D.A.N

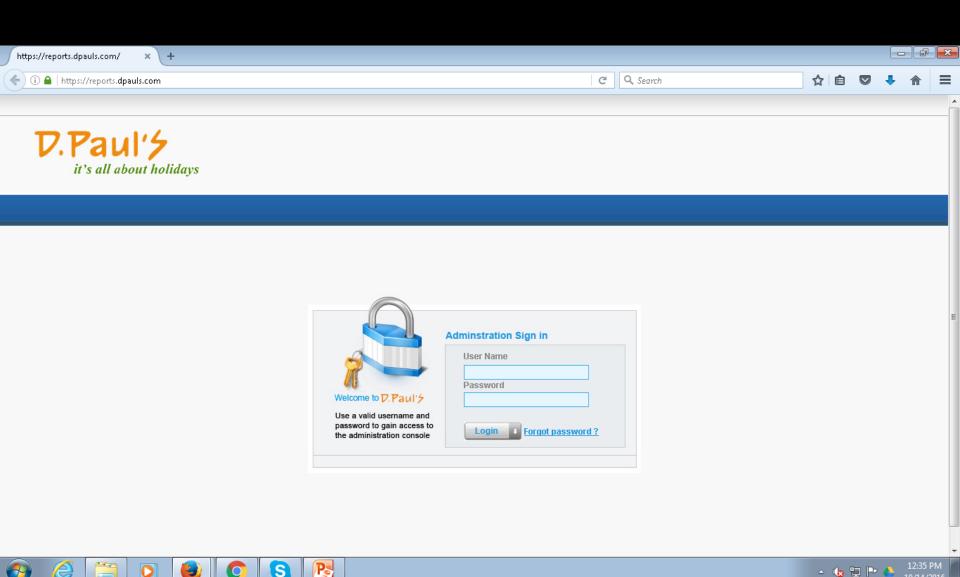
A Platform Created By Travel Professionals.

Powered By

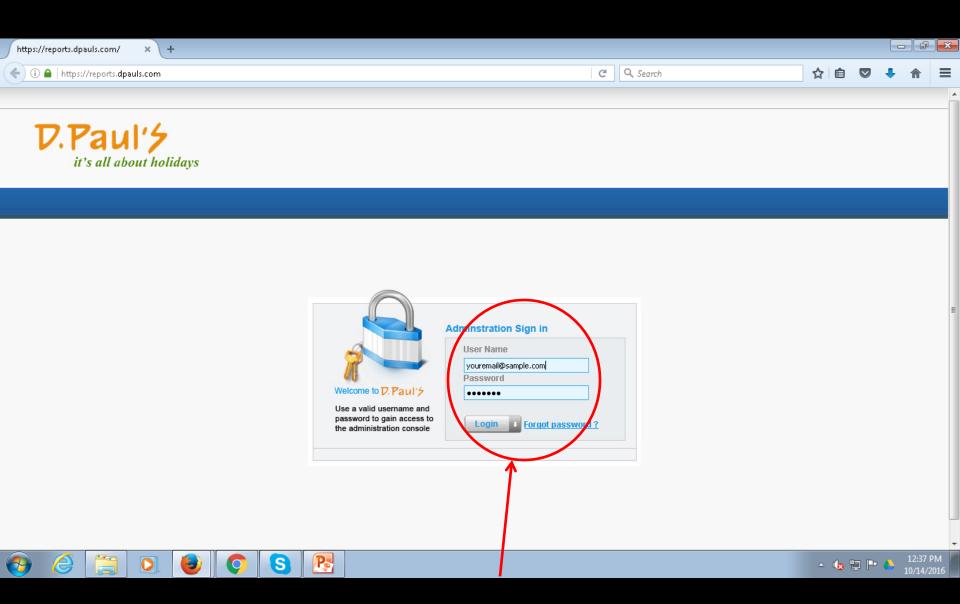
Paul J. com
it's all about holidays

D.A.N PACKAGE BUILDER:

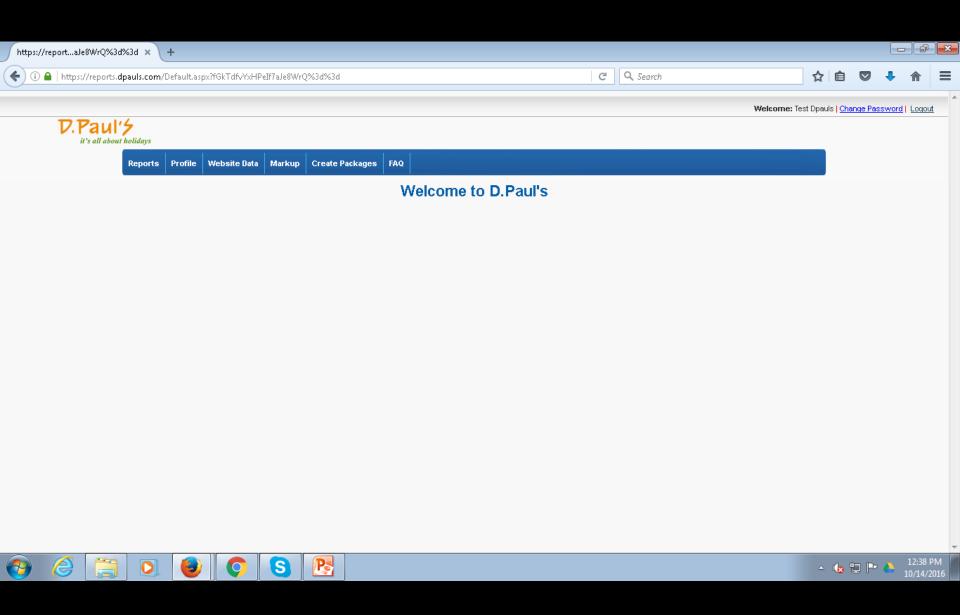
A STEP-BY-STEP USER GUIDE



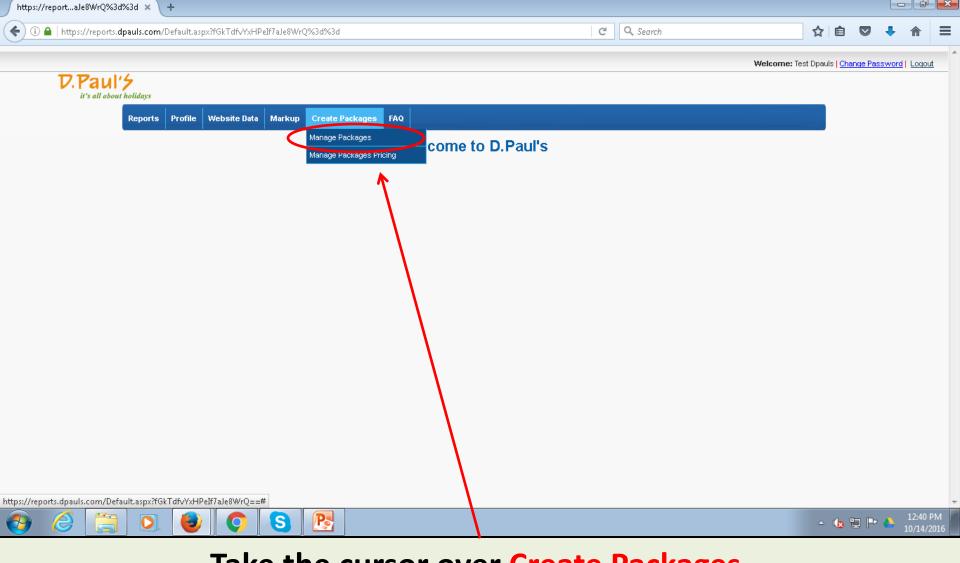
Visit https://reports.dpauls.com/Login.aspx. You will be greeted by this screen.



Enter your user name and password, press enter or click login.



On Successful Login you will be greeted by the screen above.

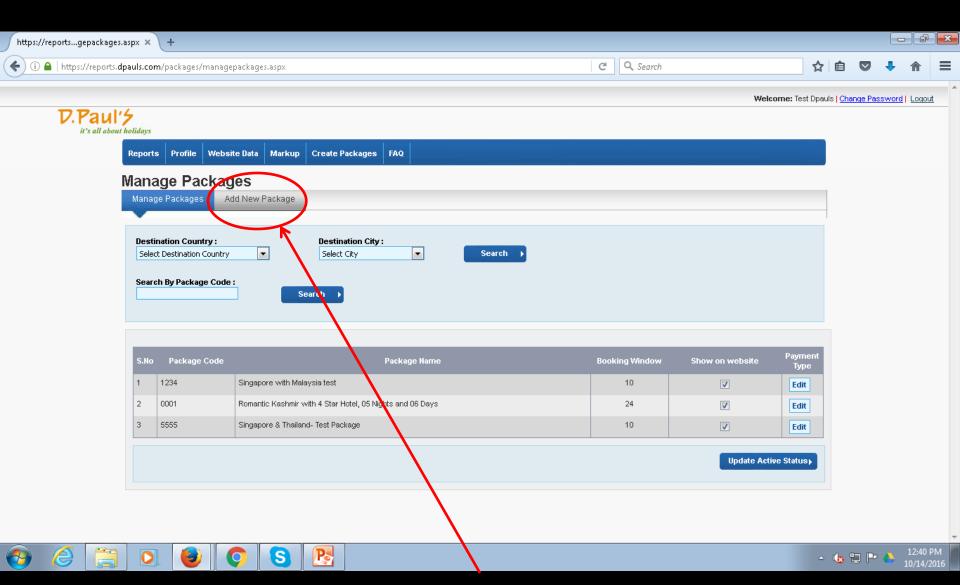


Take the cursor over Create Packages.

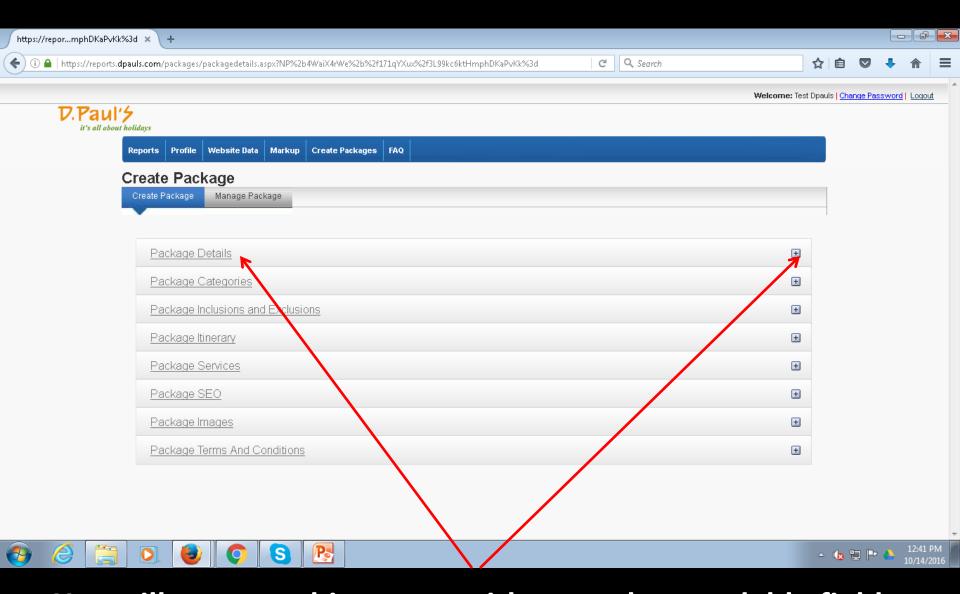
A Drop-down menu will open with two options –

Manage Packages and Manage Packages Pricing.

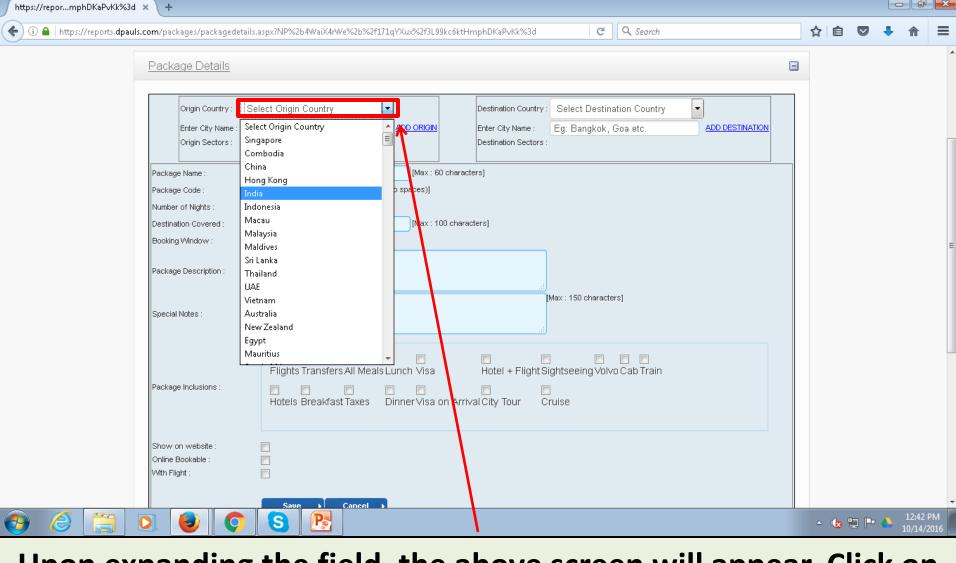
Click on Manage Packages.



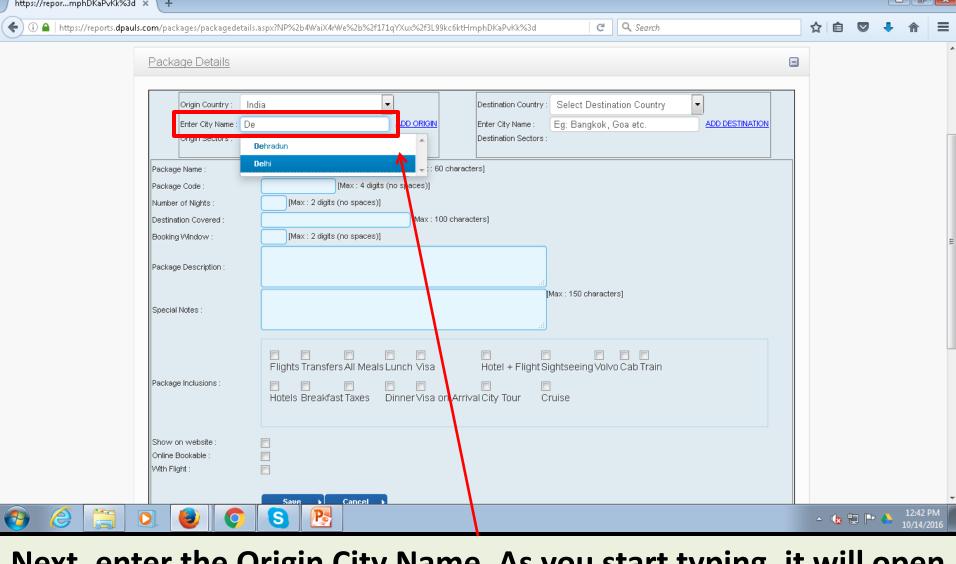
You will be presented with this screen. Click Add New Package.



