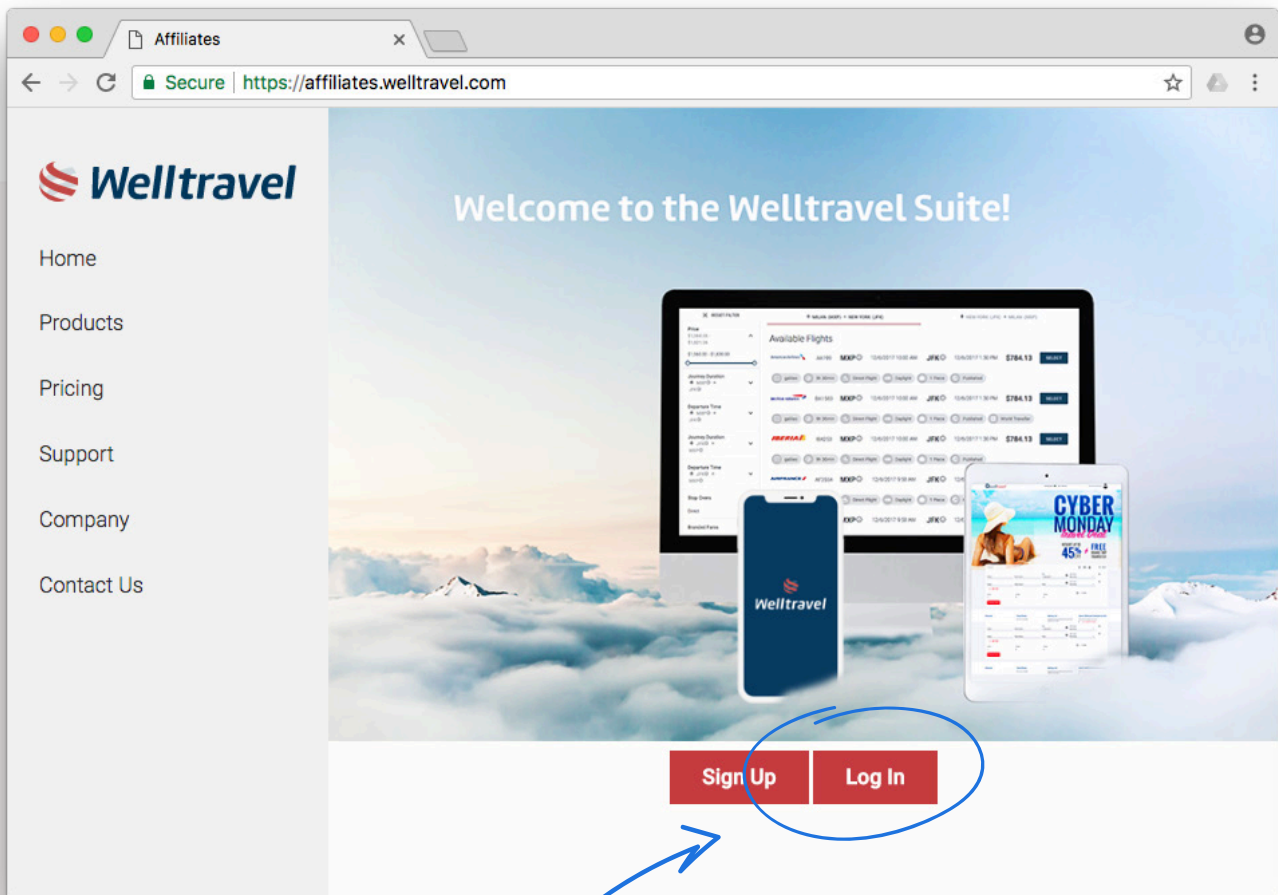


Getting Started

Agency Setup Documentation

1.1 Loading Users | 1.2 Loading Credentials | 2.0 Agent Platform Setup

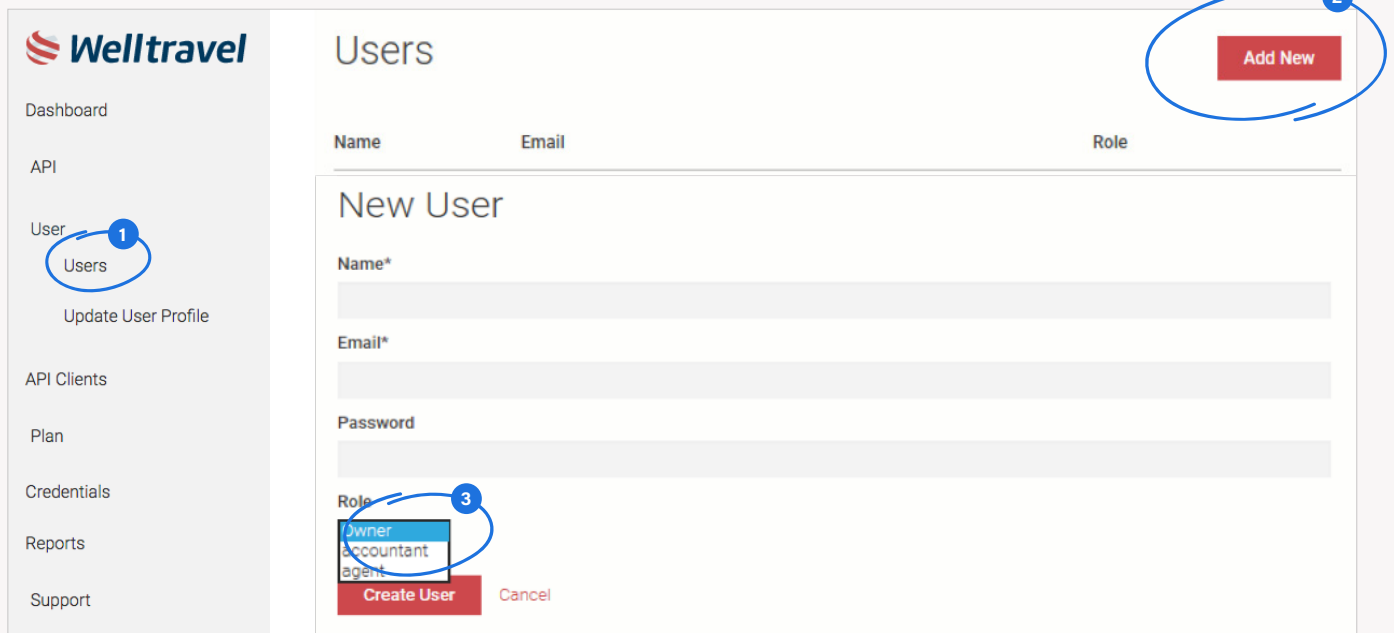


- 1 To get started first navigate to the Affiliate Platform:
<https://affiliates.welltravel.com>
- 2 Sign Up or Log In using your existing credentials

1.1 Loading Users

1. On left-hand side of the dashboard click on **User** and then **Users**
2. On top right-hand side select **Add New**
3. Fill out the required information to proceed.

Figure 1



Keep in mind the following Roles:

Owner—can see all information on the platforms

Accountant—will only have access to accounting module

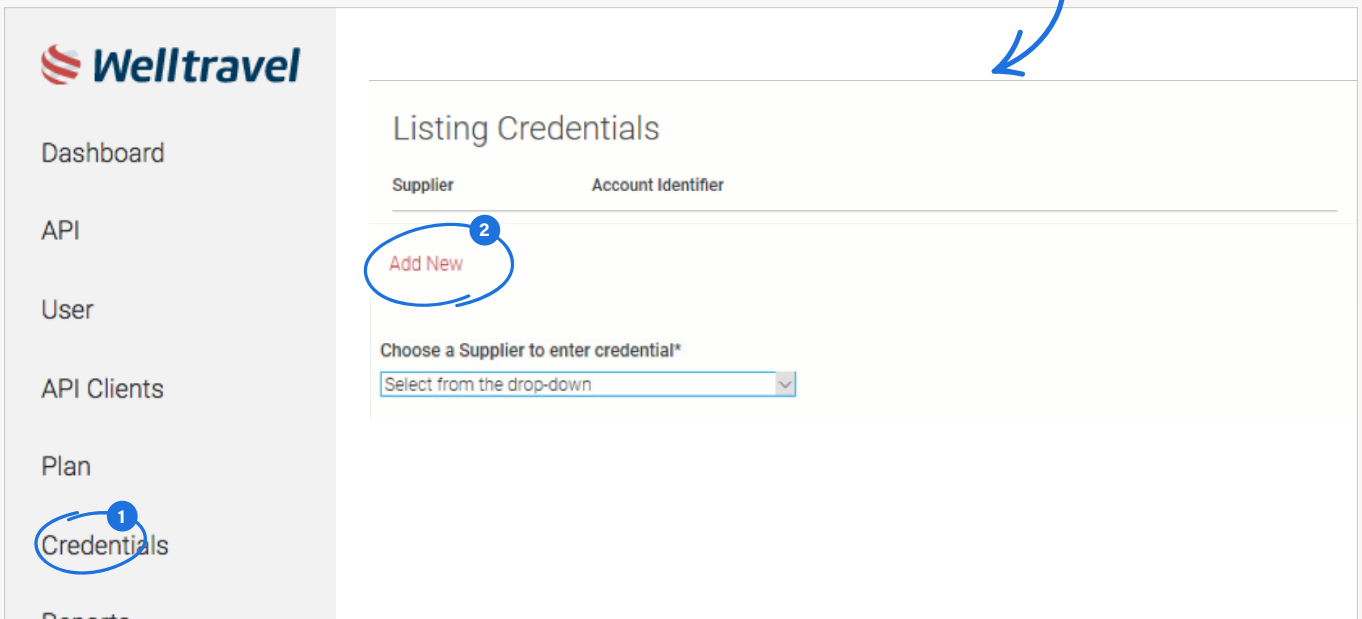
Agent—this will be the travel consultant and will have limited access to the sites.

1.2 Loading Credentials

1. Click on Credentials on left-hand side of the page.
2. Select Add New at the bottom of the page

This is where you will load GDS credentials and any other supplier credentials that the Agency has e.g Totalstay.

Figure 2

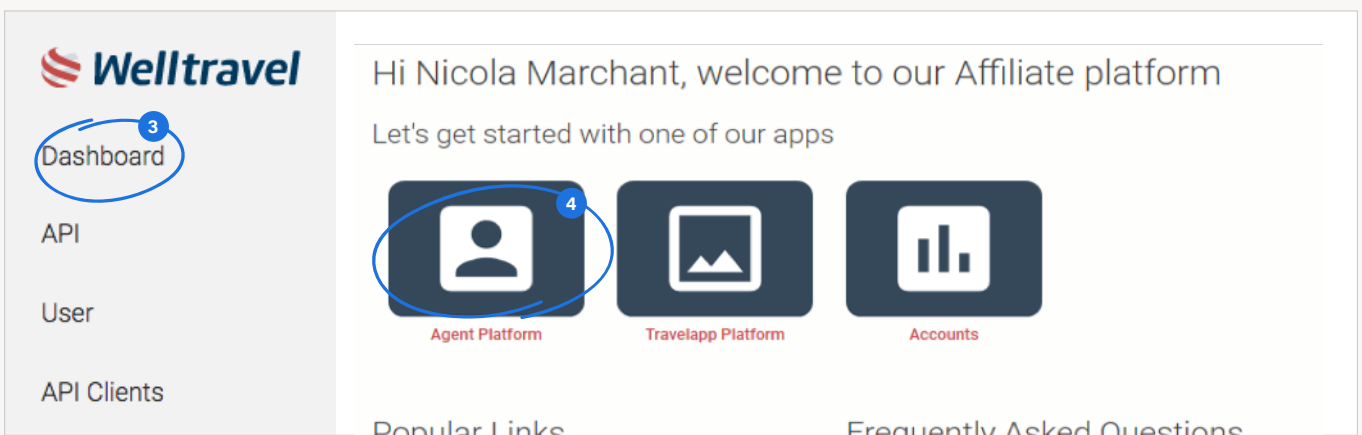


1.3 Return to Dashboard

Once the Users and Credentials have been setup:

3. Return to dashboard by clicking on **Dashboard** on the left-hand side
4. Then click on the **Agent Platform**.

Figure 3



Getting Started

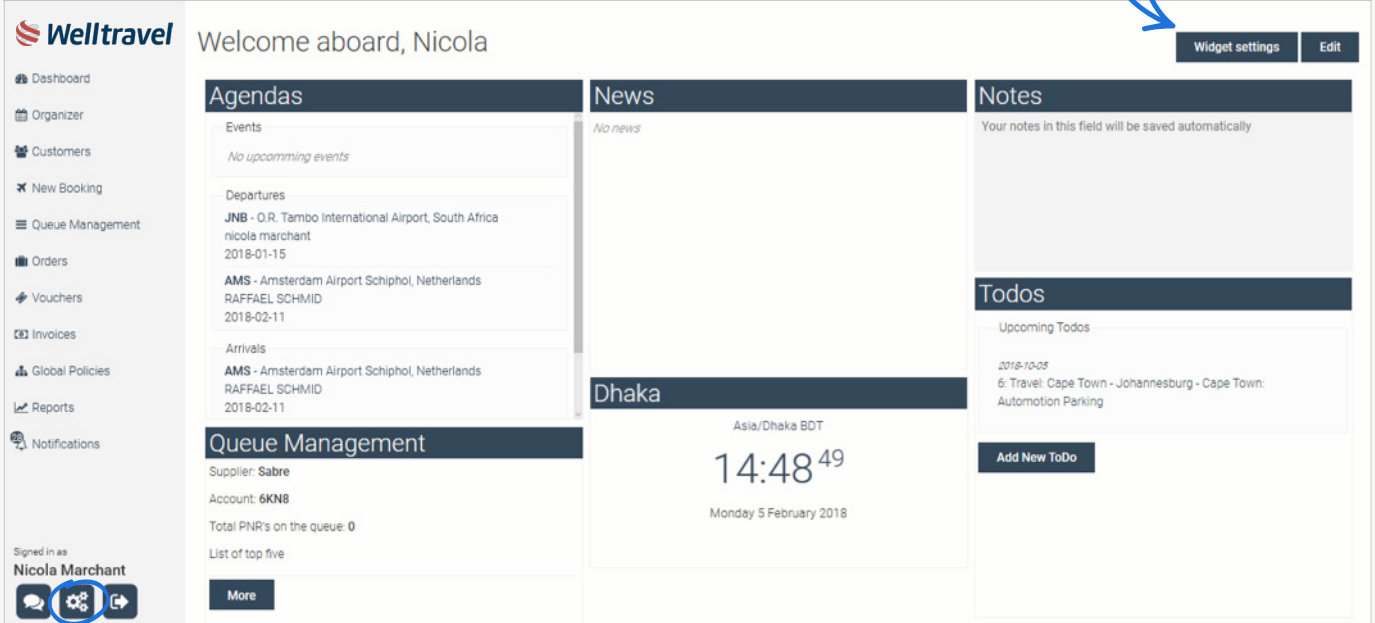
Agency Setup Documentation

2.0 Agent Platform Setup

Below is what the Agent Platform dashboard will look like when you log on:

