## Manage your destinations in Addons



This tutorial will show you how to manage, modify and create your destinations in Addons.



3 This takes you to the destination management page. **NB: Your destinations in** Addons include the destination itself, e.g. Lyon, and its zone, e.g. France. You must ensure that the zones correspond to the destinations and vice versa. Destinations shown in red are inactive; all others are active.

MENU			Destination Manager		
me Page					
atch Viewer					
oking List	Code	Description	Operations Email	Status	Action
king View	CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	Edit   Zone
rrencies	CUZ	Cusco		Active	Edit   Zone
estinations	JED	Arabie Sahoudite		Active	Edit   Zone
anage addons	JUL	Juliaca		Active	Edit   Zone
ico Managor	LIM	Lima		Active	Edit   Zone
<u>ice Mallager</u>	LJU	Ljubljana		Active	Edit   Zone
in Content	MEX	Mexico		Active	Edit   Zone
<u>irt-Stopsale</u>	ORY	Orly		Active	Edit   Zone
pliers	PAR	Paris		Active	Edit   Zone
r Manager	YGP	Gaspésie		Active	Edit   Zone
cher Edit	YGV	Havre Saint-Pierre		Active	Edit   Zone
sword Edit	YML	Charlevoix		Active	Edit   Zone
Logout	YQB	Quebec		Active	Edit   Zone
	YUL	Laurentides		Active	Edit   Zone
	YYY	Mont Joli		Active	Edit   Zone
			Add		

**4** To add a new destination, click on "Add" at the bottom of the page.

MENU			Destination Manager	•	
ome Page					
tch Viewer					
ooking List	Code	Description	Operations Email	Status	Action
ooking View	CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	Edit   Zone
irrencies	CUZ	Cusco		Active	Edit   Zone
estinations	JED	Arabie Sahoudite		Active	Edit   Zone
anage addons	JUL	Juliaca		Active	Edit   Zone
rico Managor	LIM	Lima		Active	Edit   Zone
lick Contract	LJU	Ljubljana		Active	Edit   Zone
icn Content	MEX	Mexico		Active	Edit   Zone
tart-Stopsale	ORY	Orly		Active	Edit   Zone
uppliers	PAR	Paris		Active	Edit   Zone
ser Manager	YGP	Gaspésie		Active	Edit   Zone
oucher Edit	YGV	Havre Saint-Pierre		Active	Edit   Zone
assword Edit	YML	Charlevoix		Active	Edit   Zone
Logout	YQB	Quebec		Active	Edit   Zone
	YUL	Laurentides		Active	Edit   Zone
	YYY	Mont Joli		Active	Edit   Zone
			Add		

Fill in all the required information. The **code** of your destination is three characters long: you must use the IATA code of your destination (if this is already in use, you can create your own code).

The **name** of your destination does not matter: choose the one you want.

In the **"voucher "** section, you can add a general comment about the destination.

The **email address** associated with the destination is that of your representative, who mainly deals with it. You can add another if you wish.

#### Once this information has been completed, click on "Add".

-ONS system	Welcome suzanne			
MENU			Add Destination	
<u>le Page</u>				
<u>h Viewer</u>				
<u>king List</u>		Code:	LYS	
king View		Name:	Lyon	
<u>inations</u>		Voucher (freeflow comment):		
<u>age addons</u>		Operations Email:	georges.mercier@reslynx.com	
e Manager			Add	
Content				
t-Stopsale			Back to destination list	
<u>pliers</u>				
<u>Manager</u>				
<u>cher Edit</u>				
word Edit				
<u>ogout</u>				

5

# 6 Your new destination will then appear in the list of destinations. **To complete its** creation, click on "zone" in the right-hand menu.

J			Destination Mana	aer		
ge				<b>y</b>		
ewer					_	
List C	ode	Description	Operations Email	Status		Action
iew CH	A	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	Edit	Zone
CU	z	Cusco		Active	Edit	Zone
JE	>	Arabie Sahoudite		Active	Edit	Zone
JUI	_	Juliaca		Active	Edit	Zone
LIN	1	Lima		Active	Edit	Zone
	J	Ljubljana		Active	Edit	Zone
LYS	5	Lyon		Active	Edit	Zone Delete
ale ME	х	Mexico		Active	Edit	Zone
OR	Y	Orly		Active	Edit	Zone
per PA	R	Paris		Active	Edit	Zone
it YG	Р	Gaspésie		Active	Edit	Zone
dit YG	v	Havre Saint-Pierre		Active	Edit	Zone
YM	L	Charlevoix		Active	Edit	Zone
YQ	в	Quebec		Active	Edit	Zone
YU	L	Laurentides		Active	Edit	Zone
YY	Y	Mont Joli		Active	Edit	Zone
			Add			
	_				_	

#### 7 Click on "Add". ADD-ONS system Welcome suzanne MENU Zone Manager (LYS) > <u>Home Page</u> > Batch Viewer Destination Name Destination There is currently no zone for this destination in the database. Status > <u>Booking List</u> Action > <u>Booking View</u> Add > <u>Currencies</u> > Destinations Back to destination list > Manage addons > Price Manager > Rich Content > <u>Start-Stopsale</u> > <u>Suppliers</u> > User Manager > <u>Voucher Edit</u> > Password Edit <u>Logout</u>

8 Enter the name of your zone, e.g. Lyon, France. Then click on "add".

elcome suzanne	
	Add ZONE (LYS)
Name:	France
	Back to the zone list

**9** To return to your destinations, click on "Back to destination list".

	Welcome	suzanne						
					Zone Manag	jer (LYS)		
			-	_	_	_	_	_
		Name		Destination	Status		Action	
		France	Lyon		Active	<u>Edit</u>   <u>Disable</u>   <u>I</u>	Delete	
			_		Add			
I					Back to destin	ation list		

## **10** To modify, activate or deactivate your destinations, click on "Edit" in the right-hand menu.

		Destination Manager		
je	_	je	_	_
wer				
.ist Code	Description	Operations Email	Status	Action
/iew CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	Edit   Zone
s CUZ	Cusco		Active	Edit   Zone
JED	Arabie Sahoudite		Active	Edit   Zone
ddons JUL	Juliaca		Active	Edit   Zone
LIM	Lima		Active	Edit   Zone
LJU	Ljubljana		Active	Edit Zone
LYS	Lyon	georges.mercier@reslynx.com	Active	Edit   Zone
MEX	Mexico		Active	Edit Zone
ORY	Orly		Active	Edit   Zone
ager PAR	Paris		Active	Edit   Zone
tit YGP	Gaspésie		Active	Edit   Zone
Edit YGV	Havre Saint-Pierre		Active	Edit   Zone
t YML	Charlevoix		Active	Edit   Zone
YQB	Quebec		Active	Edit   Zone
YUL	Laurentides	and the second se	Active	Edit   Zone
YYY	Mont Joli		Active	Edit   Zone

# 11 You can then activate, deactivate or update your destination. Click on "update" once you've completed your changes.

ONS system	Welcome suzanne	
IENU	Update Destination	
e Page		
<u>ı Viewer</u>		
ing List		
ing View	Name: Lyon	
encies	Operations Email: georges.mercier@reslynx.com	
nations	Voucher (freeflow comment):	_
ig <u>e addons</u> Manager	Status:	
Content	Update	
-Stopsale		
liers	Back to destination list	
Manager		
<u>her Edit</u>		
word Edit		
<u>ogout</u>		

# 12 Our destination is now deactivated (in red). To reactivate it, follow the reverse procedure. **To modify a zone, click on "zone".**

IU		Destination Manager	•	
age		j	_	
iewer				
List	de Description	Operations Email	Status	Action
liew CH/	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	Edit   Zone
CUZ	Cusco		Active	Edit   Zone
JED	Arabie Sahoudite		Active	Edit   Zone
done JUL	Juliaca		Active	Edit   Zone
LIM	Lima		Active	Edit   Zone
ager LJU	Ljubljana		Active	Edit Zone
LYS	Lyon	georges.mercier@reslynx.com	Disabled	Edit   Zone
MEX	Mexico		Active	Edit Zone
ORY	Orly		Active	Edit   Zone
nger PAR	Paris		Active	Edit   Zone
dit YGF	Gaspésie	CONTRACTOR OF A	Active	Edit   Zone
Edit YG	Havre Saint-Pierre		Active	Edit   Zone
YMI	Charlevoix		Active	Edit   Zone
YQE	Quebec		Active	Edit   Zone
YUL	Laurentides		Active	Edit   Zone
YYY	Mont Joli		Active	Edit   Zone
		Add		

### **13** Enter the necessary information, after clicking on "Edit".



### Click on "Update". Your zone has now been modified!

