ALTAÏ EXTRANET

A new ALTAI EXTRANET has been developed to bring together ALL PASSENGERS from HUWANS, ATALANTE, 66° NORD AND KANDOO BRANDS: no more TRIPLE extranet, welcome to the new one!

This document will guide you.

SUMMARY

1 / Access

Via this url : http://extranetaltai.tourism-it.com/en/login

2 / Account creation

There are 4 kind of users:
- administrators: access created in the extranet and the have the right to create other users
- Altaï users: access created in the extranet. They can create account for users but have no right to edit or delete.
- Internal suppliers: our own providers/producers created in "Central Prod TPC". For example: Altai Cuba, Kandoo, Intrepid, etc…
- External suppliers: our external suppliers not existing in "Central Prod TPC". For example: Albania Tradition, Ciel Mongol, Mad Cameleon, etc…
- Consultants : they are created by the internal or external suppliers. They can only consult the extranet.

2-1 / How to create an administrator, an Altaï user, a supplier or a consultant

Go to http://extranetaltai.tourism-it.com/en/login and click on et cliquez sur Settings / User
Check if the new user does not already exist and click on "Add a new user"

Fill in an email address and a password, then select the right kind of user:
- Administrator
- Altaï user
- Administrator supplier
- Supplier

An administrator supplier can create other accounts under his/her company with a supplier profile .

2-1 / How to create an internal supplier

On Central Prod http://sp-01.tourism-it.com/f3/www/login, product managers or extranet referral look for an existing account.

On the record add "Extranet" among the list.

DANILO.C@ALTAIBASECAMP.COM

Retour

Prénom	Danilo
Nom	CATANIA
Description	
Adresse email *	danilo.c@altaibasecamp.com
Mot de passe	
Actif	Oui
Groupe(s) *	Administrateur Extranet - Chef de produit - Administrateur - +
Portails *	TPC - PRG - SPDMC - DBT - EXTRANET - +
Productions *	Altai Italie - Altai Sicile - +

And at the end of the record, click on "Administration extranet"

Enregistrer les modifications

Extranet

Portail * EXTRANET   Administration extranet

✓ Enregistrer les modifications

Select the appropriate productions and click on Submit and then go back to the record.
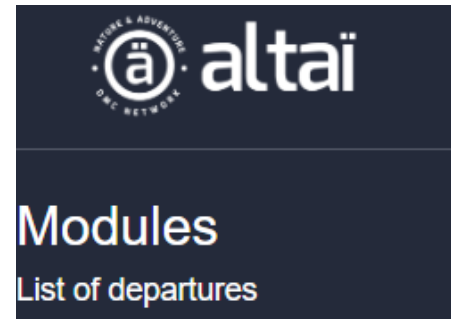
Extranet

Danilo CATANIA - danilo.c@altaibasecamp.com

Retour Fiche   Retour Liste

3 / Homepage

The new extranet is available in french and in english.

Click on the left menu: List of departures.

4 / List of departures

4-1 / Search

Several searching fields are available
Search by:
- date,
- month, (you can select several months)
- trip code (you can select several trip codes)
- destination (you can select several destinations)
- supplier(you can select several suppliers)

Departures filters:
FIT : individual trips, à la carte
Scheduled : departures to be sold or guaranteed
Confirmed: guaranteed departures
Registrations : with booked customers

4-2 / Searching results

Country	Trip Code	Status	Product Manager	Arrival date	Departure date	A specific appointment	Group	Total +	Rooming list	Tour Leader(s) +	First Accomodation(s) +		TD
Tanzanie	KNS	C	NML	17/02/2023	26/02/2023		2 à 12	2	📄 PDF			↩	KNS
Tanzanie	KNS	C	NML	10/03/2023	19/03/2023		2 à 12	2	📄 PDF			↩	KNS
Tanzanie	KNS	C	NML	09/06/2023	18/06/2023		2 à 12	0	📄 PDF			↩	KNS
Tanzanie	KNS	C	NML	07/07/2023	16/07/2023		2 à 12	0	📄 PDF			↩	KNS

List of columns:
Country
Trip code

Status: A = Cancelled , C = Confirmed, CV = Convocable, V = Vente
Product manager = who is in charge of this trip code
Arrival - Departure: trip dates from to
Specific appointment: specific appointment for trips without flight
Group : minimum and maximum no. of people on this trip
Total : Amount of all pax
Rooming list: link to display the arrival list in html or pdf format
Tour Leader : name of the tour leader
First accomodation : name of the 1st accommodation

 : link to send a catch up email about the tour leader and/or the 1st accommodation
TD: Trip dossier: link to the trip dossier

5 / Specific appointment

A specific appointment must be filled in for trips without flight. Click in the column and a popup opens.

6 / Total

When you click on + the tab opens and displays the detail of pax by brand.

Total : Amount of pax from Huwans, Atalante, 66Nord and Kandoo
SP : Co-filled with other TO
Projects : Pre-booked but waiting for confirmation
Combi = Pax booked on a combined trip

When hovering the field "Combi" detail of codes and pax by brand
 is displayed .

Total -	HU	ATA	66	KAN	SP	Projets	Combi
5	5						
6	6						
12	9	1					2
12	2						10
7		7					
9	6	3					

7 / Tour Leader

When you click on + a pictogram is displayed

Fill in the last name, the first name and Phone number of the tour leader, then click on Submit.

8 / First accomodation

When you click on + a violet pictogram is displayed

Fill in the name,the address and Phone number of the1st accommodation then click on Submit.

✖

DESIGNATION OF AN ACCOMODATION WITH A DEPARTURE

Name

Nom

Adress

Adresse

Phone number

Téléphone

Production

HUWANS

Associer

9 / Relaunch Tour leader and/or First accommodation

When you click on this button an email is sent to the supplier in French, English and Spanish to ask him/her to fill in this information.

10 / Arrival list

The arrival list is given for a specific trip at one date. The new thing is that all the pax from all the brands are gathered in one and only list. By the end of 2023 the rooming list will be successful.

The arrival list displays all pax from Nautilus and Zoho records

The list is printable (full page or section by section).

It contains:
-   Flight and pax
-   Rooming list
-   Insurance details
-   Emergency details
-   Formalities: passport and national identity card
-   Additional services for some customers (extra night, a private excursion…)
-   Equipment details: shoe size - weight and size