

## Latinconnect User Tip: Filter function for creating an individual manual

To create an individual manual even more quickly, we integrated a new search filter that makes the specific product search much easier. In the following steps, we will explain in detail how to use this filter optimally.

Step 1- 5: After logging in, click on “Product selection”, create a new manual clicking on “New”, assign the desired name, select the country and the year for which you want to have prices in the manual. Finally click on “Save”, so the basic structure is finished.

The screenshot shows the 'Product Selection' form in the Latinconnect interface. The form is titled 'Product Selection' and has a header with the Latinconnect logo and the tagline 'ENABLING TRAVEL BUSINESS'. The navigation bar includes 'Search', 'Product Selection', 'Create Manuals', and 'Travelplanner'. The form fields are: 'Name' (a dropdown menu with 'Select a list' and a 'New' button), 'Country' (a dropdown menu with 'Select a country'), and 'Year' (a dropdown menu with 'Select a year'). There is a checkbox for 'Price Filter (Only Products with available Rates)'. At the bottom are 'Save' and 'Cancel' buttons. Red boxes with numbers 1 through 5 highlight the 'Product Selection' menu item, the 'New' button, the 'Name' dropdown, the 'Country' dropdown, and the 'Save' button respectively.

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Step 6: The following window will appear and you will see the new search filter.

The screenshot shows the 'Product Selection' form after a manual has been created. The form is titled 'Product Selection' and has a header with the Latinconnect logo and the tagline 'ENABLING TRAVEL BUSINESS'. The navigation bar includes 'Search', 'Product Selection', 'Create Manuals', and 'Travelplanner'. The form fields are: 'Name' (a dropdown menu with 'Test Manual Sep17' and 'Delete' and 'Copy' buttons), 'Country' (a dropdown menu with 'Cuba'), and 'Year' (a dropdown menu with '2017'). There is a checkbox for 'Price Filter (Only Products with available Rates)'. At the bottom are 'Save' and 'Cancel' buttons. A red box highlights the search filter input field labeled 'Search a product' with a magnifying glass icon. Below the search filter is a list of product categories: 'Accommodation', 'Airport Transfers', 'Casa Particular', and 'City Tours', each with a dropdown arrow and a checkbox.

**Step 7:** Instead of clicking through the complete product palette, enter the name of the desired product in the new search field.

The screenshot shows the 'Product Selection' interface. At the top, there is a navigation bar with tabs for 'Search', 'Product Selection', 'Create Manuals', and 'Travelplanner'. The 'Product Selection' tab is active. Below the navigation bar, the interface is divided into several sections. The top section contains a 'Name' field with a dropdown menu showing 'Test Manual Sep17', and buttons for 'Delete' and 'Copy'. Below this are 'Country' and 'Year' dropdown menus, with 'Cuba' and '2017' selected respectively. A checkbox for 'Price Filter (Only Products with available Rates)' is present. Below the filters are 'Save' and 'Cancel' buttons. A red box labeled '9.' is around the 'Save' button. The middle section features a search field containing 'Loft Habana' with a magnifying glass icon. A red box labeled '7.' is around this search field. Below the search field is a hierarchical list of product categories: 'Casa Particular', 'Occidental Region', 'Havana', and 'Old Havana'. Each category has a blue circular icon with a checkmark. The 'Loft Habana' product is listed under 'Old Havana' with a red arrow pointing to it. A red box labeled '8.' is around the 'Loft Habana' product name.

**Step 8:** The chosen product appears and can be selected via click on the box on the right side. Please select more products using the filter and compile your individual manual.

**Step 9:** Once you are done with the selection of all products, click on "Save".

Now follow all regular steps using "Create a manual", which you have already used several times as a true Latinconnect professional. Please do not hesitate to contact us for further information.