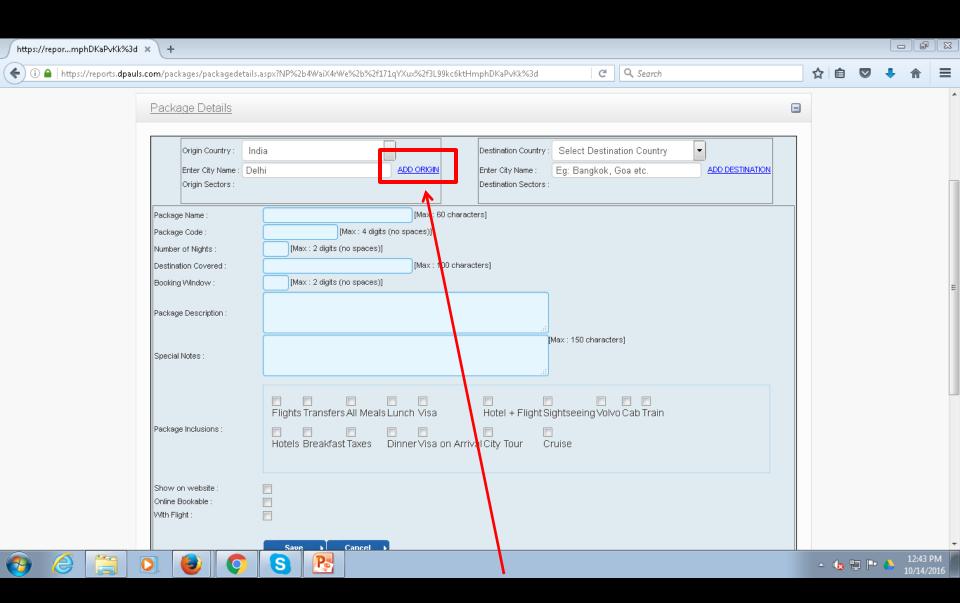
You will come to this screen with several expandable fields. Click either the Underlined Text OR (+) to expand the field.



Upon expanding the field, the above screen will appear. Click on Select Origin Country, and from the drop-down menu that opens, select the country where the package will originate. In the case of this example, Origin country is India.



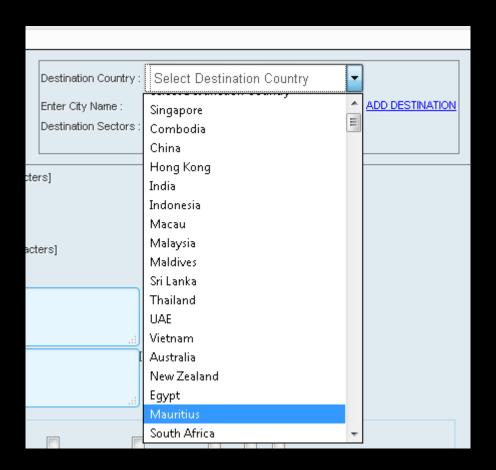
Next, enter the Origin City Name. As you start typing, it will open a drop-down menu with suggestions of city names. In case of this example, Origin City is Delhi. As soon as we start typing D it starts showing city options based on the Origin Country selected.



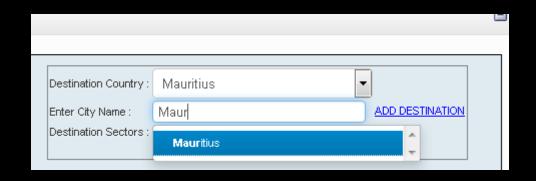
After entering / selecting the City name, click on ADD ORIGIN.

<u>Package Details</u>		
Origin Country : Enter City Name Origin Sectors : Click on city nam	: Delhi ~	ADD ORIGIN

In case the same package has more than one origin city, you can add more origin cities by repeating the previous step and adding the next origin city. For example, the same package can originate out of Delhi as well as Mumbai. To remove a city, simply click on the name of the city appearing within the red outline.



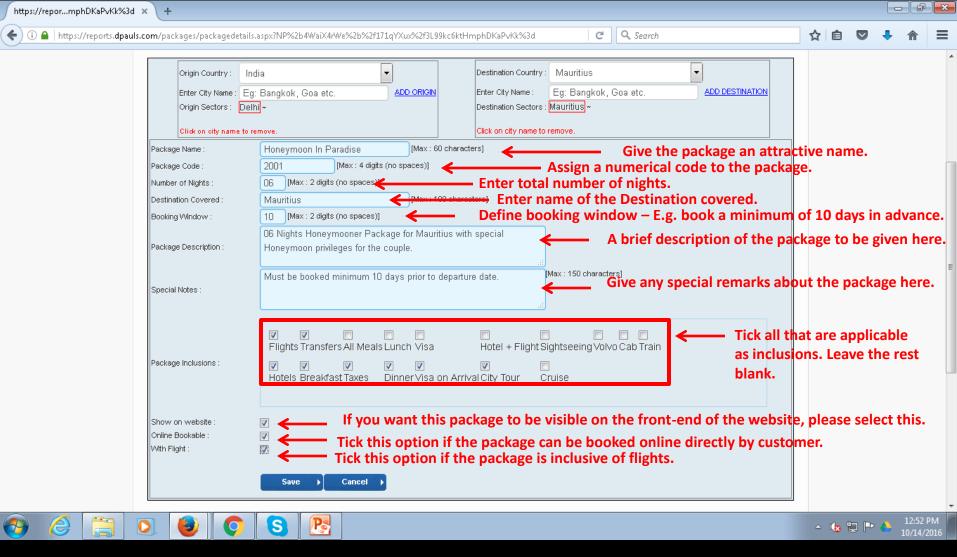
Now move to the right-hand side of the screen and do the same steps for adding the Destination country by selecting it from the drop-down menu, for example, Mauritius.



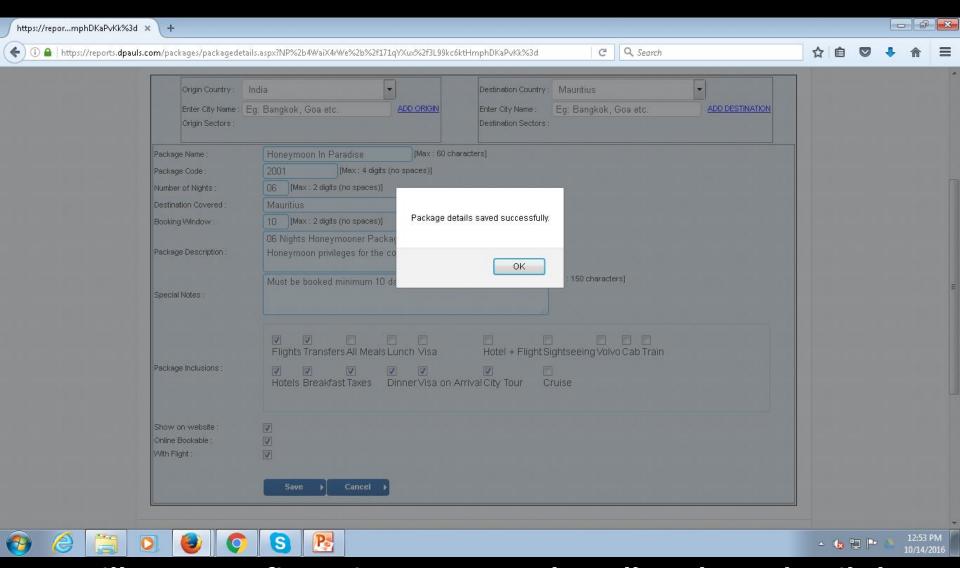
Next, enter the city name below the country – in case of Mauritius, the city name is also the same, so we select Mauritius.



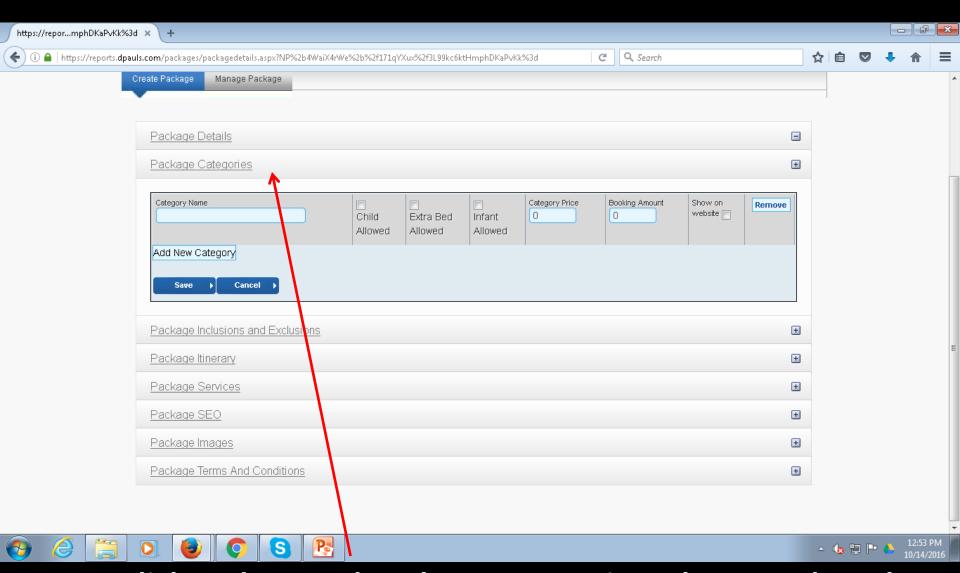
Now, as you can see in the example above, we have both, the Origin Country / City as well as the Destination Country / City in place.



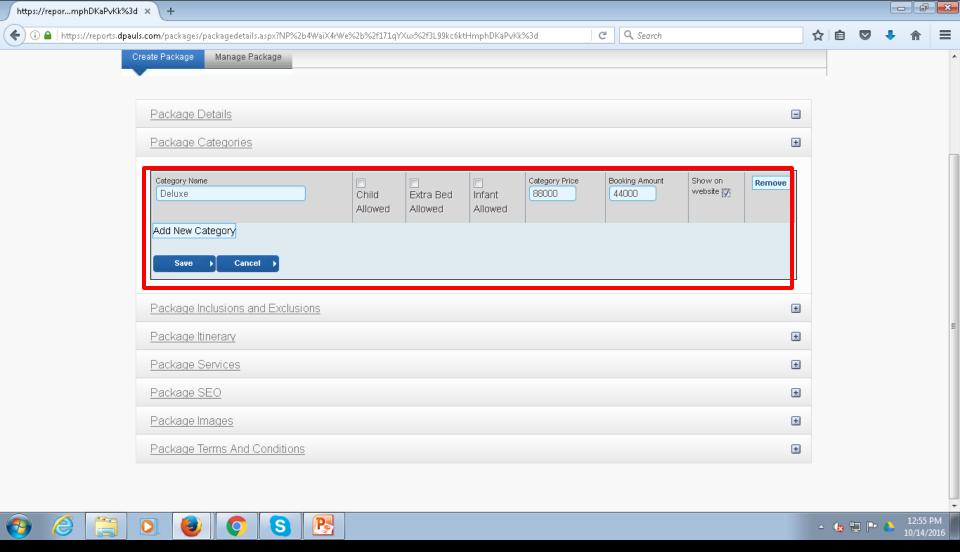
The next step is to fill in the details of the package as explained above, and then select the inclusions of the package by placing a tick in the check-box of the item to be included, as seen from the example above. Click on SAVE.



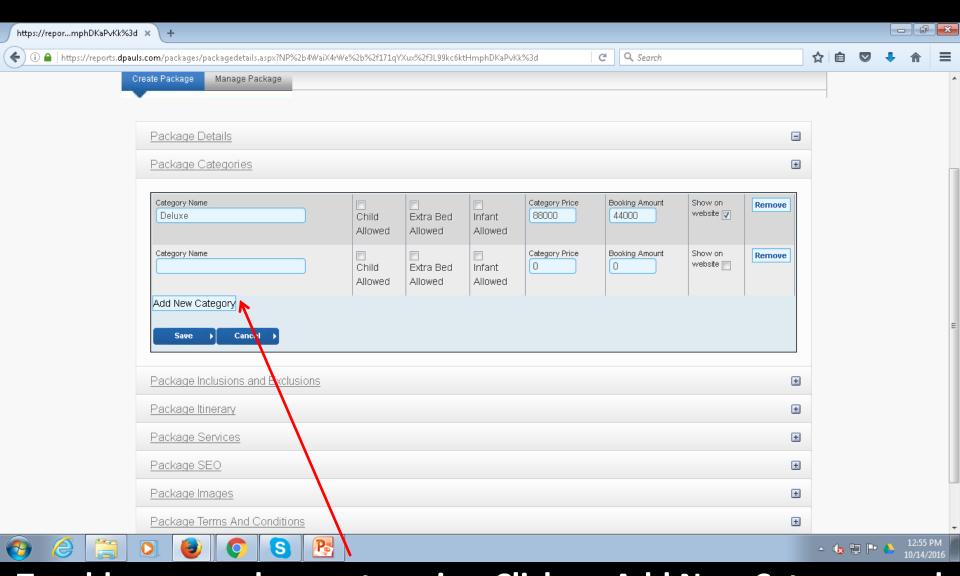
You will get a confirmation message that all package details have been saved successfully, as shown above.



