

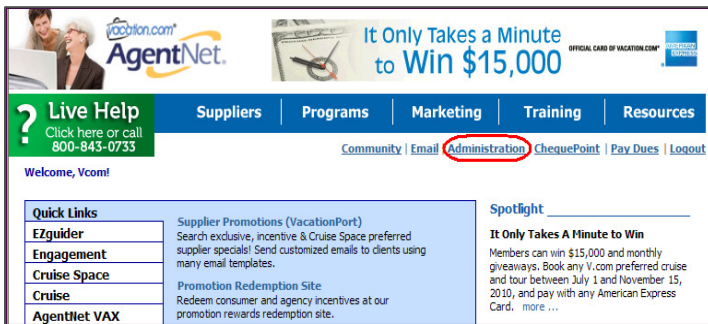
# Technology QuickTip

## AgentNet for Owners and Managers

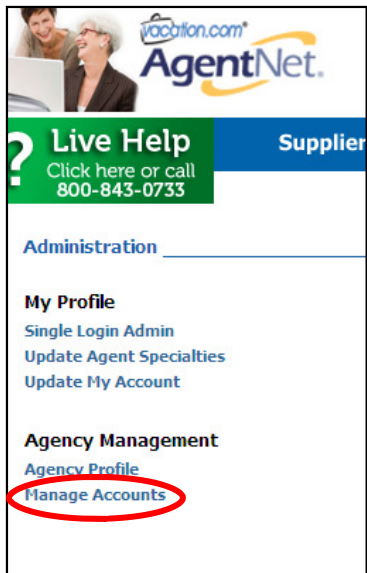
This QuickTip is designed to provide Owners and Managers with the tools to manage AgentNet accounts for their agency. You will learn how to add an agent, update agent's information and responsibilities and delete agents. You will also see how to navigate ChequePoint to review reported Preferred Supplier sales for your agency.

### Where to find the Administration Function

1. From the Administrator AgentNet account, select "Administration."



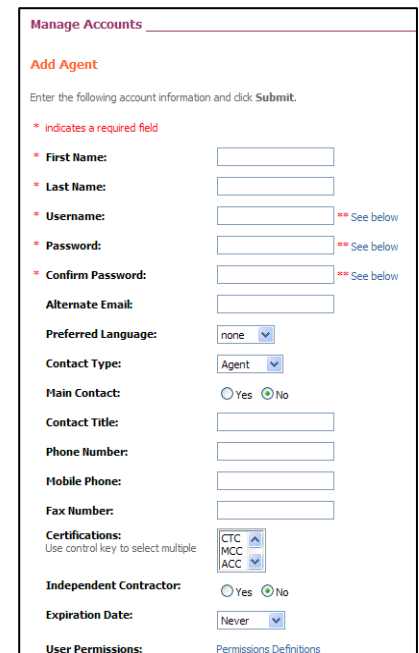
2. Under "Agency Accounts," select "Manage Accounts."



### How to Add an Agent

1. Under the Administrator tab, select "Add Agent."

2. Complete the form. Create their username and a temporary pass word; the agent will be prompted to select a security question on their first login and can change their pass word at will.



The form is titled 'Manage Accounts' and 'Add Agent'. It contains fields for: First Name, Last Name, Username, Password, Confirm Password, Alternate Email, Preferred Language, Contact Type, Main Contact, Contact Title, Phone Number, Mobile Phone, Fax Number, Certifications, Independent Contractor, Expiration Date, and User Permissions.

3. Be sure to add the agent's email address in the "alternative e-mail" field so they will receive Vacation.com emails.

4. Typically, the user permissions defined under "Basic Agent" are sufficient for most front line agents, but you can customize these settings. To add another AgentNet Administrator, select the radio button next to "AgentNet Administration." Note: there can be only one "Main Contact" designation per agency.

5. When complete, click "Submit." The user's account is active immediately and they will have access to third party applications, like AgentNet VAX in 5-7 business days and access to Supplier Promotions (VacationPort) will take 24- 48 hours.

## How to Update an Agent Profile

You may want to change an agent's permission level or update their email address. To make a change to an agent profile:

1. Click on "Administration" from the home page of AgentNet.
2. Click on "Manage Accounts and select the name of the agent you would like to update.

<b>AgentNet Email</b>	<a href="#">Add</a>
Email Address:	(none)
<b>AgentNet Account</b>	<a href="#">Edit</a>   <a href="#">Delete</a>
First Name:	Jennifer
Last Name:	Rose
User Name:	j_rose
Contact Title:	
Contact Type:	Agent
Main Contact:	No
Phone Number:	
Mobile Phone:	
Fax Number:	
Alternate Email:	
Certifications:	
Preferred Language:	English
Independent Contractor:	No
Expiration Date:	Never

3. Click on "Edit" and update any of the fields or permissions you want to change. When complete, click on "Submit" and you will get a message indicating the account was updated.

## How to Delete an Agent

When an agent leaves your agency, you can delete the agent from AgentNet by pulling up the agent name and clicking on the "Delete" button.

## How to Update your Agency Profile

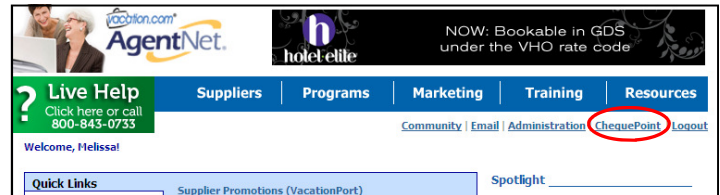
You can update your agency information (ie: telephone number, address) under the Administration tab, under Agency Management, click on "Agency Profile" and update your agency information.

## Agents can Update their information

Your agents can update their name, title, phone, fax and email by clicking on the Administration tab, then clicking on "Update My Account" under "Edit my AgentNet Account".

## ChequePoint

By clicking the "ChequePoint" tab, you will be able to see your Affiliation Letter status. It is important to have your affiliation letter up to date in order for your agency to get the appropriate sales credit for each preferred supplier. If your Affiliation Letter is out of date, we also include a template for you to complete and instructions on how to send to us.



Also under "ChequePoint", click on the "Sales Recap" tab to view your Preferred Supplier Sales. This is a great place to check to make sure your favorite Preferred Suppliers have you listed as a Vacation.com member. Each supplier reports your sales to Vacation.com on their own schedule, so click on the "FAQs" to see when your suppliers report sales.

**Sales Re-Cap**

[Disclaimer/FAQs](#)

Sales Figures: Q3 2010

Agency Name: King Street Travel [Update Agency Information](#)

Vacation.com Address: 1650 King Street

Customer Number: 91986 City: Alexandria

Industry Number: 23 456789 State/Province: Virginia

Zip/Postal Code: 22314

N/R = Not Reported

Supplier	July	August	September	YTD (Traveled)	Future (Booked)	Prior Year	Last Report Month
Holland America Line	\$3,276	\$2,798	N/R	\$8,752	\$27,946	N/R	August
Norwegian Cruise Line	\$-20,718	\$1,294	N/R	\$73,330	\$0	N/R	August
Princess Cruises	\$0	\$1,872	N/R	\$3,546	\$0	N/R	August
Regent Seven Seas Cruises	\$0	\$0	N/R	\$275	\$0	N/R	August
Cunard Line	\$0	\$0	N/R	\$0	\$2,560	N/R	August
Travel Impressions	\$0	N/R	N/R	\$0	\$0	N/R	July