

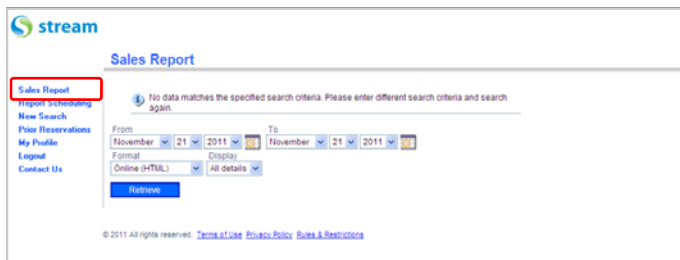
Technology QuickTip

Stream Administrative Tools for Agents

To help you take advantage of the Stream booking tool and manage your account, we have compiled step-by-step instructions to cover the important administrative functions available to you. In this document you will learn how to run detailed sales reports, view prior reservations, schedule reports and edit your Stream profile. If you have any questions about Stream, feel free to contact Member Services at 800-843-0733.

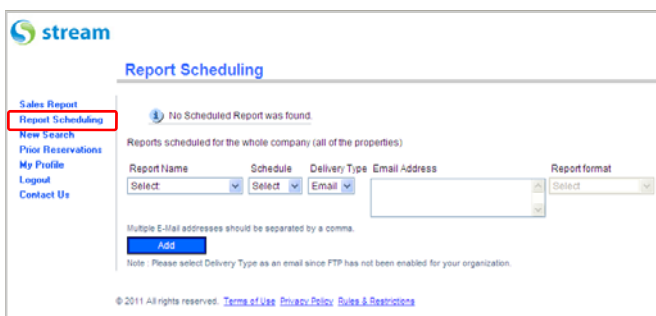
Sales Report

View a report for all purchased reservations for your Stream account. View individual booking data and summarized sales data from the "Sales" Report.



Reports Scheduling

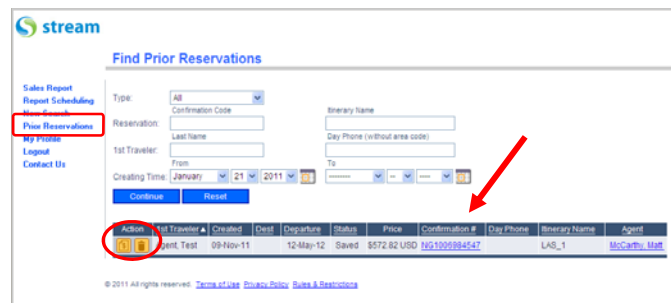
Report scheduling allows you to schedule a report to be sent to an email address on a regular basis. To schedule a report, select the desired Report Name (commissions, sales), Schedule (daily, weekly, monthly), and Email Address and click Add. To send a scheduled report to multiple email recipients, separate each email address with a comma.





Previous Reservations

Here you can see any previous reservations that you have made. This includes both saved quotes or purchased hotels. To view quotes, select "Saved" from the "Type" dropdown menu.

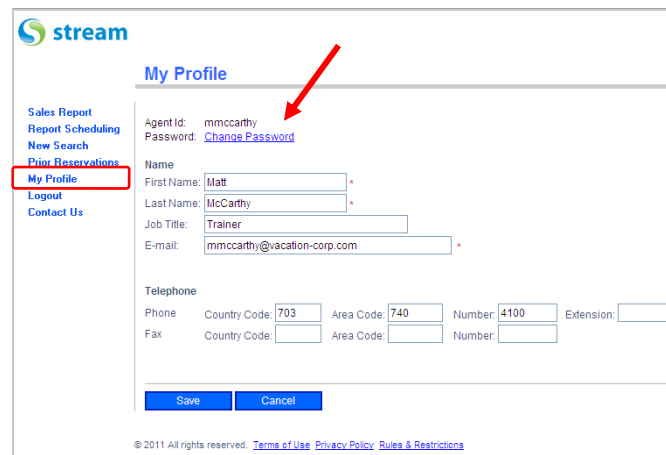
Here you can re-price, edit or delete this quote. Click the confirmation number to retrieve complete reservation details.



Action	1st Traveler	Created	Dest	Departure	Status	Price	Confirmation #	Day Phone	Binary Name	Agent
 	Jent, Test	09-Nov-11		12-May-12	Saved	\$572.82 USD	161100984547		LAS_1	McCarthy, Matt

My Profile

Here you can change your Stream account information, including your email address and account password.



Agent Id: mmccarthy

Password: [Change Password](#)

Name

First Name:

Last Name:

Job Title:

E-mail:

Telephone

Phone Country Code: Area Code: Number: Extension:

Fax Country Code: Area Code: Number: