

## Latinconnect User Tip:

## Create Sales Manuals

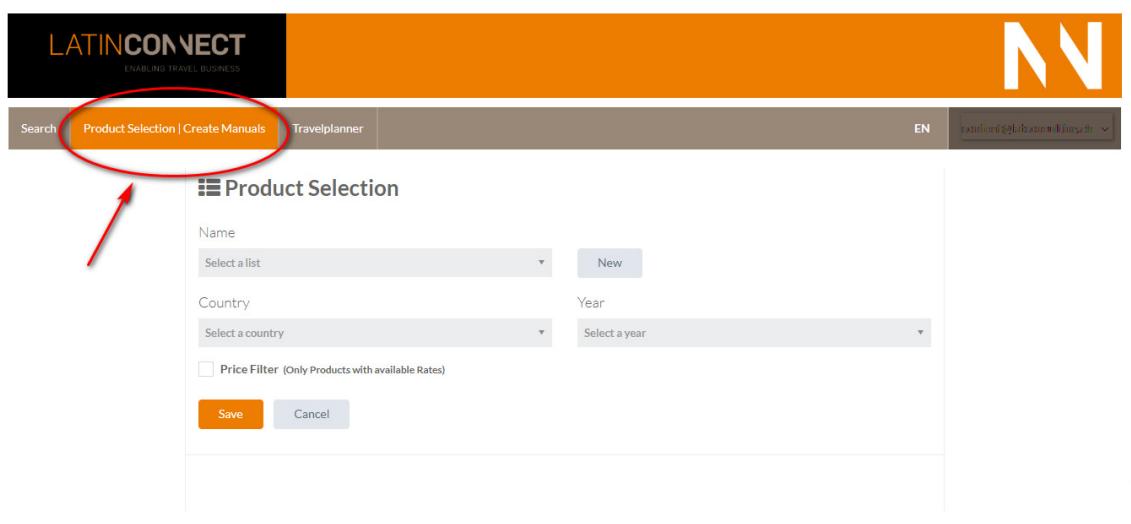
Who does not know this situation, you are in the middle of the production and urgently need a Sales Manual?

To make things faster this season, we have come up with something great and you can now even create the manuals much easier.

What you need before we can start?

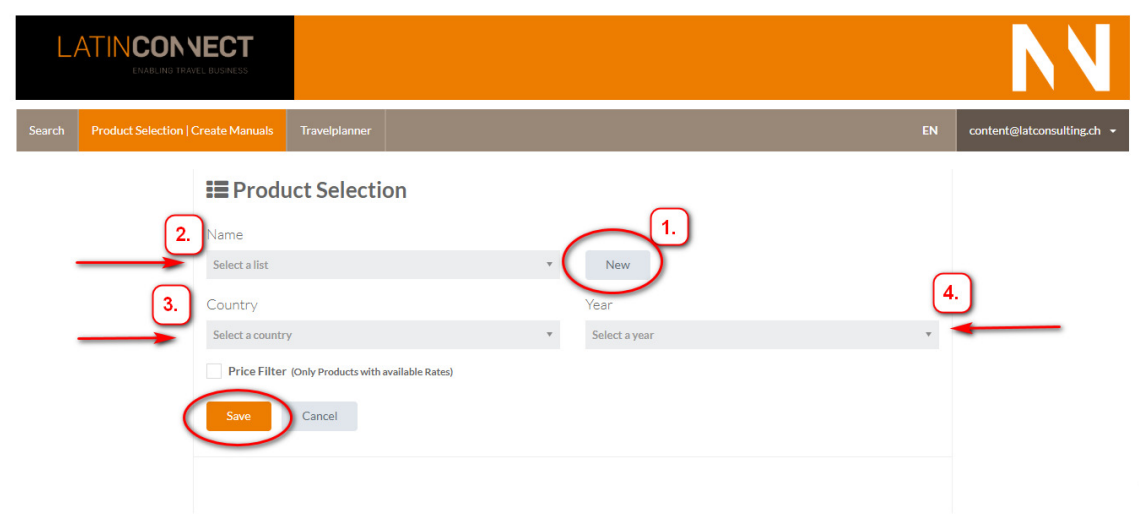
1. a valid Latinconnect access
2. make sure you know which products you need to be in the sales manual

**Step 1:** After you have logged in, please click on “Product Selection/Create Manual”.



The screenshot shows the Latinconnect user interface. At the top, there is a navigation bar with the Latinconnect logo and the tagline 'ENABLING TRAVEL BUSINESS'. Below the navigation bar, there is a search bar and a menu with the following items: 'Product Selection | Create Manuals', 'Travelplanner', 'EN', and 'content@latconsulting.ch'. The 'Product Selection | Create Manuals' item is circled in red, and a red arrow points from it to the 'Product Selection' form below. The form has the following fields: 'Name' (with a dropdown menu 'Select a list' and a 'New' button), 'Country' (with a dropdown menu 'Select a country'), and 'Year' (with a dropdown menu 'Select a year'). There is also a checkbox for 'Price Filter (Only Products with available Rates)' and two buttons: 'Save' and 'Cancel'.

**Step 2:** Click on “New” (1) to generate a new manual. Choose a name (2), select the country (3) and chose the year (4). Once you are ready just click on “Save”.



The screenshot shows the Latinconnect user interface, similar to the previous one. The 'Product Selection' form is the main focus. The 'New' button is circled in red and labeled with a red '1'. The 'Name' dropdown menu is circled in red and labeled with a red '2'. The 'Country' dropdown menu is circled in red and labeled with a red '3'. The 'Year' dropdown menu is circled in red and labeled with a red '4'. The 'Save' button is circled in red. Red arrows point from the numbered labels to their respective elements in the form.

**Step 3:** You will be shown more options now. You can now choose the following:

- if you need a price filter (to just get shown the products with prices for the selected date)
- if you just want a price list (without texts or rate conditions. Caution, this could be tricky as a lot of information can be found in the rate conditions and you might be missing important things)
- if you need the rate conditions to be included or not (we always suggest including them as important information can be found here)
- from / to which date you would like to include the prices in the manual
- which price structure you want to be shown (just selling price or a previously established reseller price)

It is important to note that the manual cannot be created if the previous steps are not executed.

If all options are proved and selected accordingly, please click on “Save”.

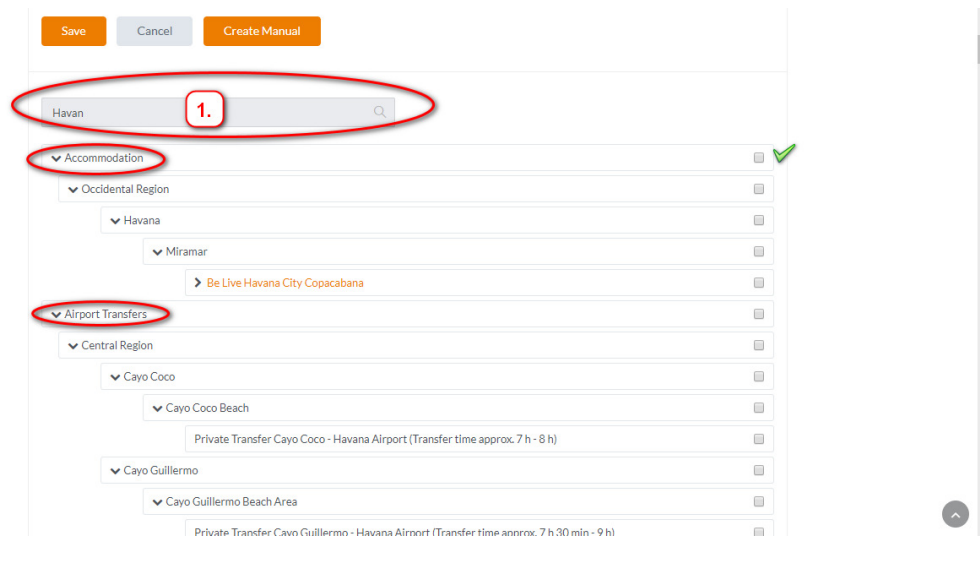
The screenshot shows a 'Product Selection' form with the following fields and options:

- Name: TEST Manual DE 20 (with Delete and Copy buttons)
- Country: Cuba
- Year: 2019
- Price Filter (Only Products with available Rates)  ✓
- Pricelists only (No descriptions)  ✓
- Rate Conditions (Adds rate conditions)  ✓
- Price Type: Cost ✓
- From: Select a date ✓
- To: Select a date ✓
- Buttons: Save (circled in red), Cancel, Create Manual
- Search product: Search a product
- Product list: Accommodation, Airport Transfers

**Step 4:** Make use of the search function (1) and put the name of the product you are looking for in the provided text box. If not just select the required service by marking the check box on the right.

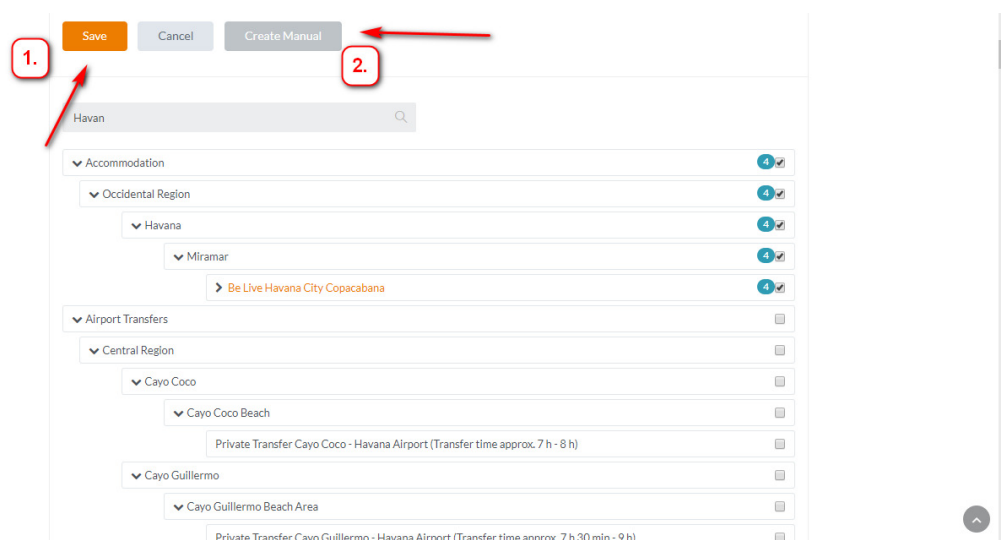
You can choose single products or all products of one special region or product type.

Please note that you can choose several products or are even able to create a manual of all products of a DMC or country. There are no limitations creating a manual.



**Step 5:** If the selection is made please click again on “Save” and afterwards on “Create Manual”.

In the background the manual will be created and saved to your computer as a PDF.



If you need any further assistance or guidance please do not hesitate to get in touch anytime!