**

No. of Rooms

Make a selection from the list or enter a new search term: [x]

- COOK ISLAND AIR AND LAND WITH VIRGIN BLUE TO RAR (CISFL)
- COOK ISLAND LAND ONLY (CISLO)
- FIJI AIR AND LAND (FIJAL)
- FIJI AIR AND LAND WITH VIRGIN BLUE TO NAN (FIJFL)
- FIJI LAND ONLY (FIJLO)
- NEW CALEDONIA LAND ONLY (NCALO)
- NORFOLK ISLAND LAND ONLY (NISLO)
- SAMOA AIR AND LAND WITH VIRGIN BLUE TO APW (SOAFL)
- SAMOA LAND ONLY (SOALO)
- TAHITI LAND ONLY (TAHLO)
- TONGA AIR AND LAND WITH VIRGIN BLUE TO TBU (TONFL)
- TONGA LAND ONLY (TONLO)
- VANUATU AIR AND LAND WITH VIRGIN BLUE TO VLI (VANFL)
- VANUATU LAND ONLY (VANLO)

**Package Code**  
Click on the magnifying glass to choose required brochure

After choosing the package code and holiday period, you will be shown a list of holiday options from the particular brochure you have selected:

**Itinerary Step 5**

YOU HAVE 9 NIGHTS AVAILABLE

PLEASE SELECT FIRST REQUIRED OPTION

- HOTELS, TRANSFERS, SIGHTSEEING AND PASSES
- FIJI CRUISES
- CAR RENTAL FROM NADI
- OWN ARRANGEMENTS

Back Continue

Please complete the process step by step until no further arrangement required.

Do not forget to save the quote – click on 'SAVE' under Booking Changes.  
Once saved, the quote number will be displayed at the top of the booking summary

### Please note:

- Building a Package booking needs to have all days accounted for.  
If clients are arriving on day 1 but don't want to book anything until the 3<sup>rd</sup> day, simply click 'Own Arrangement' to fill the gap.
- Arrival / departure transfers and sightseeing have to be booked in conjunction with a hotel booking, thus these options are only offered after a hotel has been selected.

## 2. Build your own itinerary (Land only)

**Product Information Search**

Date: 01Sep09

Range: FIJ

Type: Hotels

City: NAN

Recommended products only:

No. of Rooms: 1 Room 1: 2 Adults 0 Children

Search

**Range**  
Click on magnifying glass to search on range codes, eg FIJ (for Fiji)

The itinerary will build at the bottom of the screen as you add each component.

Do not forget to save the quote – click on 'SAVE' under Booking Changes.  
Once saved, the quote number will be displayed at the top of the booking summary.

## CALYPSONET FUNCTIONS

- Details**  
Detailed Itinerary with itemised pricing
- Finance**  
Lists gross, commissions and net prices
- Itinerary**  
Printable brief itinerary
- Package**  
To modify package / travel dates and restart the quote / booking process
- Air/Land**  
To make changes to the booking content (remove / add components)
- Book**  
Turning a quote into a booking
- Credit Card**  
Process Credit Card payments
- Exchange Order**  
Currently not available
- Authorise Payment**  
Process eNett & Money Direct payment
- Documentation**  
Currently not available, however you can contact us by sending a message
- Notes**  
Booking notes for your perusal - notes are **not actioned**
- Messages**  
Queue messages to us relating to the retrieved booking

**Quote AU/612902**

Departure: 01Nov08 Payment Status: Expires 02Sep08

Booked By: MAUREEN LINGGA Booking Status: Quote Only

As at: 25Aug08, 12:06

Docs not issued

Adults: 2  
Rooms: 1

[Retrieve XML Booking Details](#)

Room/Name	Air	Land	Other	Total
1 PAX:001		1503.00	0.00	1503.00
1 PAX:002		1503.00	0.00	1503.00
Totals:		3006.00	0.00	3006.00

[Itinerary](#)

Date	City	Description	Nights	Status
01Nov08	SYD	OWN ARRANGEMENTS		
01Nov08	NAN	a transfer from the airport		32.00 <a href="#">info</a>
01Nov08	LTK	FIRST LANDING BEACH RESORT	5	2730.00 <a href="#">info</a>
02Nov08	LTK	a Last Day In Paradise Package		212.00 <a href="#">info</a>
06Nov08	LTK	a transfer to the airport		32.00 <a href="#">info</a>
06Nov08	NAN	OWN ARRANGEMENTS		

[Price](#)

## HELPDESK

If you receive an error message (E.g. Model Itinerary Expansion Error) while creating a quote/booking, please email a screen grab to [myway@coralseas.com.au](mailto:myway@coralseas.com.au). We will rectify this as soon as possible, in the meantime, please call the Reservation Centre for assistance in completing your booking.