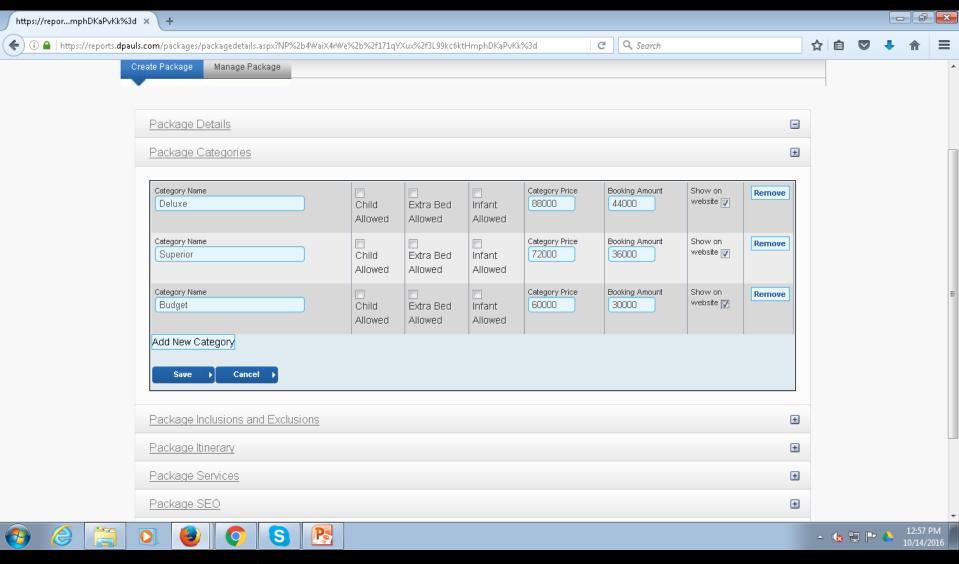
Next, click and expand Package Categories. Please update the required information as applicable.



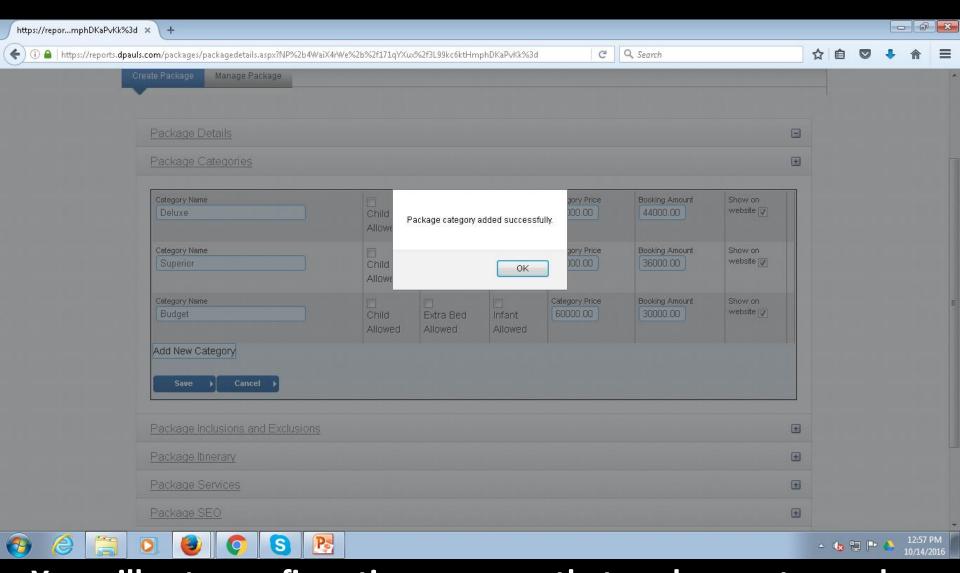
For example, we have updated Deluxe Category. In this example, Child, Extra Bed & Infant are not applicable as it is a honeymoon package. We also need to input category price and booking amount. Tick Show On Website. Click Save.



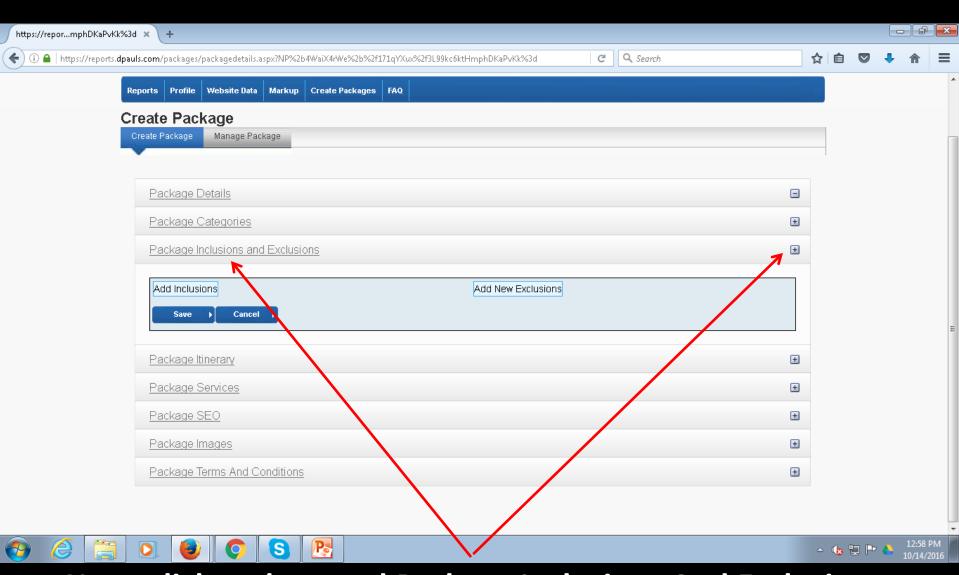
To add more package categories, Click on Add New Category and repeat the steps to update the info for added category also.



As you can see from this example, we have added a total of 03 Categories for this package along with pricing and booking amount for each category. Now click on SAVE.

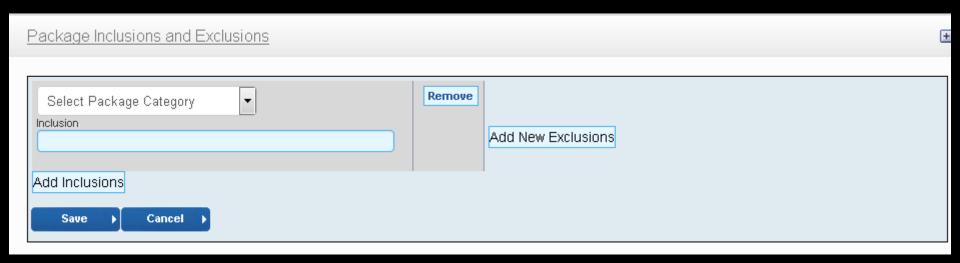


You will get a confirmation message that package category has been added successfully, as shown above.

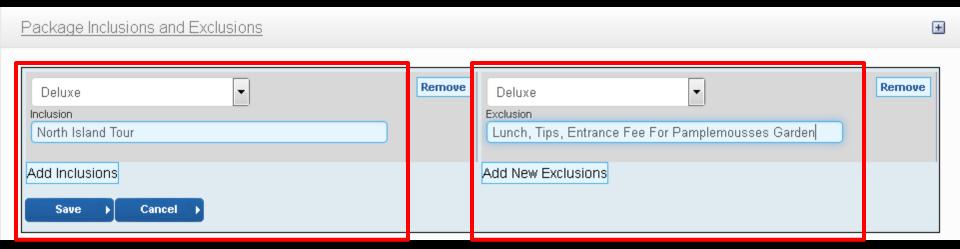


Next, click and expand Package Inclusions And Exclusions.

Click on ADD INCLUSIONS.

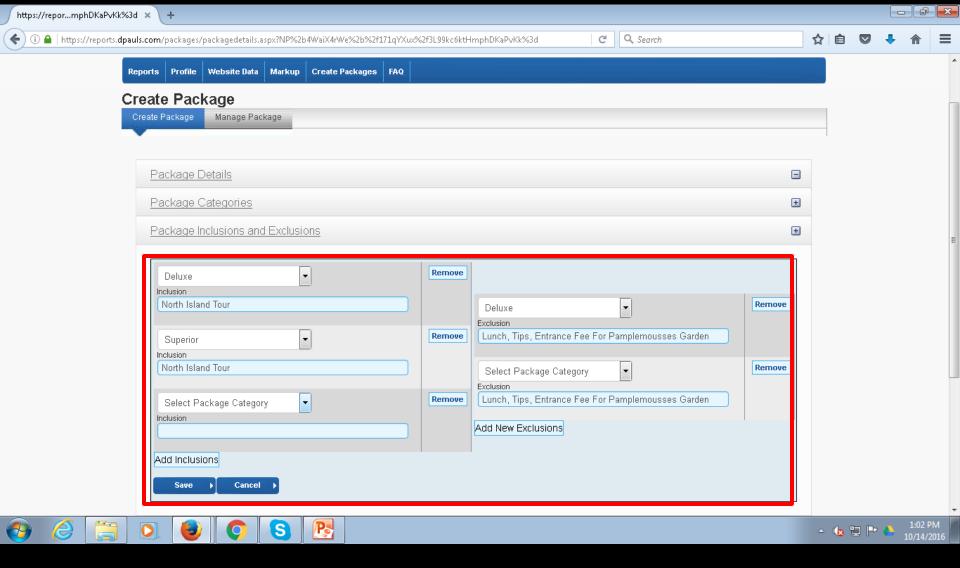


Next, click on Select Package Category. From the drop-down menu that opens, select the category that you wish to add the inclusions to. Example on next screen.

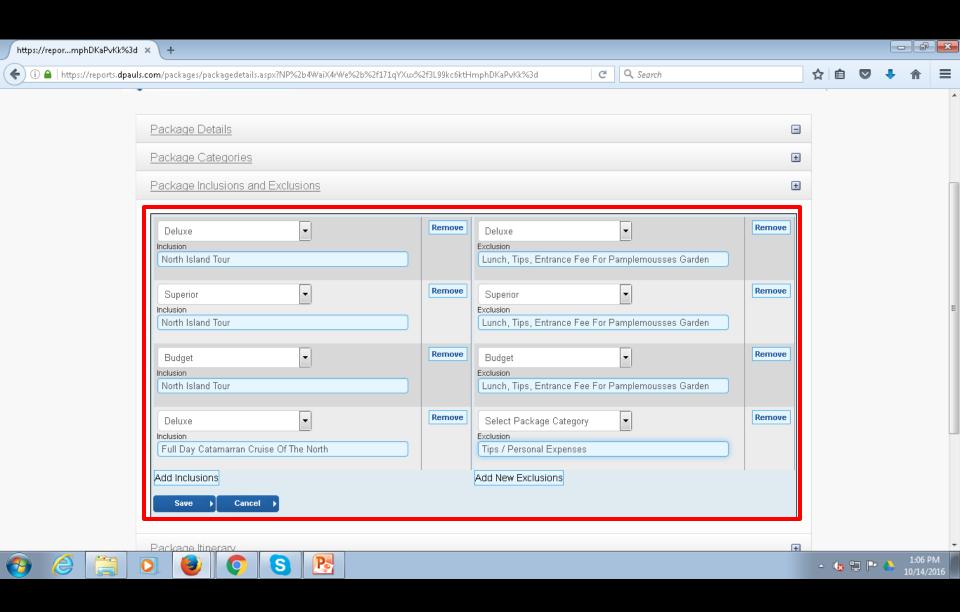


As you can see, the selected category is Deluxe. In the inclusions, we will add North Island Tour.

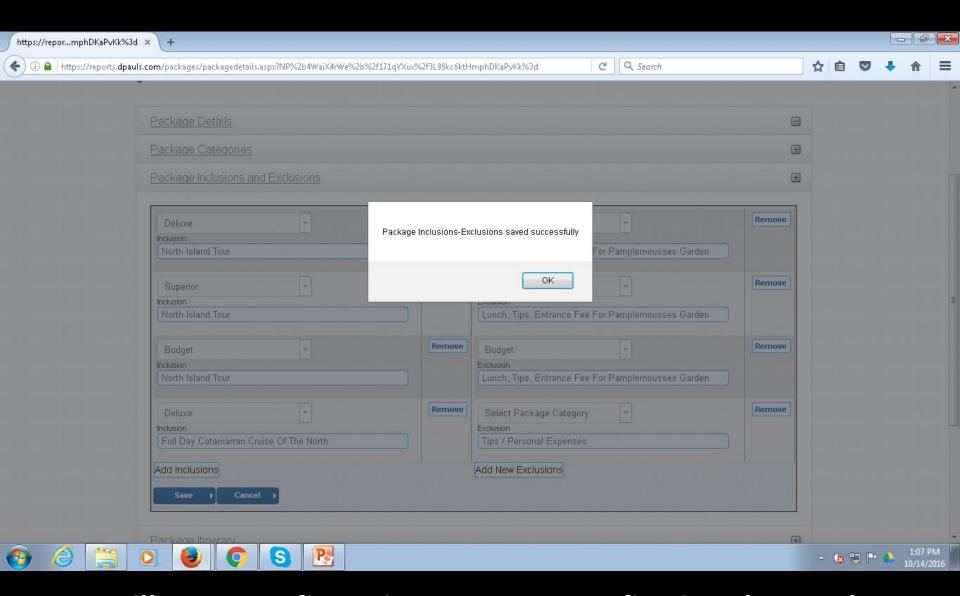
Similarly, we have clicked on Add Exclusions on the right hand side, and in Deluxe Category, we have defined the exclusions for the same tour.



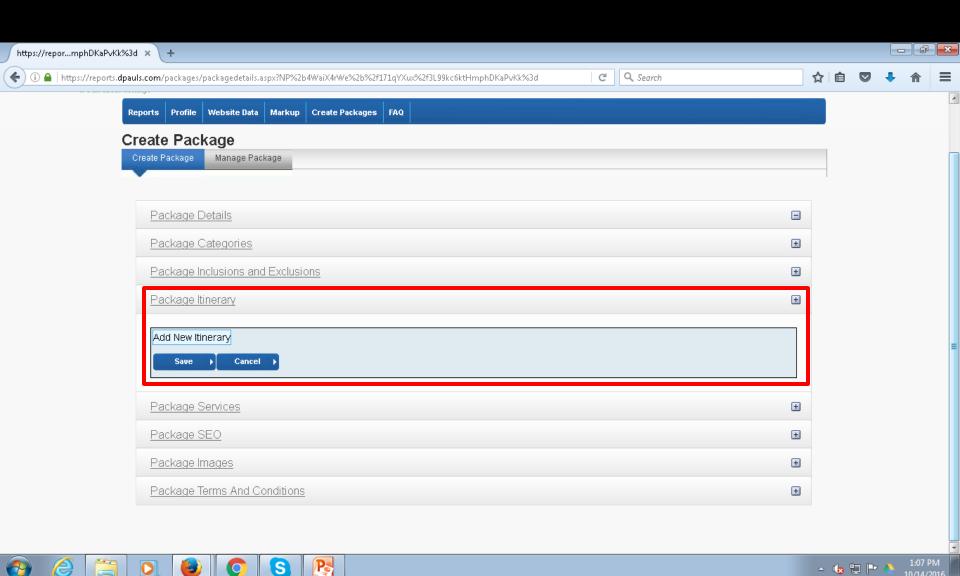
In the same manner, we can add same inclusions and exclusions in the other categories as well.



