Manage your general settings in Addons



This tutorial will teach you how to manage your Addons settings: manage your Addons languages, groups, options, suppliers and categories.



3 This will take you to your settings management page. Let's start with languages. To get there, click on "Manage Languages".



4 You can then add your existing languages, or add new ones. For example, to add Spanish from English, use the drop-down menus in the "Add new language" section, then click on "Add".

ADD-ONS system	n Welcome suzanne
MENU	Pich Content > Language
> <u>Home Page</u>	Kich content > Language
> Batch Viewer	SubMenu: Manage Groups Manage Options Manage Suppliers Manage Categories
> <u>Booking List</u>	
> <u>Booking View</u>	Configured Language
> <u>Currencies</u>	en_US Delete
> Destinations	fr_CA Delete
> <u>Manage addons</u>	
> <u>Price Manager</u>	Add new language
> <u>Rich Content</u>	New Language: es_ES V
> <u>Start-Stopsale</u>	Source Language*: fr_CA ~
> <u>Suppliers</u>	Add
> User Manager	*REQUIRED since no entry may be blank.
> <u>Voucher Edit</u>	This will copy the selected language in new one, pending updates.
> <u>Password Edit</u>	Back
<u>Logout</u>	

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5 To return to the settings, click on "Back".

> nome raye		Lunguuge
> Batch Viewer	SubMenu: Manage Groups Ma	nage Options Manage Suppliers Manage Categories
> Booking List		
> Booking View	Configured Language	
> <u>Currencies</u>	en_US	Delete
> Destinations	es_ES	Delete
> <u>Manage addons</u>	fr_CA	Delete
> Price Manager		
> <u>Rich Content</u>	Add new language	
> <u>Start-Stopsale</u>	New Language: de	DE V
> Suppliers	Source Language*: en	
> User Manager		Add
> Voucher Edit	*REQUIRED since no entry may	be blank.
> Password Edit	This will copy the selected lange	uage in new one, pending updates.
Logout	Back	

6 To manage your groups, click on "Manage Groups".



7 This takes you to the group management page. In Addons, groups are used to organize the various add-ons you wish to offer. For example, are they restricted to internal use, do you want them to appear online, etc. The configuration of these groups is entirely customizable and left to your taste. To add a new group, simply name it in the languages you use in the bottom menu.

ADD-ONS system	n Welcome suzanne
MENU > <u>Home Page</u>	Rich Content > Groups
> Batch Viewer	SubMenu: Manage Languages Manage Options Manage Suppliers Manage Categories
> <u>Booking List</u>	Current group(s) inorder
> <u>Booking View</u>	
> <u>Currencies</u>	Language / group name
> Destinations	en_US_INTERNAL
> Manage addons	1 fr_CA INTERNE Delete
> Price Manager	es_ES INTERNE
> <u>Rich Content</u>	en US Promotions
> <u>Start-Stopsale</u>	2 fr CA Promotions
> <u>Suppliers</u>	es ES Promotions
> <u>User Manager</u>	
> <u>voucner Edit</u>	en_US Web site
> <u>Passworu Eult</u>	3 fr_CA Web site
Logout	es_ES Web site
	• II_LA WED Site - Externe
	es_es web alle - Laterne
	Update
	Add new group
	Language / Group Name
	en_US
	fr_CA
	es_ES
	Add
	Back

For example, to create a "parties" group, complete the section, then click on "parties". This new group will then appear in your groups.

ADD-ONS system	Welcome suzanne
MENU > <u>Home Page</u> > <u>Batch Viewer</u> > <u>Booking List</u>	Rich Content > Groups SubMenu: <u>Manage Languages Manage Options Manage Suppliers Manage Categories</u>
> <u>Booking View</u>	Current group(s) Inorder
> Destinations	Language / Group Name
> Manage addons	en_US INTERNAL
> Price Manager	1 fr_CA INTERNE Delete
> Rich Content	es_ES INTERNE
> Start-Stopsale	en US Promotions
> <u>Suppliers</u>	2 fr_CA Promotions
> <u>User Manager</u>	es_ES Promotions
> <u>Voucher Edit</u>	
> Password Edit	en_US Web site
Logout	3 fr_CA Web site A Delete
	es_ES Web site
	en_US Web site - External
	4 fr_CA Web site - Externe A Delete
	es_ES Web site - Externe
	lindeta
	Charle
	Add new group
	Language / Group Name
	en_US Holidays
	fr_CA Fêtes
	es_ES Vacaciones
	Add
	Back

To modify your options, click on "Options" from the settings menu.

9

8



10 To add a new option, name it by completing the information requested in the following menu, then click on "Add". **Be sure to associate the option with the corresponding group.** It's up to you whether or not to use options.

