Manage your destinations in Addons
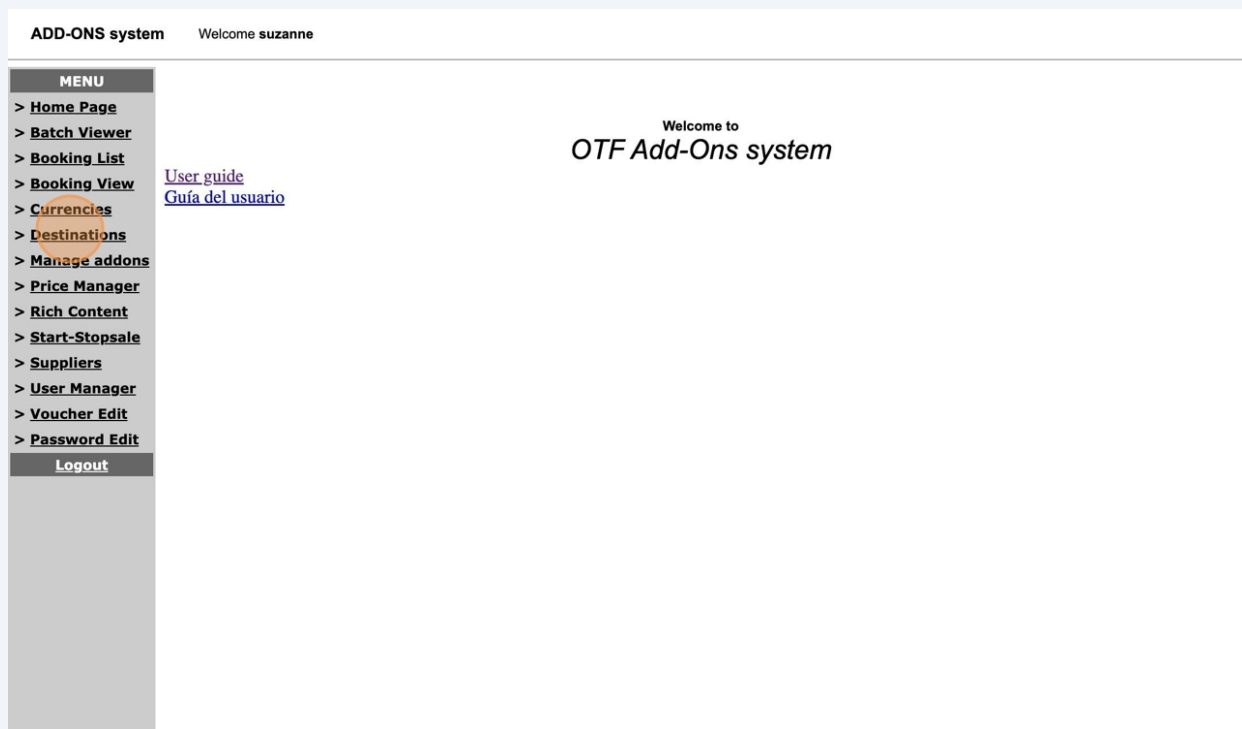
ResLynx

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

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1   Navigate to **https://addons-new.otfsystems.com/left.php**

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2   Go to the Addons home page, then click on "Destinations".

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.

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Destination Manager

Code	Description	Operations Email	Status	Action
CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	**Edit** | **Zone**
CUZ	Cusco		Active	**Edit** | **Zone**
JED	Arabie Sahoudite		Active	**Edit** | **Zone**
JUL	Juliaca		Active	**Edit** | **Zone**
LIM	Lima		Active	**Edit** | **Zone**
LJU	Ljubljana		Active	**Edit** | **Zone**
MEX	Mexico		Active	**Edit** | **Zone**
ORY	Orly		Active	**Edit** | **Zone**
PAR	Paris		Active	**Edit** | **Zone**
YGP	Gaspésie		Active	**Edit** | **Zone**
YGV	Havre Saint-Pierre		Active	**Edit** | **Zone**
YML	Charlevoix		Active	**Edit** | **Zone**
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.