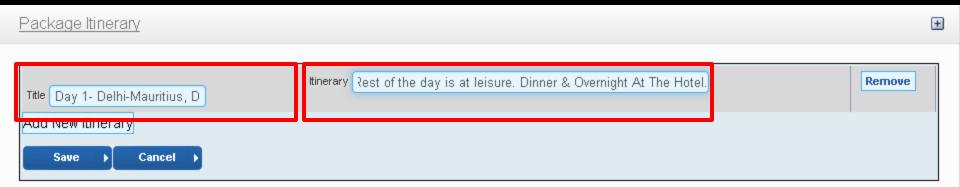
When all inclusions and exclusions are added, click SAVE.



You will get a confirmation message confirming that Package Inclusions-Exclusions Saved Successfully.

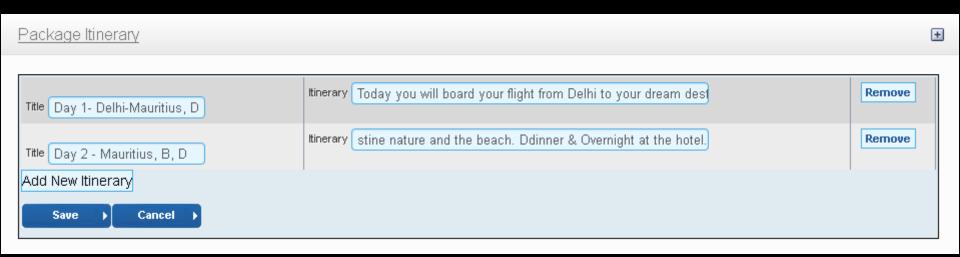


We will now add the Itinerary. Click and expand Package Itinerary, and then click Add New Itinerary.

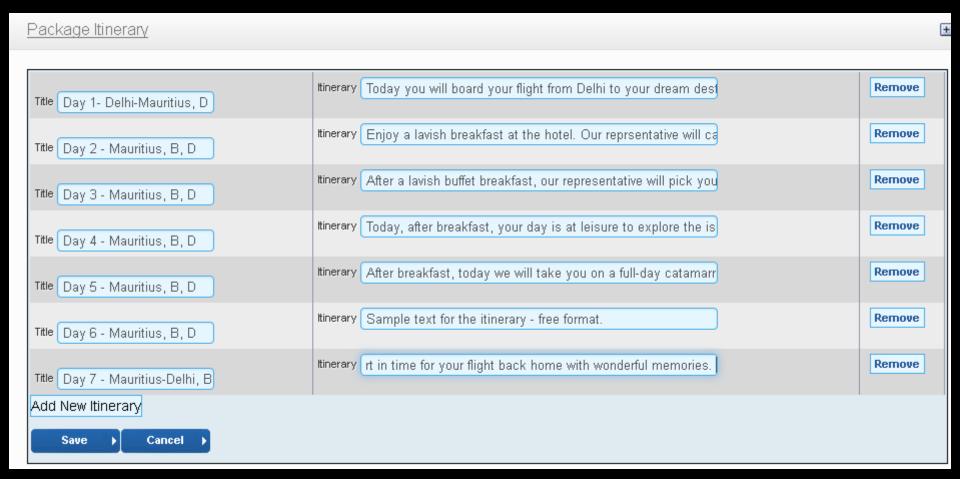


On the left side, enter a
Title. For example,
Day 1- Delhi-Mauritius, D
Here, D stands for Dinner
as inclusion. However,
how you define the title is
entirely up to you. This is
just an example.

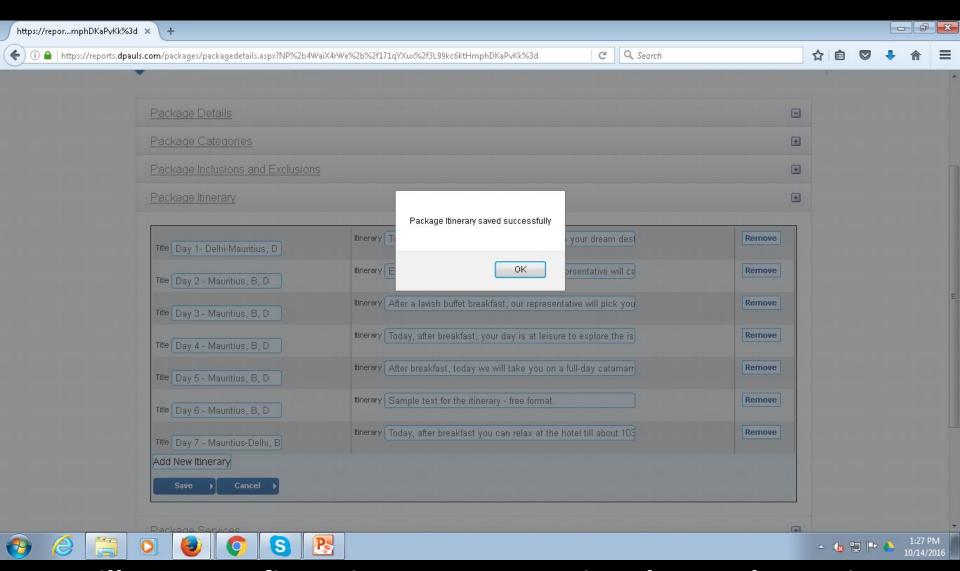
On the right side, give a complete description of the day's activity. We suggest that you have the itinerary ready on a word document and copy / paste from there.



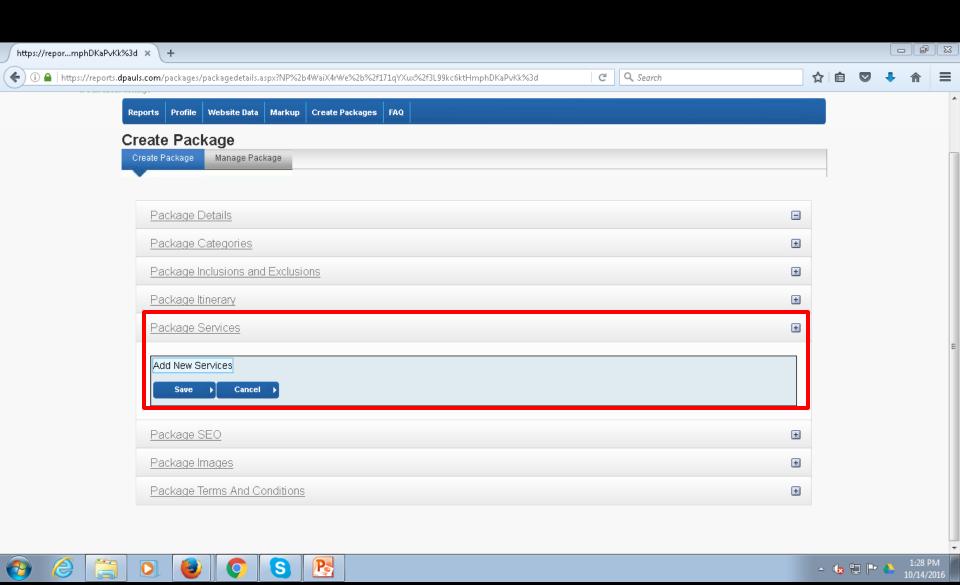
Similarly, click on Add New Itinerary to add more descriptions for each day of the package itinerary.



When the description for all days of the package itinerary has been entered, click on SAVE.



You will get a confirmation message saying that Package Itinerary
Saved Successfully.



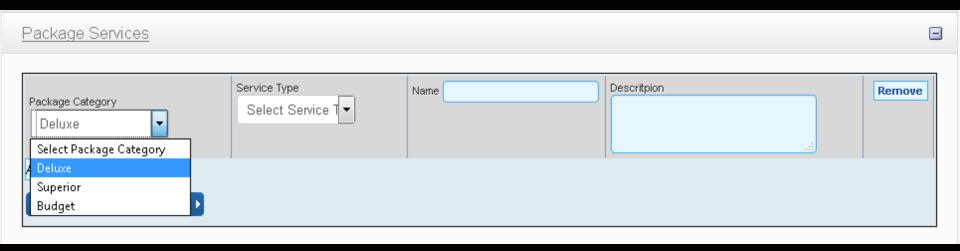
Next, click and expand Package Services.

Click on Add New Services.

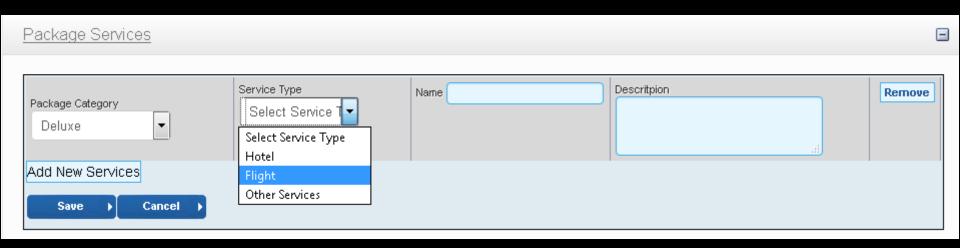


From the Drop Down Menu on the left side, please select the desired Package Category.

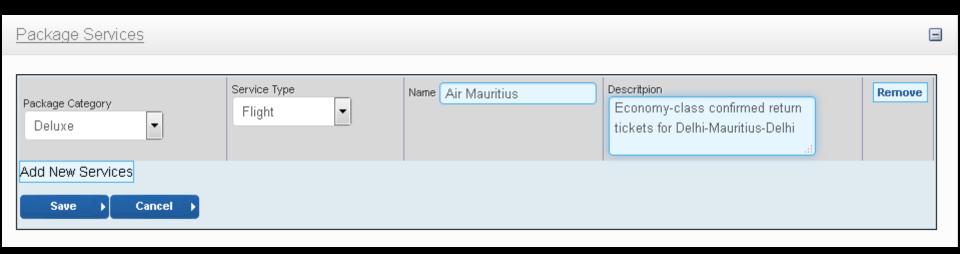
From the Drop-down Menu on the right side, select the service, for example, flight, hotel or other service.



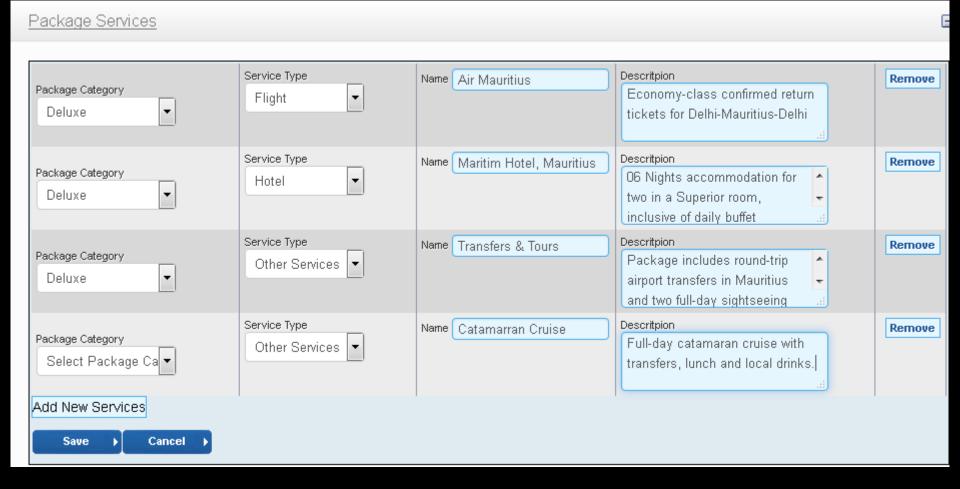
From the Drop Down Menu on the left side, please select the desired Package Category, for example - Deluxe. From the Drop-down Menu on the right side, select the service, for example, flight, hotel or other service.



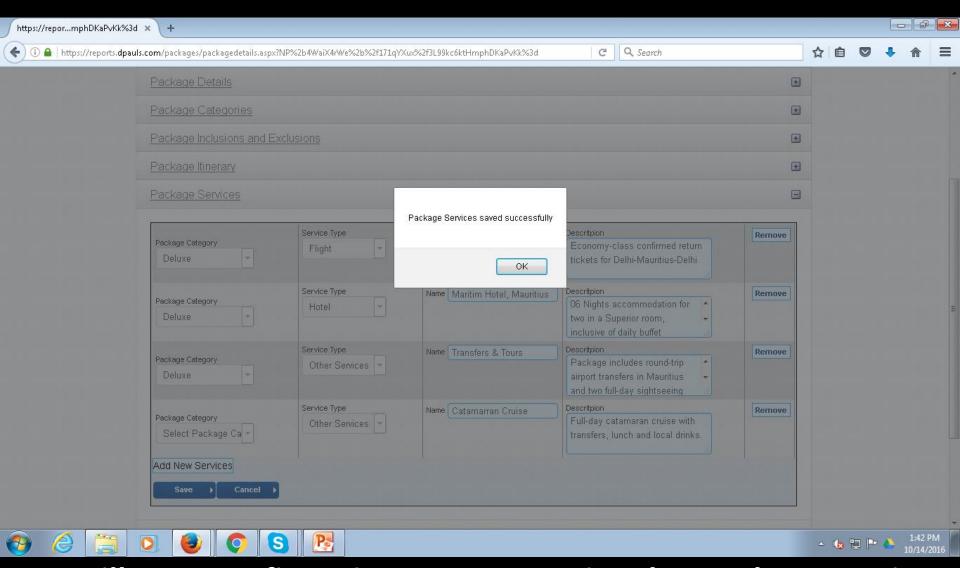
From the Drop Down Menu on the left side, please select the desired Package Category, for example - Deluxe. From the Drop-down Menu on the right side, select the service, for example, flight, hotel or other service.



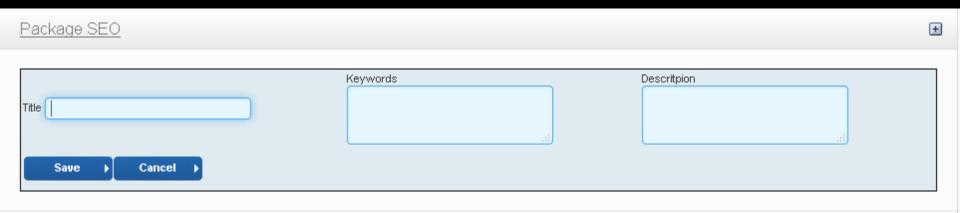
For example, in Deluxe Category, we have selected Service Type as Flight. Now we assign it a Name – Example Air Mauritius. In the description box, we further describe it as economy class return ticket etc. To add more services, click on Add New Service.