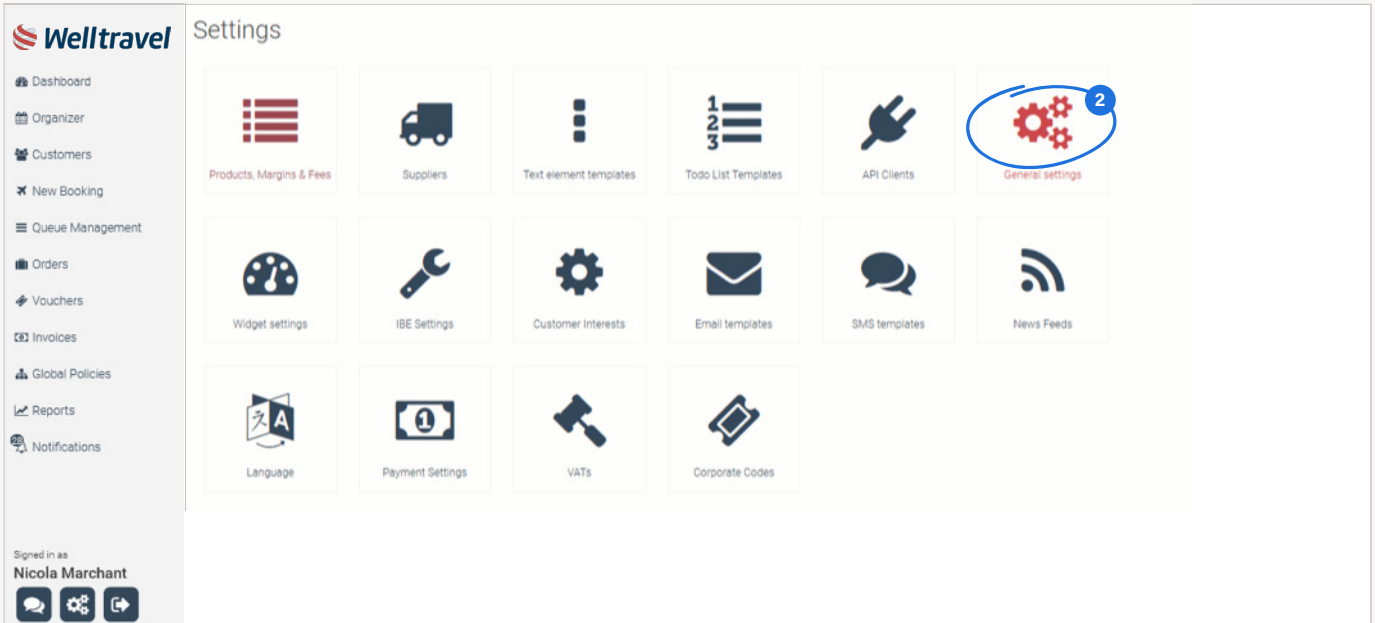
The contents on the dashboard (widgets) can be altered to your liking by editing the widget settings on top right-hand side.

Figure 4



1. Click on Settings Icon at bottom of page on left side
2. Then select General Settings.

Figure 5



2.0 Agent Platform Setup Continued...

3. Complete all the Agency details in the template provided.
4. Once complete return to Settings (as per screenshot above) and select **Payment Settings** and complete (if applicable).
5. Once complete return to Settings (as per screenshot above) and select **VAT's**—complete this section.
6. Return to Settings and select **Corporate Codes**.

Complete attached sections by adding any preferred corporate rates linked to your Agency. (i.e Corporate airfares, preferred Hotel rate codes, etc.)

Figure 6

The screenshot shows the 'New Corporate Code' form in the Welltravel system. The left sidebar contains navigation options: Dashboard, Organizer, Customers, New Booking, Queue Management, Orders, Vouchers, Invoices, and Global Policies. The main form area has the following fields: 'Supplier type' (dropdown menu with 'Air' selected), 'Code type*' (dropdown menu), 'Supplier*' (dropdown menu), 'Credential' (dropdown menu), and 'Code*' (text input field). At the bottom of the form, there is a dark blue button labeled 'Create Corporate Code' and a 'Back' link.

7. Return to Settings and select **Products, Margins and Fees**. Here you will add all related services fees or products.

Margin relates to a mark up which is not visible to the customer.

8. Return to Settings and click on **Suppliers**. Load all the Agencies Supplier that are used.
9. Return to Settings and click on **IBE Settings** and then select General IBE Settings.