ADD-ONS system	n Welcome suzanne
MENU	
> <u>Home Page</u>	Rich Content > Options
> Batch Viewer	SubMenu: Manage Languages Manage Groups Manage Suppliers Manage Categories
> <u>Booking List</u>	Subricile. <u>Hunge Lengunge</u> Filinge Singler Filinge Suppress Hunge Categories
> <u>Booking View</u>	Add new option
> <u>Currencies</u>	
> Destinations	Language / Option Name
> Manage addons	en_os interios and raminy
> Price Manager	
> <u>Rich Content</u>	
> Suppliers	Add
> User Manager	
> Voucher Edit	Back
> Password Edit	
Logout	

11 You can manage your options (delete them, modify them or change their reference group) from the top menu. After each modification, be sure to click on "Update".

ADD-ONS system	m Welcome suzanne	
MENU > <u>Home Page</u>	Rich Content > Options	
> <u>Batch Viewer</u> > <u>Booking List</u>	SubMenu: Manage Languages Manage Groups Manage Suppliers Manage Ca	tegories
> <u>Booking View</u> > Currencies	current option(s)	
> Destinations	Language / Option Name	
> Manage addons	INTERNAL	
> Price Nanager	en_US Friends and Family	
> <u>Rich Content</u>	1 es_ES Familia	
> <u>Start-Stopsale</u>	fr_CA Famille et amis	
> <u>Suppliers</u>		Update
> User Manager		
> <u>Voucher Edit</u>	Add new option	
> Password Edit	Language / Option Name	
Logout	en_US	
	fr_CA	
	es_ES	
	Group: INTERNAL ~	
	Add	
	Back	

12 To manage your suppliers, click on "Manage Suppliers".



13 This is where you'll find all the suppliers you've created from the other "Suppliers" menu on the left (see blue arrow). From here, you can edit your suppliers or view the list of add-ons associated with them.

ADD-ONO Syste			
MENU			
> <u>Home Page</u>	Rich Content > Supplie	ers	
Batch Viewer			
Booking List	SubMenu: Manage Languages Manage Groups Manage	Options Manage Sup	pliers Manage Cate
Booking View			
Currencies	Supplier list All		
Destinations	Supplier list All		
Destinations		Status Rich	Addons
Manage addons	DestName	Content	Action
Price Manager	1. YML Azulee	yes	Edit Show list
Rich Content	2. YQB Aquarium de Quebec	yes	Edit Show list
Start-Stopsale	3. YML Musee de Charlevoix	yes	Edit Show list
Suppliers	4. YML Train de Charlevoix (allée simple Baie St-Paul - La Malbaie)	yes	Edit Show list
User Manager	5. CHA Flotting cottage	no	Edit Show list
Voucher Edit	6. YGV Visite de la Station de Recherche des Îles Mingan	yes	Edit Show list
Deceword Edit	7. YGP Parc de la Gaspésie	yes	Edit Show list
	8. YQB Canot	no	Edit Show list
Logout	9. YQB Journée de pêche	yes	Edit Show list
	10.JED VISA for UMRAJ	yes	Edit Show list
	11.MEX Luggage Pickup Mexico	no	Edit Show list
	13 XXX Location de Kavak	yes	Edit Show list
	14 YYY Planche a pagaie (paddle board)	Ves	Edit Show list
	15.YYY Location de canne a peche	ves	Edit Show list
	16.YGP Parc national	yes	Edit Show list
	17.YYY Pourvoirie de la Gaspésie	yes	Edit Show list
	18.ORY Zoo Parc de Beauval	yes	Edit Show list
	18.ORY Zoo Parc de Beauval Back	yes yes	Edit Show list