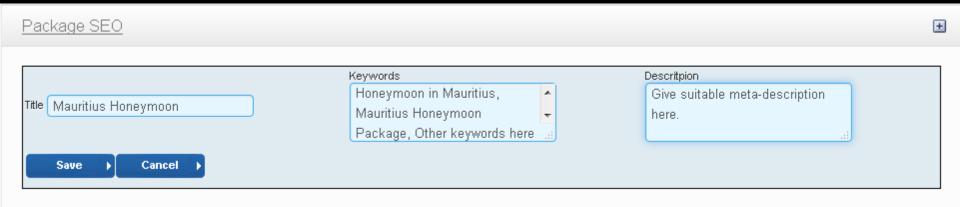
Once all services have been added, click on SAVE.



You will get a confirmation message saying that Package Services Saved Successfully.



Next, click and expand Package SEO. This section allows you to do some basic Search Engine Optimization for the package. It is important to use the right Keywords in this section so as to get the best results.

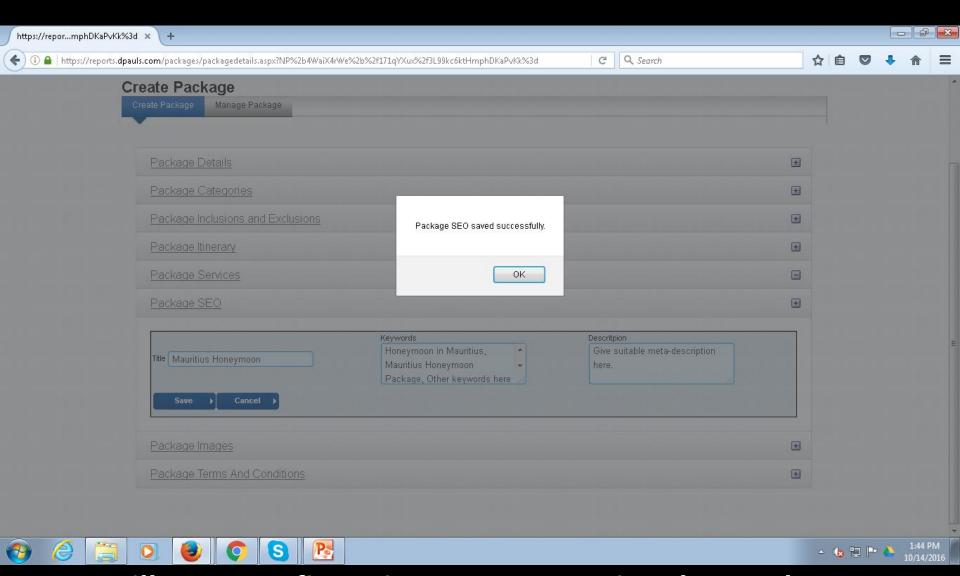


Give a SEO Title in the left hand side box.

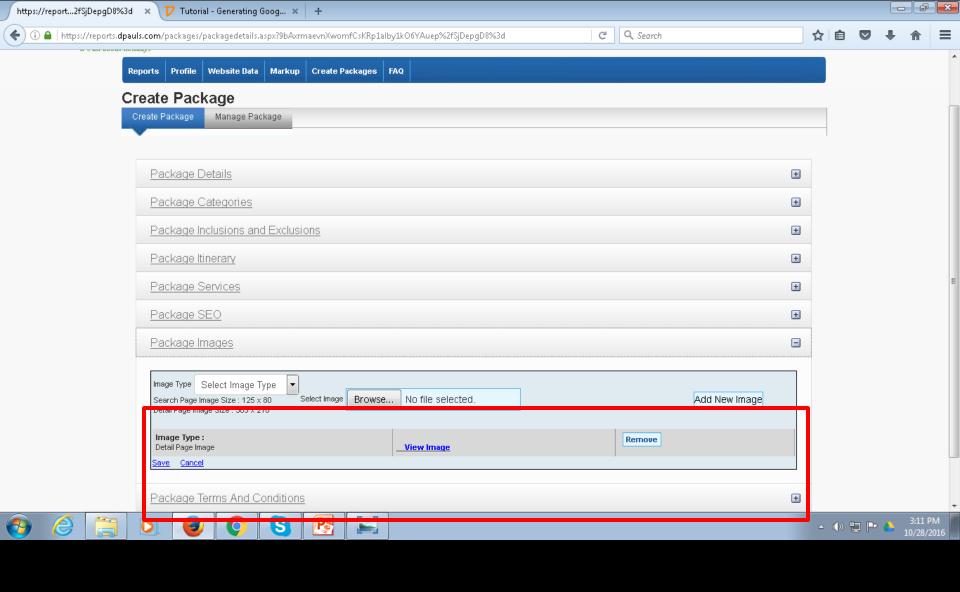
Add your Keywords in the middle box.

Give a suitable meta-description in the right-side box.

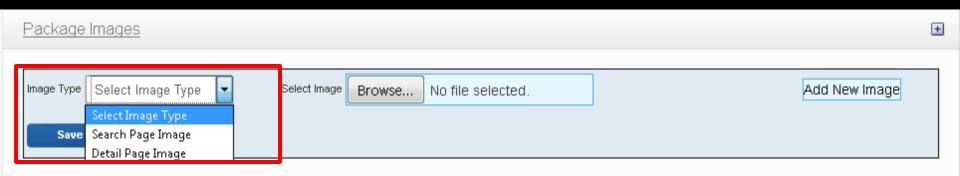
Click SAVE.



You will get a confirmation message saying that Package SEO Saved Successfully.



Next, click and expand Package Images.
This section will allow you to add some images to the package.

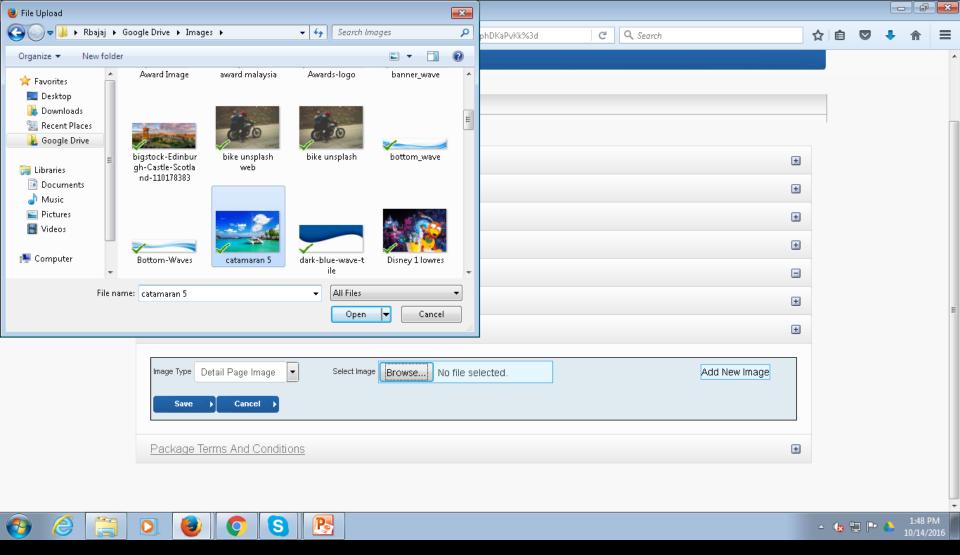


From the drop-down menu, select the image type, i.e., where do you want the image to appear – on the Search Page (Maximum 01 image), or on the Package Detail page (Multiple Images allowed).

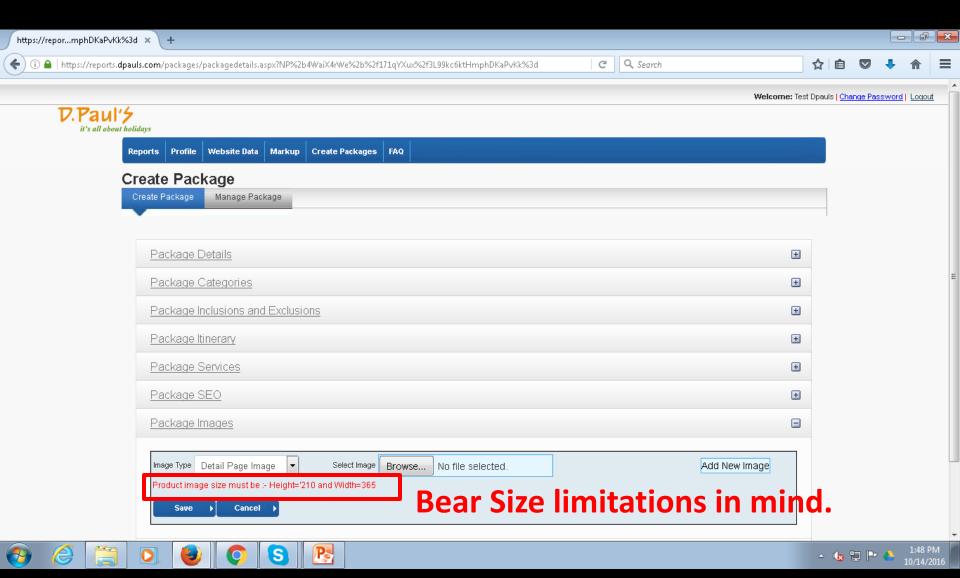
Next, click on Browse to select the image you wish to upload.

Detail Page - Max Size 210 Height x 365 Width (pixels)

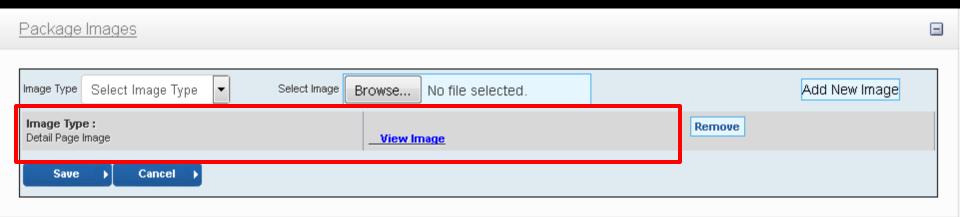
Search Page - Max Size 125 Height x 80 Width (pixels)



On clicking Browse, an Explorer Window, similar to the image above, will open which will allow you to search your computer for the image that you wish to upload. Click on the image, then click on Open. Bear Size limitations in mind.

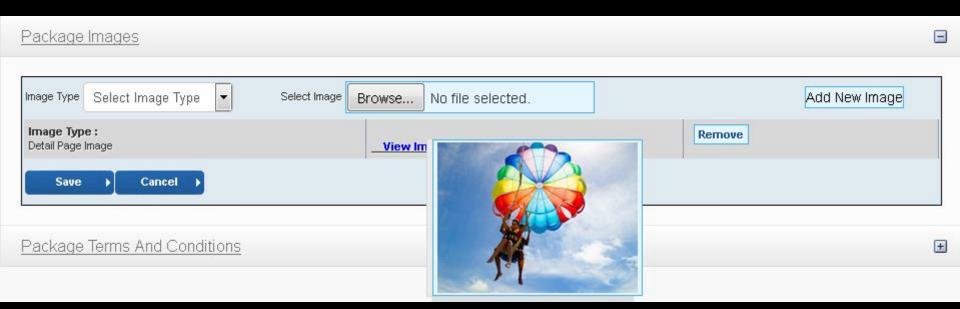


Note that if the image size exceeds limits, it will not get uploaded and you will get an error message, as above.



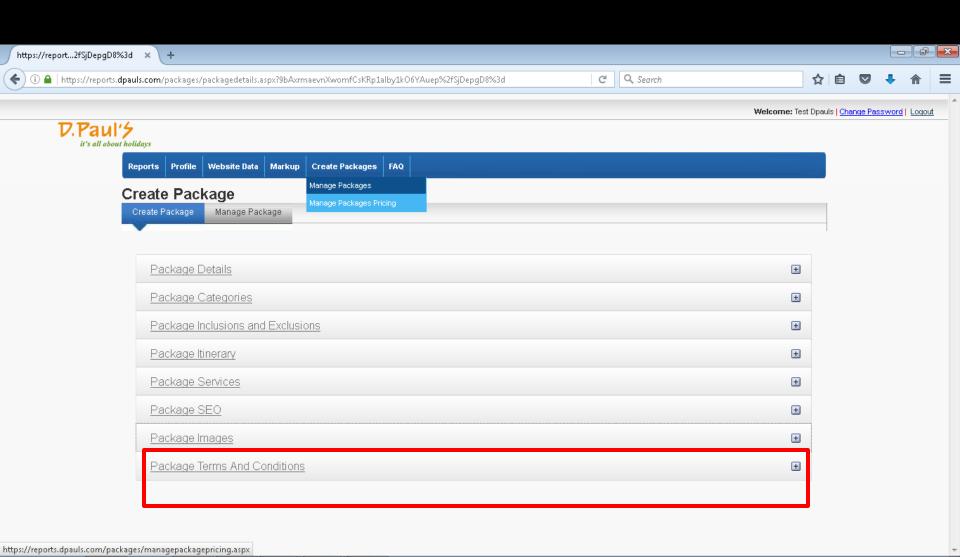
If the image is successfully uploaded, it's description will appear as Image Type, as above.

A link to View Image will also appear. You can view the image simply by moving your cursor on the View Image Link.



You can view the image simply by moving your cursor on the View Image Link. The image will open itself when the cursor is over the View Image link.

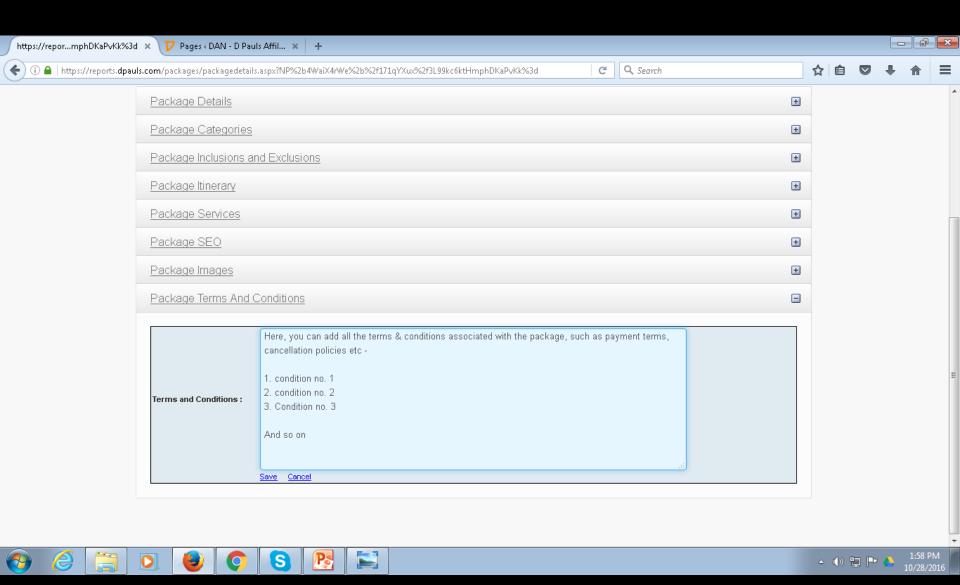
When done uploading images, Click Save.



