

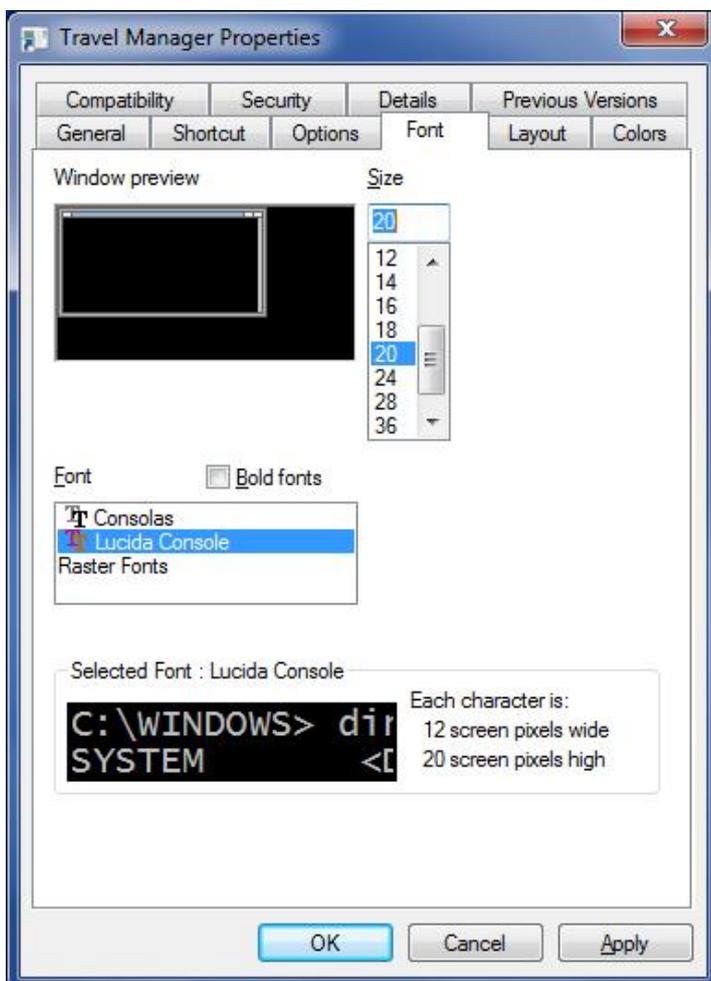
Travel Manager Help Sheet

Basic Operations

1. Screen Size

When you run Travel Manager for the first time it will appear in a small Window. You can increase the size of this window as follows:

- Ensure that Travel Manager is closed on the particular computer
- On your Desktop, right-click on the Travel Manager shortcut and choose “*Properties*”
- Select the “*Font*” tab
- Select the Font “**Lucida Console**”
- Select the Size “**20**”
- Click on “Apply”, then “OK”
- Run Travel Manager and check if the screen size suits you
- If it is still too small or too large, you can repeat the above steps and select different Size settings until you find one that suits your requirements



2. Exiting Travel Manager

The correct way to close Travel Manager is to press the ESC key while on the Main Menu. When Travel Manager is running in a Window you might be tempted to click on the "X" like other programs but in the case of Travel Manager doing this will cause the program to be closed incorrectly without closing the various data files which would be open and files could be damaged.

3. Indexing Files

Travel Manager uses quite a lot of database files to store the various data (e.g. Customers, Bookings, Payments, etc). To allow for fast access these files are linked in various ways using Index Files. These Index Files must be Re-Indexed regularly – it is recommended to do so once every day.

It is sometimes possible that the Index files can become corrupt and this often leads to problems such as lists being out of sequence or data missing from a screen or report. If you notice a problem like these you should immediately run the Index Files procedure and then check the item again.

You can Re-Index the files by going to the "*Utilities*" menu and selecting "*Index Files*".

The software will automatically display a reminder on opening, if the files have not been Indexed for more than two days.

Indexing the files can be done from any computer but when it is being run all other users must be logged out of Travel Manager.

4. Data Maintenance

The Data Maintenance menu contains options that allow the set-up and maintenance of basic data items, which are required to run Travel Manager.

This includes:

Tour Operators

Suppliers

Booking Types

Service Charges

Default entries are provided for each item but you should check each section and customise the lists to suit your business before you start using the system.

In each Data Maintenance screen, you can add new items, edit an existing item or delete an existing item. You must be logged in as ADMINISTRATOR before deleting any item.

Deleting Data Maintenance records

You can delete entries from a Data Maintenance file, only in the following circumstances:

- You must be logged in as ADMINISTRATOR user.
- It is not possible to delete an item which is already referenced in another file, e.g. you cannot delete a Booking Type if there are Bookings with that Type assigned.

5. Change Password

A standard user (i.e. not ADMINISTRATOR) may change their own password.

On the main menu select “Users/Passwords”.

Enter the old password and then enter and confirm the new password.

ADMINISTRATOR may change any users password. When you open the “Users/Passwords” screen while logged in as ADMINISTRATOR you may select any user and then assign a new password. You do not need to know their existing password in order to assign a new one.

6. Setting up & Removing Users

To setup or remove a user, you must first login as ADMINSTRATOR.

On the menu select “Users/Passwords”.

To setup a new user:

Enter a Code for the user and also their Name.

Usually the Code should be the user’s initials and the Name should be their first name.

You will then be asked to define the menu options which the user should have access to. Enter a “Y” for each menu which the user should be permitted to use.

You will then be asked to set a password for the user which you must also confirm.

To delete a user:

Press F4 and select the user from the list.

Press F8 to delete the user.

The user will be deleted from the List of users and may no longer login to Travel Manager.

