Report day 4

**Agent**

Middleman between tour operator and passenger

Works with multiple tour operator

Gets commission

**Create agent**

Create agent

Select preferred organisation

Enter details like agent status, source etc

Financial details -> net/gross rated

Enquires can be recorded, can be converted to booking

Membership-> specifies which client allocation the agent has access to. Can set priorities.

Pricing policy – ability to define pricing (BT/PT) for agent

**Passenger**

Entity who travels

2 types->booking passenger and database passenger

**Booking passenger**

-One time passenger

**Database passenger**

**-**Frequent traveller, maintenance is available

-add info captured

Details are captured for future

**Create passenger**

Enter details like name, age, address, passenger status

Enter passport and visa details in travel docs

Click on + icon to add passenger relationship (co-habit-together)

**Create new booking**

Enter client details, agent details and booking dates

Serial no > system->setting->system no

Passenger details

Enter room type and passenger in the table,

And then enter passenger details like name, age, relationship

Dates must be in season of service contract

* In D column is passenger is database passenger