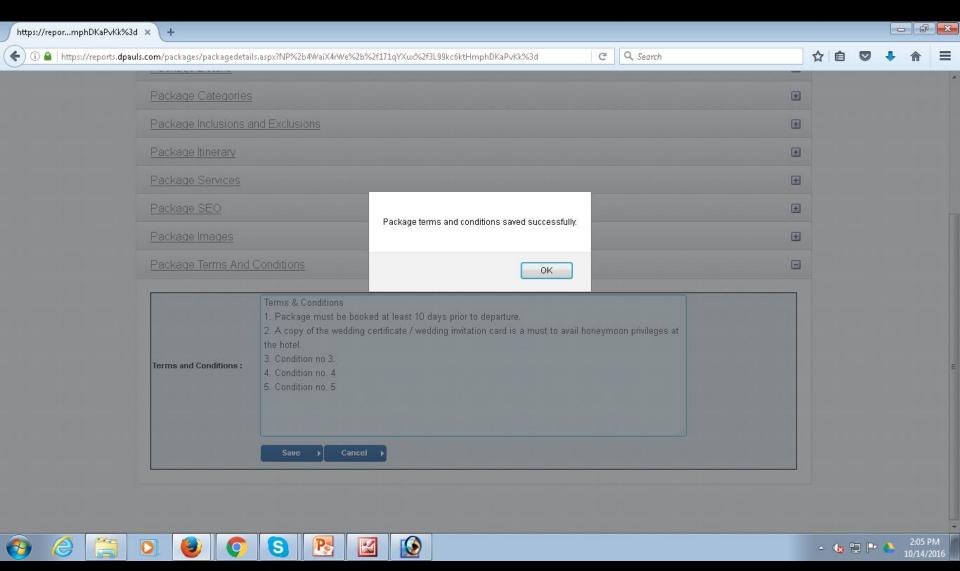
Next, click and expand Package Terms & Conditions.

△ (b) □ □ ○

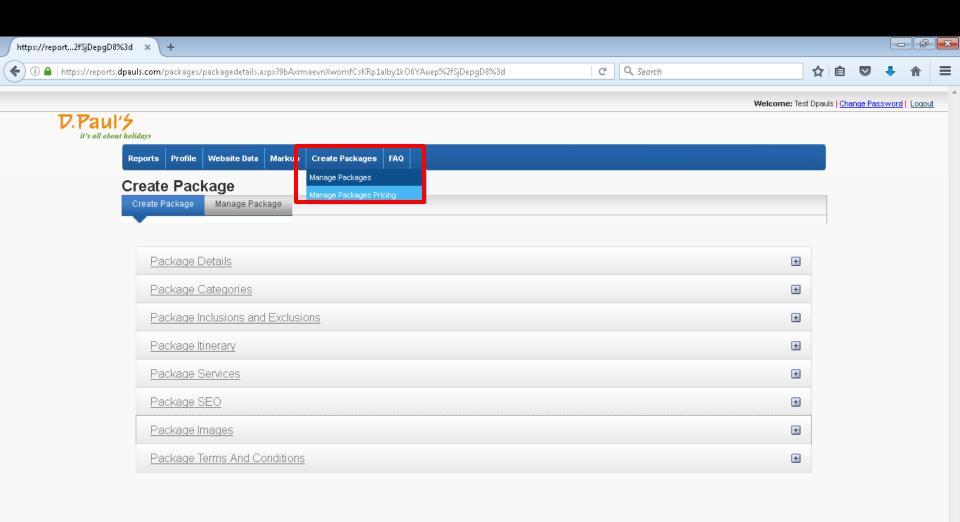
S



Here, update all the Package Terms & Conditions. And click SAVE.



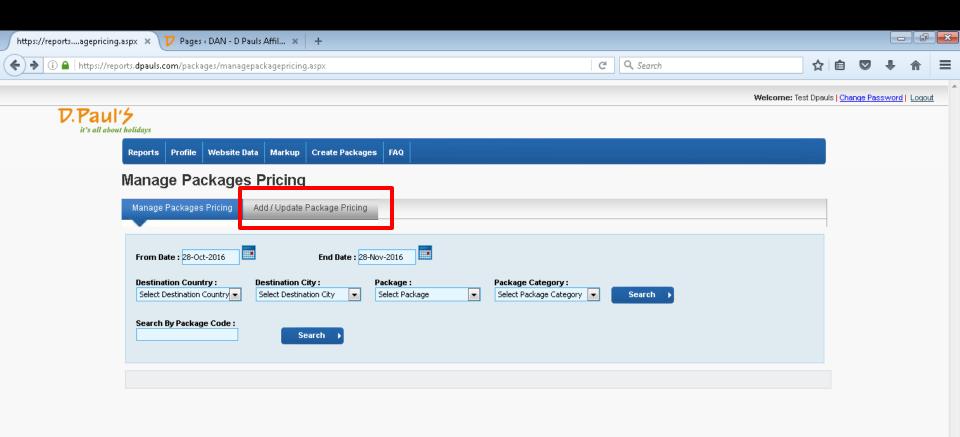
You will get a confirmation message saying that Package Terms & Conditions Saved Successfully.



Next, go to the top menu and click on Manage Package Pricing.

https://reports.dpauls.com/packages/managepackagepricing.aspx

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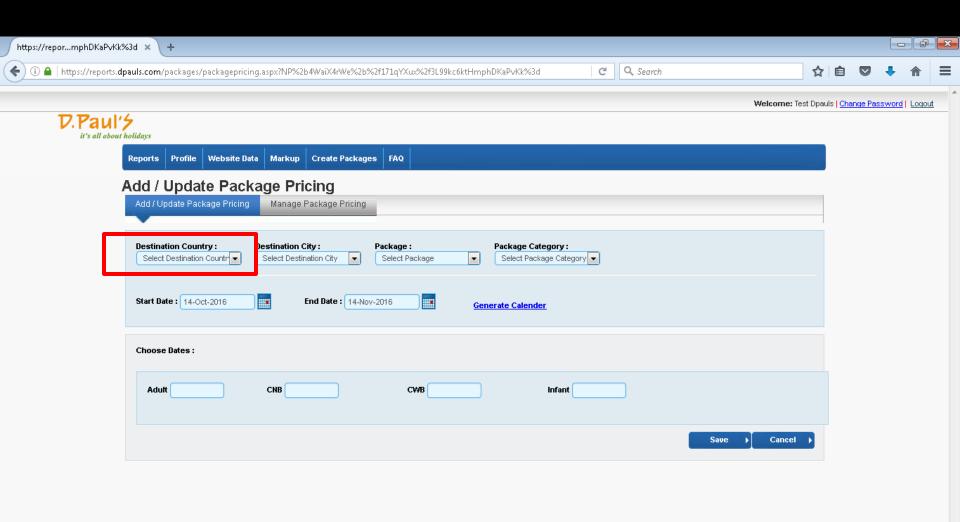


O

S

2:07 PM

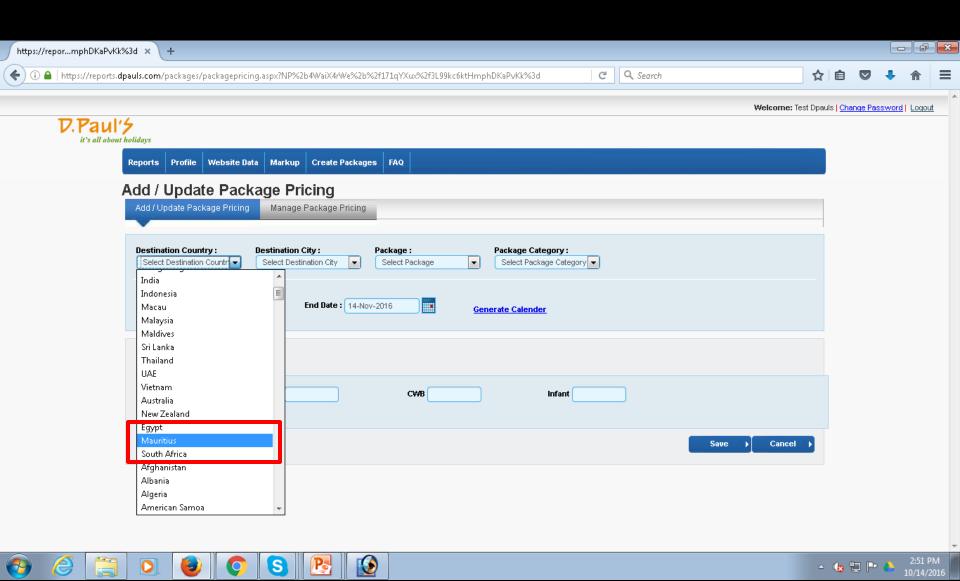
△ (b) (□ P



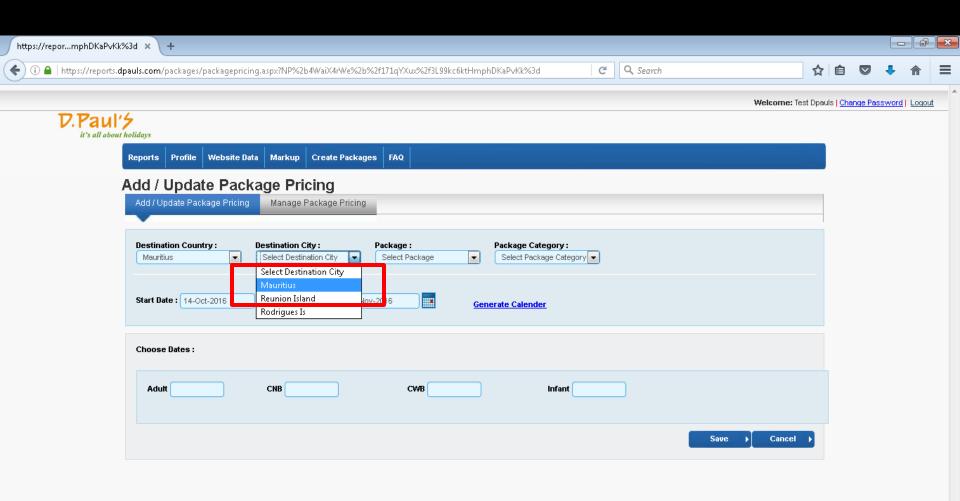
You will see a screen like this.

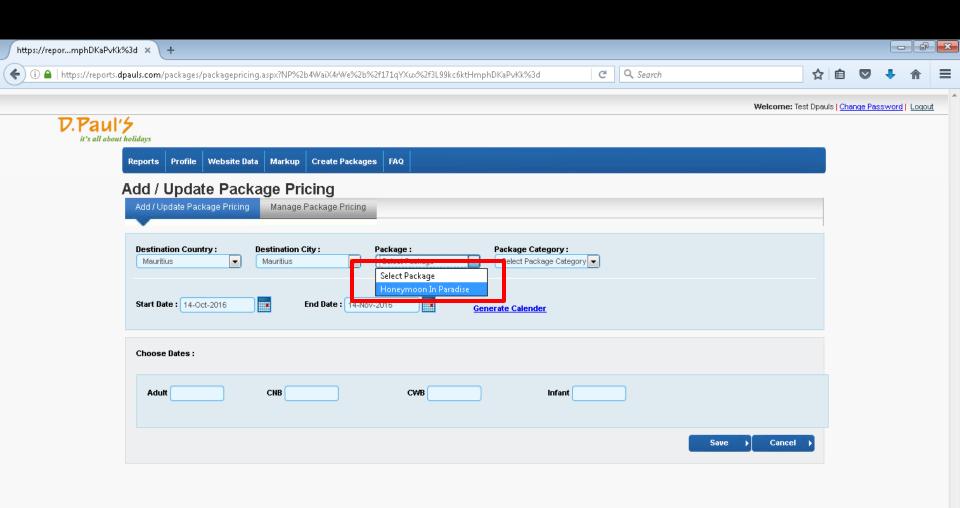
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Click on Select Destination Country to open Drop-down menu.

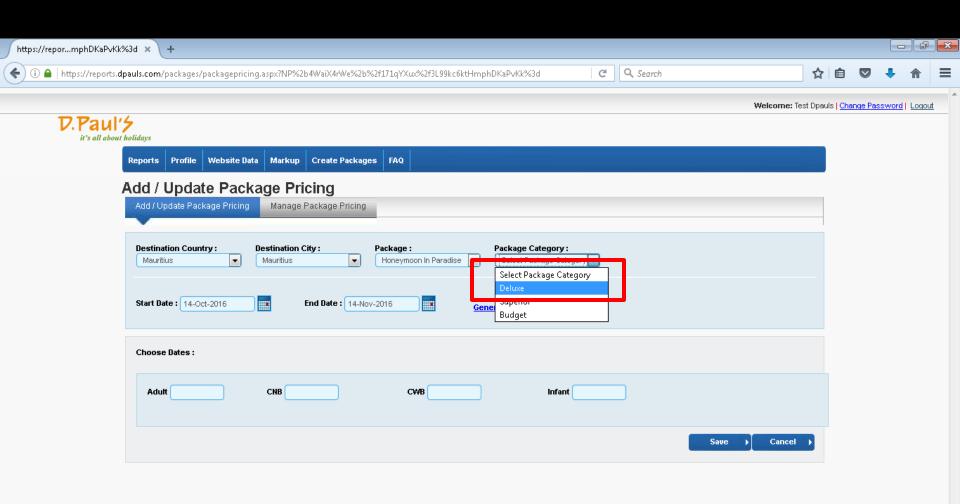


Select Mauritius (or whichever destination's package you are building).