However, the Users Code and Name will still be retained so that any existing bookings which contain that users name as the Consultant or Payment reference will still show the correct name.

7. Reports

When you select a Report in Travel Manager, there will usually be some selection criteria required e.g. a range of dates.

Each selection criteria will be asked as a separate question.

Once you complete all questions, the final question will ask you if you want to Print the report to Screen or File.

Screen

This option will allow you to view or print the report. The report will be displayed using V File Viewer which is an add-on program for viewing and printing reports.

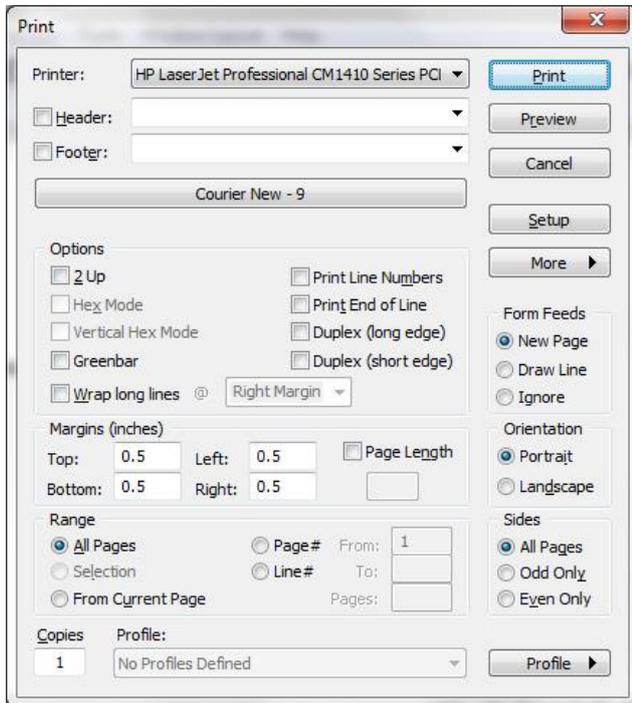
You can scroll up and down, left and right as required. You can also use the Page Up & Down keys and the Home and End keys will allow you to move to the top or the bottom of the report.

You can Print the report, using **any** of the following options:

- Click on **File, Print**
- Click on the Printer Toolbar icon
- Press Ctrl-P

- Right-click and select **Print**

Whichever option you use, you will be presented with the following screen:



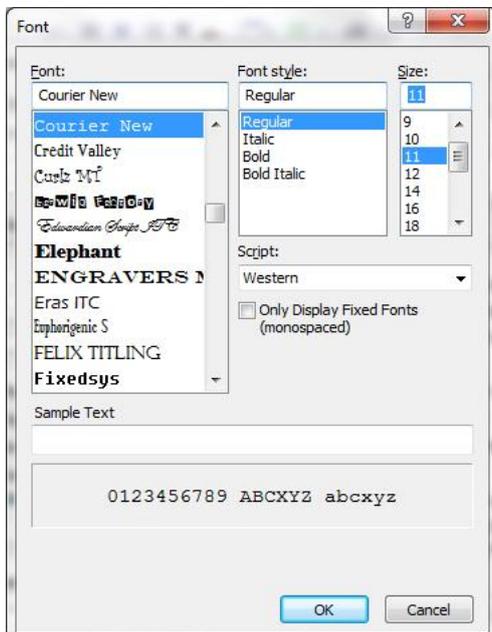
Printer

Your default windows printer will be selected but you can change this to any available printer.

Font and Point Size

The default font and point size will be “Courier New – 9”. However, this is generally too small and the recommended optimum setting is “Courier New - 11”. To change the point size from 9 to 11, do as follows:

1. Click on the button which displays “Courier New – 9”
2. Select “Add Font”
3. Select Size “11”
4. Click “OK”



Orientation – Landscape or Portrait

If your report is wide and needs to be printed in Landscape you must set the Orientation to Landscape but please note that the setting will remain at Landscape on your computer and you will need to change it back to Portrait next time you require to print in Portrait. Most reports will need to be printed in Landscape and Invoices will need to be printed in Portrait.



Copy & Paste to another application

You can Copy the contents of the Report or Invoice and then Paste to another application e.g. Microsoft Word.

To Copy, do as follows:

- Press Ctrl-A on the keyboard to select the entire text
- You can Copy the text using any of the following options:
 - Select **File, Copy to Clipboard, Copy Selected Text**
 - Press Ctrl-C on the keyboard
 - Right-click and select **Copy to Clipboard**
- To Paste the report into another application (e.g. Word) if you do not know where to find the Paste option – you can usually right-click and select Paste from the menu or on the keyboard press Ctrl-V which is the Windows shortcut key for Paste.
- Once you have pasted the report contents into the required application you must select the entire report text (Ctrl-A) and set the Font to **Courier New** and the Point Size to **9**. This is essential in order for columns to be correctly lined up. The Font used should always be Courier New which has the unique characteristic of being a proportional font on character height while being of fixed width ensuring that all columns are correctly aligned.

File

Allows you to Save the report to a file which you can then open in another application, e.g. Excel.

You can save a report to one of the following file types:

DIF Tab Delimited File – each column separated with a tab.

TXT Plain Text File

The preferred file type can be set in Utilities – Booking Options.

DIF files are specifically for opening in Spreadsheet applications e.g. Excel – DIF files will open in Excel with the correct formatting.

TXT files are designed for opening in Word Processing applications e.g. Word

By default all report files are saved to the **T:\TM\REPORTS** folder.

You must enter a name for the file which must be no more than 8 characters long and must not contain any spaces. The extension .DIF or .TXT will be added automatically.