14 You can choose the list of suppliers you see by using the drop-down menu next to "Supplier list".

ADD-ONS syste	m Welcome suzanne		
MENIL	1		
> <u>Home Page</u>	Rich Content > Supplie	ers	
Batch Viewer			
Booking List	SubMenu: Manage Languages Manage Groups Manage	Options Manage Sup	pliers Manage Cate
Booking View			
Currencies	Supplier list Disabled -		
Destinations	Supplier list Disabled		
Manage addone	DestName	Status Rich	Action
<u>Manage audons</u>	Destivanie	Content	List
Price Manager	1. LIM TRANS - EXC Lima	no	Edit Show list
Rich Content	2. CUZ TRANS - EXC Vallée Sacré	no	Edit Show list
Start-Stopsale	3. JUL TRANS - EXC Puno	no	Edit Show list
Suppliere	4. LJU TRANS - EXC LJUBLJANA	no	Edit Show list
Suppliers	5. YUL traineau a chien	no	Edit Show list
<u>User Manager</u>	6. YUL Sainte-adele en raquette	no	Edit Snow list
Voucher Edit	7. YML Azulee	yes	Edit Show list
Password Edit	8. YQB Aquarium de Quebec	yes	Edit Show list
Logout	9. TML Musee de Charlevoix (allée simple Baio St-Baul - La	yes	Edit Show list
Logout	10.YML Malbaie)	yes	Edit Show list
	11.CHA Flotting cottage	no	Edit Show list
	12.YGV Visite de la Station de Recherche des Îles Mingan	no	Edit Show list
	13.YGV Visite de la Station de Recherche des Îles Mingan	yes	Edit Show list
	14.YGP Parc de la Gaspésie	yes	Edit Show list
	15.YQB Canot	no	Edit Show list
	16.YQB Journée de pêche	yes	Edit Show list
	17.JED VISA for UMRAJ	yes	Edit Show list
	18.MEX Luggage Pickup Mexico	no	Edit Show list
	19.YYY Location de vélo	yes	Edit Show list
	20.YYY Location de Kayak	yes	Edit Show list
	21.YYY Planche a pagaie (paddle board)	yes	Edit Show list
	22.YYY Location de canne a peche	yes	Edit Show list
	23.YGP Parc national	yes	Edit Show list
	74 YYY Pourvoirie de la Gaspésie	ves	Edit Show list
		,	E (1) OL

15 To access your category settings, click on "Categories" from the Settings home page.



16 This will take you to your category management page. NB: Categories play an essential filtering role in Addons. Since each of your add-ons is linked to a category, you need to make sure that the categories are properly configured. You can add as many categories as you like.

You can **modify** your categories and **assign them a PC Travel category** (if you use this accounting software) directly from the menu (see red arrows).

To **delete** a category, select it from the right-hand column, then click on "Update" (see blue arrows).

ADD-ONS system	n Welcome suzanne		
MENU > <u>Home Page</u> > Batch Viewer	Rich Content >	Category	
> Booking List	SubMenu: Manage Groups Mana	ge Options Manage Suppliers Manage Languages	
> Booking View	Category list	1	1
> Currencies	Name	Details	Pc Voyage Delete
> Destinations			
> Manage addons	1 TRANSFERT		Transfert
> Price Manager			
> <u>Rich Content</u>	2 ACTIVITE		Miscellaneous V
> Start-Stopsale			Minnellenseur
> <u>Suppliers</u>		┘[
> <u>User Manager</u> > <u>Voucher Edit</u>	4 REPRESENTANT		Miscellaneous 🗸 🗆
> Password Edit		_	
<u>Logout</u>	5 PROMOTION		Adjustment
		ADD Update	
	Back		
		~	

To **add** a category, click on "ADD" (orange circle).

17 To add a new category, complete all the following fields and click on "ADD" (orange). To return to the menu, click on "Back" (blue).

MENU > <u>Home Page</u> > <u>Batch Viewer</u> > Reaking List	Rich Content > Category SubMenu: Manage Groups Manage Options Manage Suppliers Manage Language:
> Booking List	Category list
> <u>Currencies</u> > Destinations	Please fill these text box to add a category.
> <u>Manage addons</u>	Name Details Pc Voyages
> <u>Price Manager</u>	EXPERIENCES Expériences voyage Miscellaneous
> <u>Rich Content</u>	
> <u>Start-Stopsale</u>	
> <u>Suppliers</u>	Back
> <u>User Manager</u>	
> <u>Voucher Edit</u>	
> Password Edit Logout	

18 The new category will then appear in the menu. To modify it, refer to the previous step. To return to the general menu, click on "Back".

> Manage addons	1	TRANSFERT		Transfert ~
> <u>Price Manager</u>				,
> <u>Rich Content</u>	2	ACTIVITE		Miscellaneous ~
> Start-Stopsale				
> <u>Suppliers</u>	3	FLIGHTS		Miscellaneous ~
> <u>User Manager</u>				
> <u>Voucher Edit</u>	4	REPRESENTANT		Miscellaneous ~
> Password Edit				
Logout	5	PROMOTION		Adjustment ~
			Expériences voyage	
	6	EXPERIENCES		
			ADD Update	
	Ва	ck		

19 That's all there is to it! Now you know how to use Addons general settings!

ADD-ONS system	m Welcome suzanne
MENU	
> <u>Home Page</u>	Rich Content
> Batch Viewer	> Manage Languages
> Booking List	> Manage Groups
> <u>Booking View</u>	> Manage Options > Manage Suppliers
> <u>Currencies</u>	> Manage Categories
> Destinations	Back
> Manage addons	
> Price Manager	
> <u>Rich Content</u>	
> <u>Start-Stopsale</u>	
> <u>Suppliers</u>	
> <u>User Manager</u>	
> <u>voucner Edit</u>	
> <u>Password Edit</u>	
Logout	
	\checkmark
	•