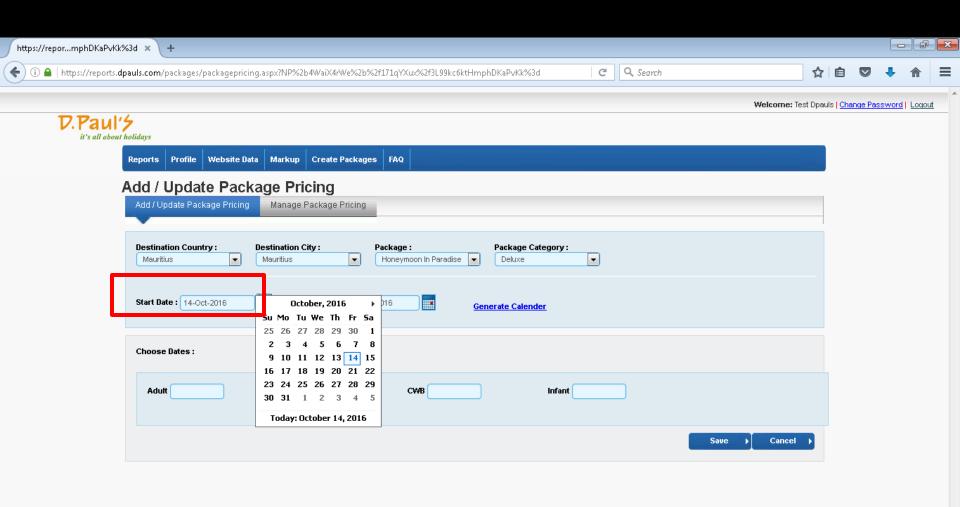




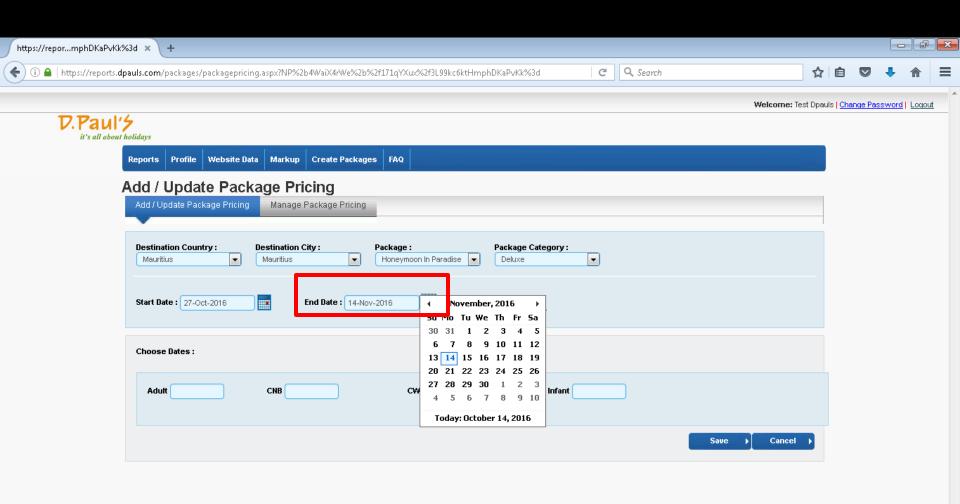


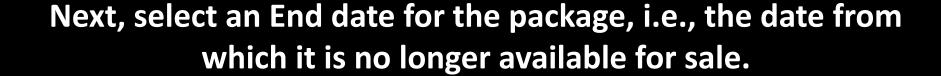


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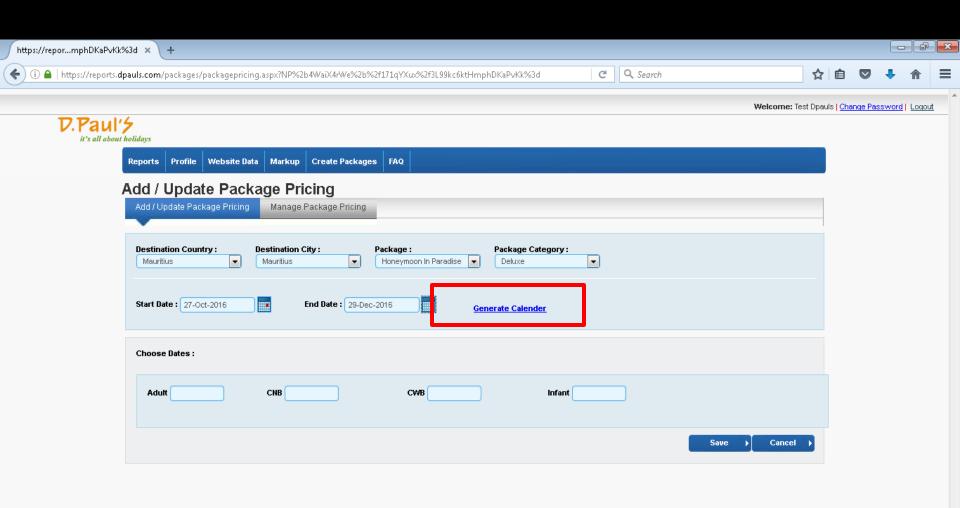


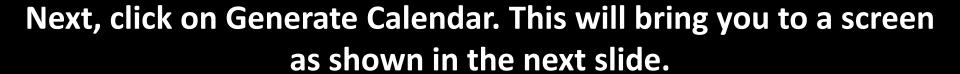




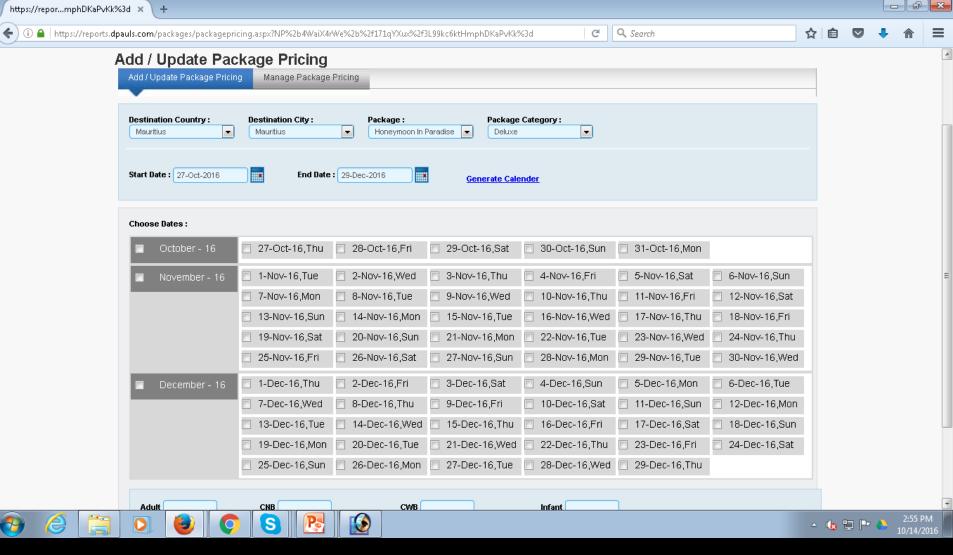


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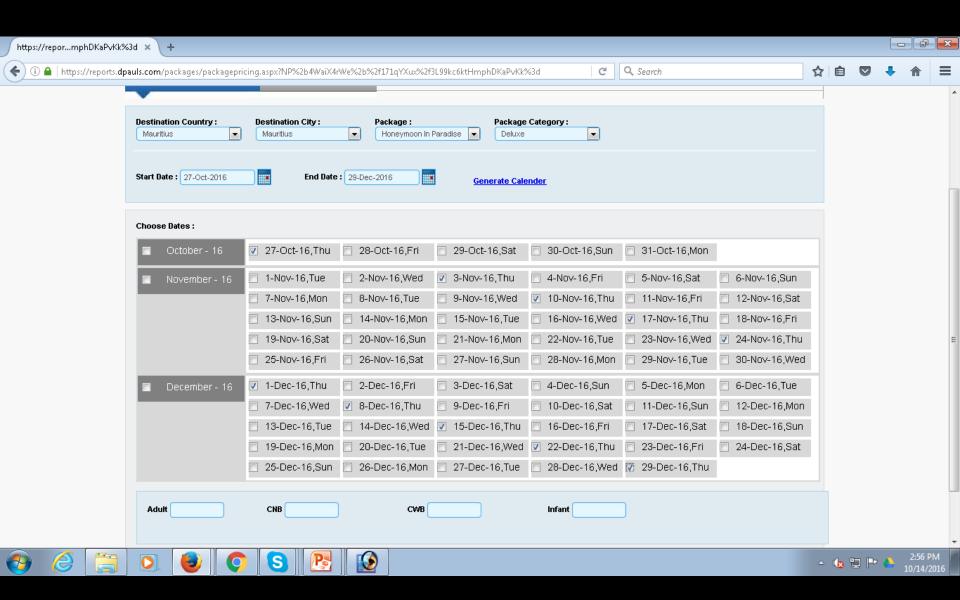




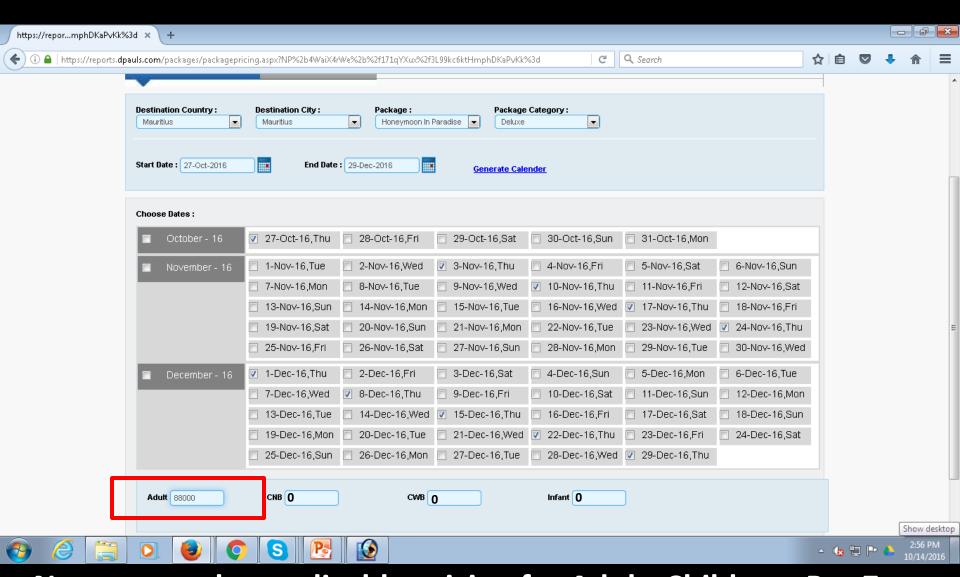
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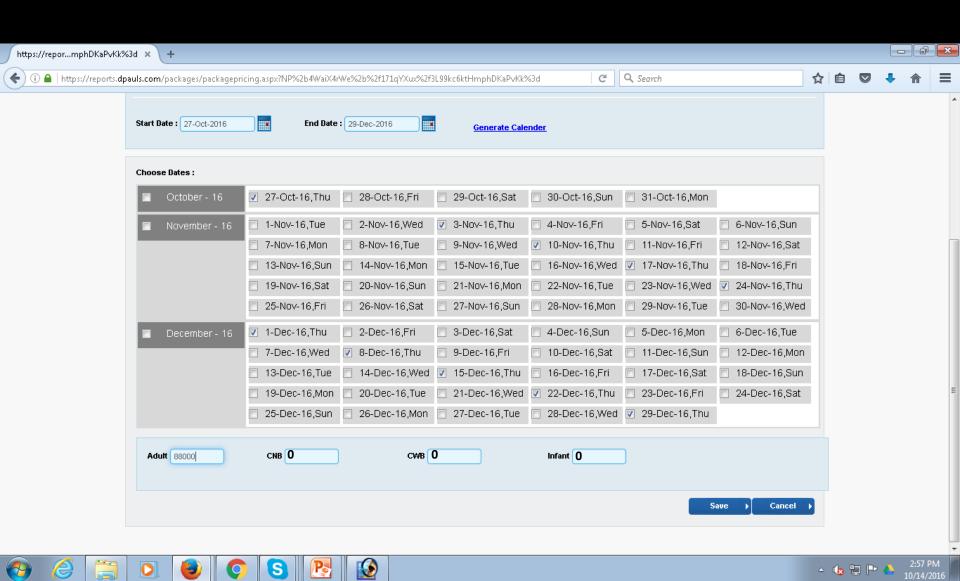
Here, you will need to select the individual dates of the package departure, if it is not daily. In case it is a daily departure, then you may tick only once on the left side next to the month name. Whole month will get selected.



In our example, the departure is every Thursday, so we have to manually select each Thursday.

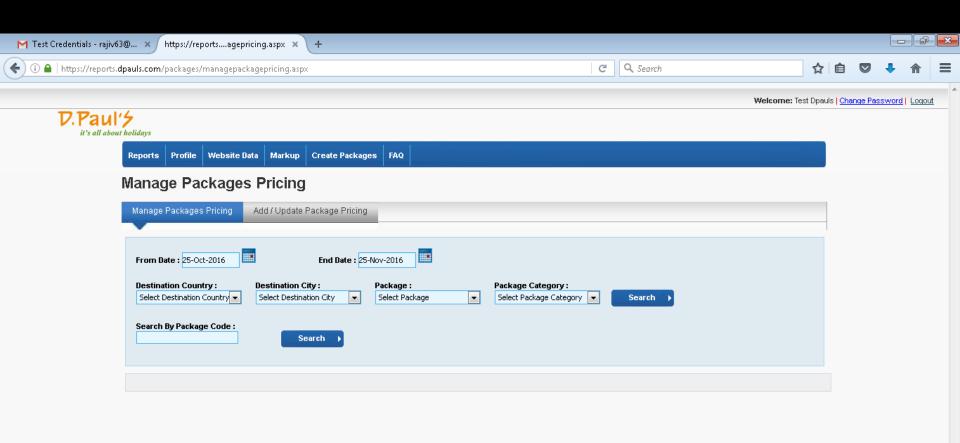


Next, enter the applicable pricing for Adult, Child etc. Put Zero "0" in case it is not applicable for Child / Extra Bed / Infant.