All details inserted are linked to the TravelApp Platform. You can amend your colors and message to customers. You can also select which credentials are to be used on the TravelApp (i.e if you only want the customer to search on Galileo then you would only select Galileo.)

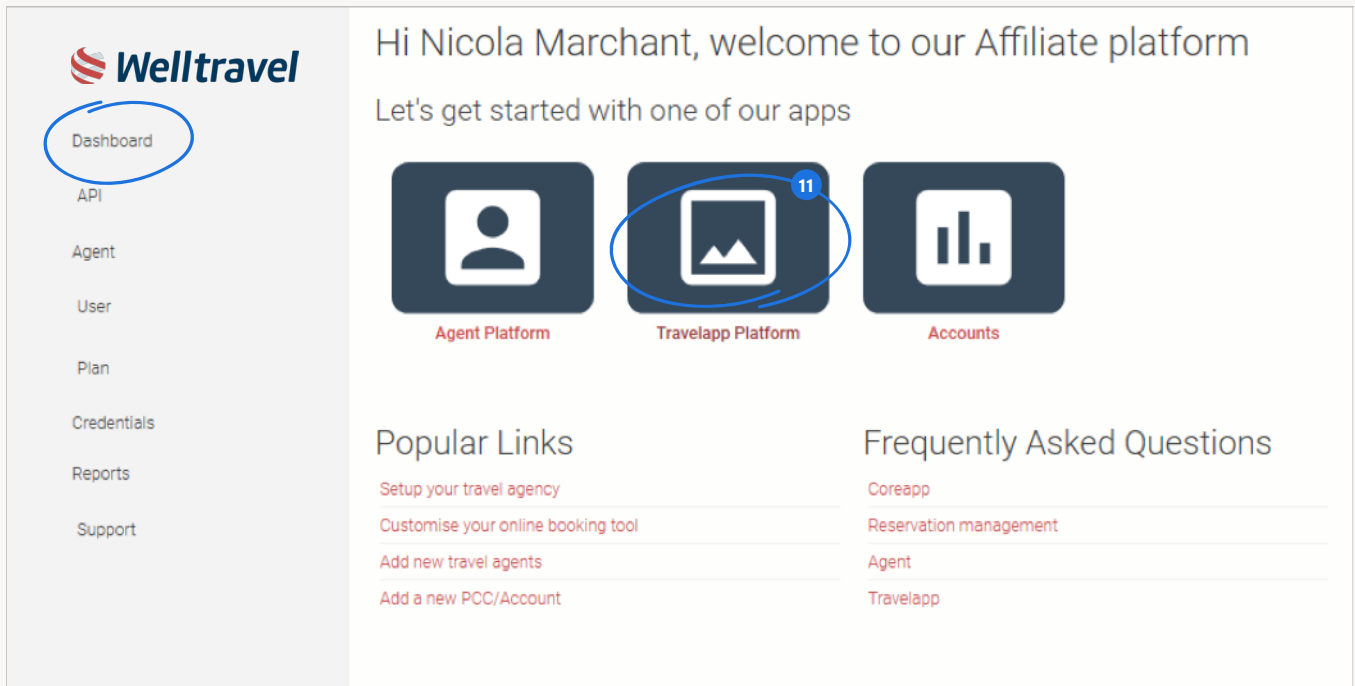
2.0 Agent Platform Setup Continued...

10. All other sections on IBE Setting page also form part of the setup for the TravelApp, investigate:

- Testimonials
- Landing Slider
- Safety Page
- Picks Page
- About Page
- Jobs Page
- Media Page
- Help Topics Page
- Policies Page
- Blog Post
- Language Settings
- Deals

11. Once the Agent Platform setup is complete, proceed to the TravelApp. From the dashboard select the Travelapp Platform:

Figure 7



In this section you can select and control all the information that you would like the customer to see once they sign in to the TravelApp.



Each customer must sign up on the Travelapp. Please ensure that they use their business and not a private email address.