TourWriter Start Guide



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Getting Started

To do before the next session

1. Make sure that TourWriter has been installed on your computer(s) ready for use: download instructions.
2. Select a client itinerary you are familiar with which includes a wide variety of itinerary/travel options and send this through to your Implementer who will refer to this itinerary throughout your training, to demonstrate supplier loading, itinerary creation and publishing.
3. Send your Implementer examples (ideally in Word format) of the documentation you produced for the example itinerary above, and would like to produce from TourWriter. e.g. A quote/proposal, a final itinerary, a pricing document, a voucher etc.
4. Send your Implementer supplier contracts/rates for at least 3-4 different suppliers used in your example itinerary. e.g. for accommodation, activities, tours, transport
5. Send your Implementer examples of your Email signature(s).

In readiness for your next training session watch/read all resources available for the Setup Training.

Please ensure that all tasks are completed well in advance of the next session to allow your Implementer time to complete their tasks and review your information.