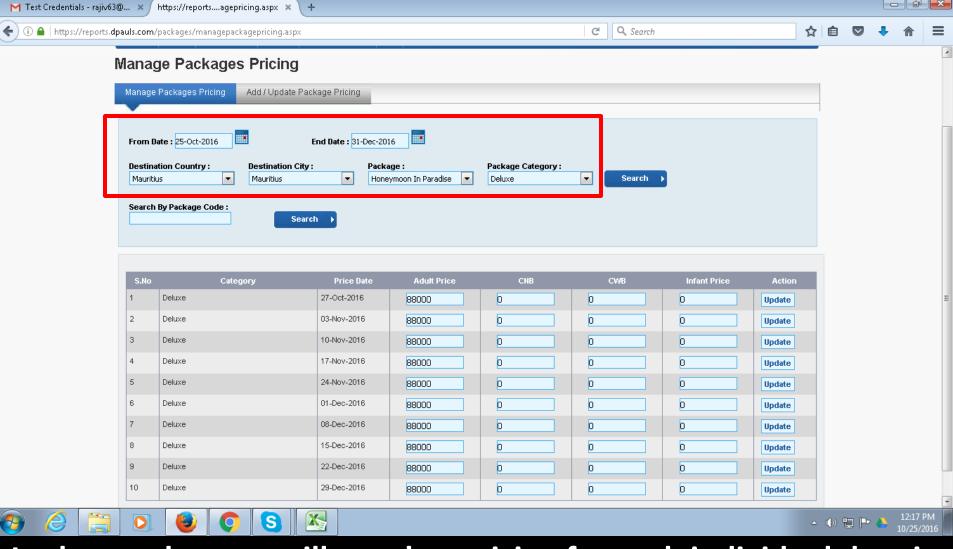


Click SAVE.

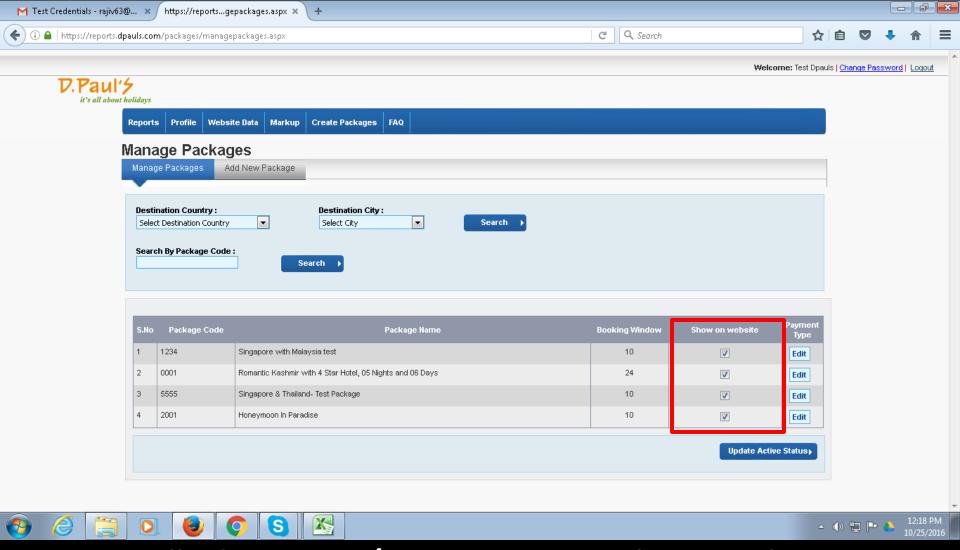
This will redirect you to Manage Package Pricing page.



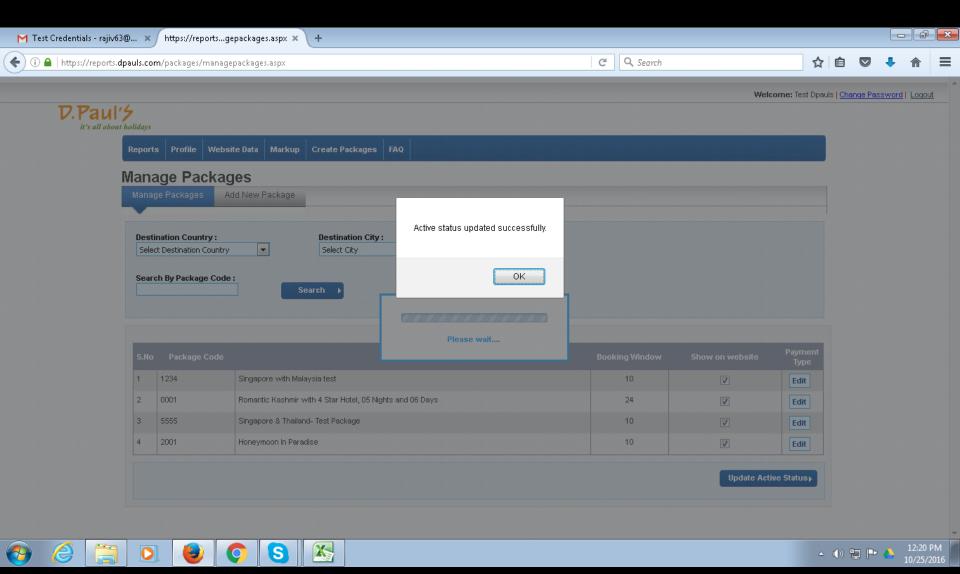




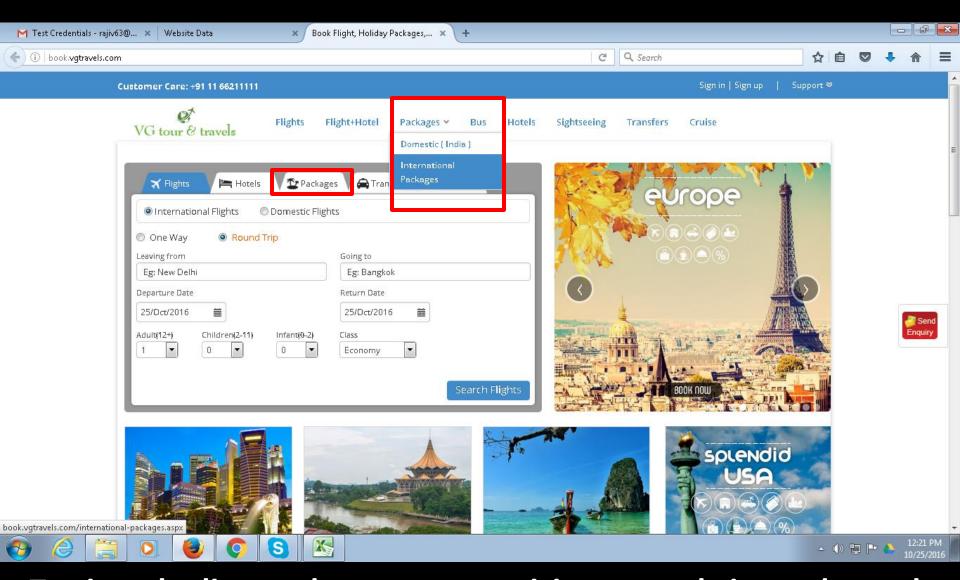
In the results, you will see that pricing for each individual date is available category-wise. Here, if you wish, you can adjust / amend pricing for specific dates, and save the same. By default, your package is now activated on the site.



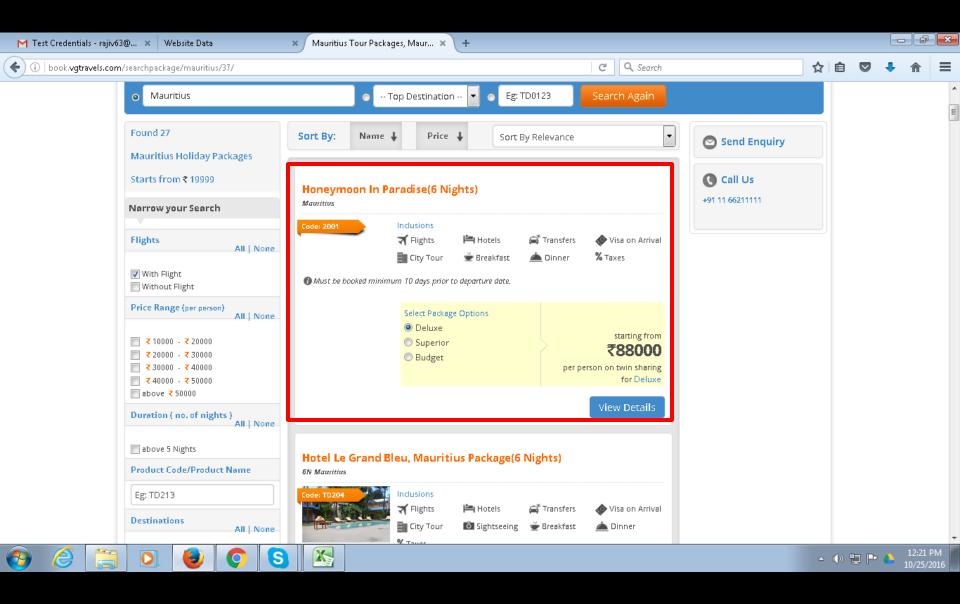
To manually deactivate / activate your package on the site, you can do so by removing / adding tick against the package, followed by clicking on Update Active Status Button.



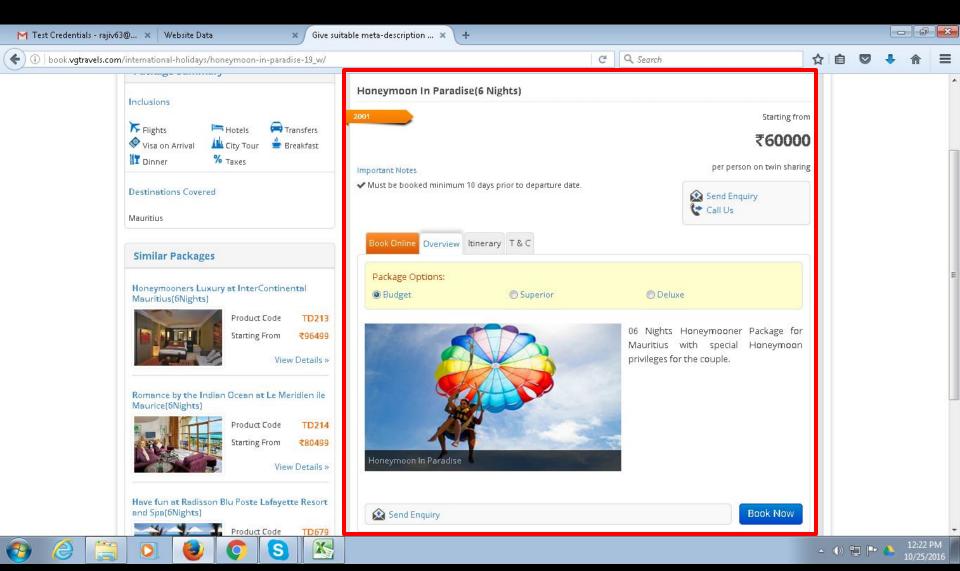
Manually updating Active Status should give you a successful response as above.



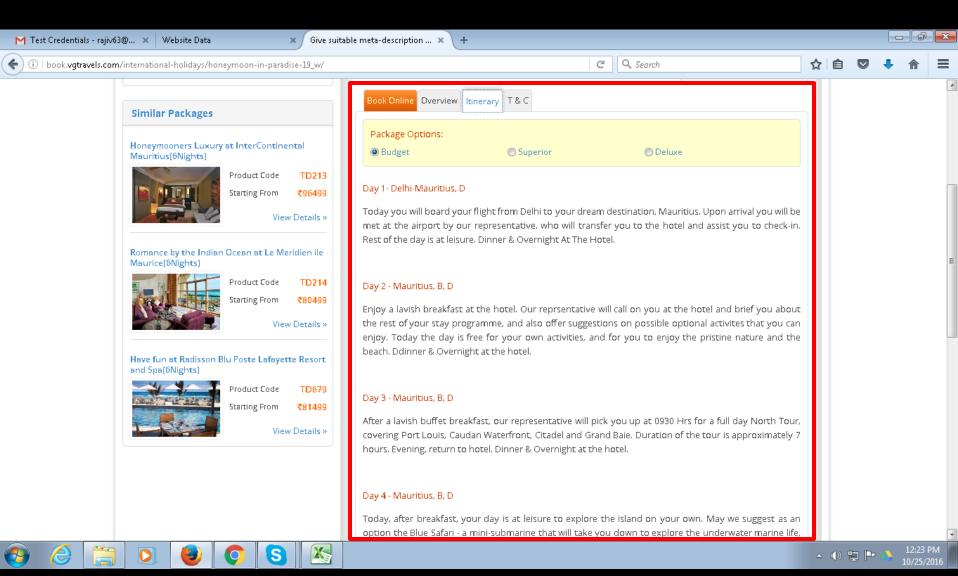
To view the live package, you can visit your website and search under Packages by using package code or destination

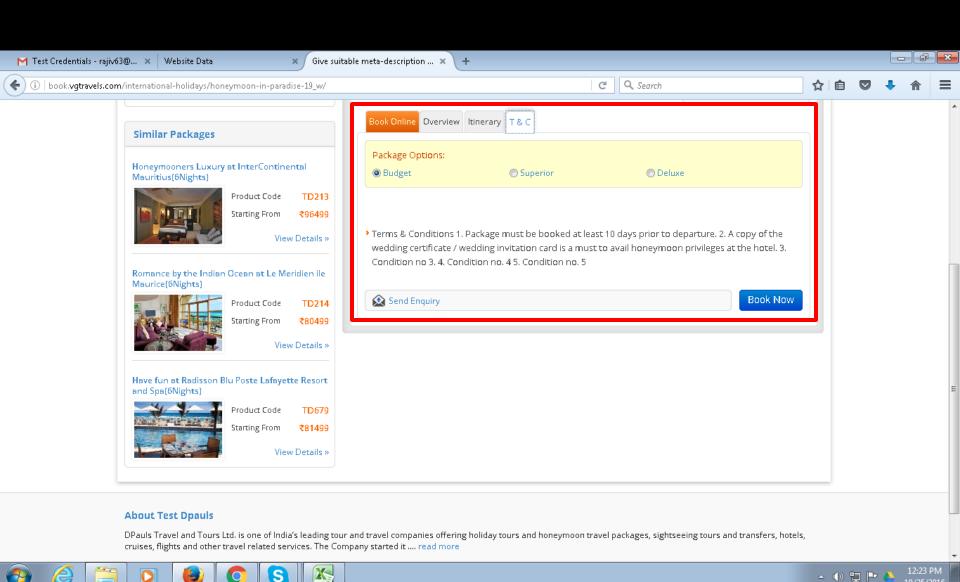


As you can see, the package is now live on the website.



As you can see, the package is now live on the website.





As you can see, the package is now live on the website.

End Of Tutorial. For any further clarifications, please email dan@dpaulstravel.com OR Call Us on +91-11-66211111.

THANK YOU.