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- > **Password Edit**
- **Logout**

Destination Manager

Code	Description	Operations Email	Status	Action
CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	**Edit** | **Zone**
CUZ	Cusco		Active	**Edit** | **Zone**
JED	Arabie Sahoudite		Active	**Edit** | **Zone**
JUL	Juliaca		Active	**Edit** | **Zone**
LIM	Lima		Active	**Edit** | **Zone**
LJU	Ljubljana		Active	**Edit** | **Zone**
MEX	Mexico		Active	**Edit** | **Zone**
ORY	Orly		Active	**Edit** | **Zone**
PAR	Paris		Active	**Edit** | **Zone**
YGP	Gaspésie		Active	**Edit** | **Zone**
YGV	Havre Saint-Pierre		Active	**Edit** | **Zone**
YML	Charlevoix		Active	**Edit** | **Zone**
YQB	Quebec		Active	**Edit** | **Zone**
YUL	Laurentides		Active	**Edit** | **Zone**
YYY	Mont Joli		Active	**Edit** | **Zone**

Add

5

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".

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

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Destination Manager

Code	Description	Operations Email	Status	Action
CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	**Edit** | **Zone**
CUZ	Cusco		Active	**Edit** | **Zone**
JED	Arabie Sahoudite		Active	**Edit** | **Zone**
JUL	Juliaca		Active	**Edit** | **Zone**
LIM	Lima		Active	**Edit** | **Zone**
LJU	Ljubljana		Active	**Edit** | **Zone**
LYS	Lyon		Active	**Edit** | **Zone** **Delete**
MEX	Mexico		Active	**Edit** | **Zone**
ORY	Orly		Active	**Edit** | **Zone**
PAR	Paris		Active	**Edit** | **Zone**
YGP	Gaspésie		Active	**Edit** | **Zone**
YGV	Havre Saint-Pierre		Active	**Edit** | **Zone**
YML	Charlevoix		Active	**Edit** | **Zone**
YQB	Quebec		Active	**Edit** | **Zone**
YUL	Laurentides		Active	**Edit** | **Zone**
YYY	Mont Joli		Active	**Edit** | **Zone**

Add

7 Click on "Add".

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Zone Manager (LYS)

Name	Destination	Status	Action
There is currently no zone for this destination in the database.			
	Add		

Back to destination list

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

elcome **suzanne**

Add ZONE (LYS)

Name:	France
	Add

Back to the zone list

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

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

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

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Update Destination

Name:	Lyon
Operations Email:	georges.mercier@reslynx.com
Voucher (freeflow comment):	
Status:	Disabled ⌄

Update

Back to destination list

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

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Destination Manager

Code	Description	Operations Email	Status	Action
CHA	Charlevoix	patrick.beaulieu@rezotel.ca	Disabled	**Edit** | **Zone**
CUZ	Cusco		Active	**Edit** | **Zone**
JED	Arabie Sahoudite		Active	**Edit** | **Zone**
JUL	Juliaca		Active	**Edit** | **Zone**
LIM	Lima		Active	**Edit** | **Zone**
LJU	Ljubljana		Active	**Edit** | **Zone**
LYS	Lyon	georges.mercier@reslynx.com	Disabled	**Edit** | **Zone**
MEX	Mexico		Active	**Edit** | **Zone**
ORY	Orly		Active	**Edit** | **Zone**
PAR	Paris		Active	**Edit** | **Zone**
YGP	Gaspésie		Active	**Edit** | **Zone**
YGV	Havre Saint-Pierre		Active	**Edit** | **Zone**
YML	Charlevoix		Active	**Edit** | **Zone**
YQB	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".

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Zone Manager (LYS)

Name	Destination	Status	Action
France	Lyon	Active	**Edit** | **Disable** | **Delete**

Add

Back to destination list

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

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Update ZONE (LYS)

Name: France

Update

Back to the zone list