TourWriter Start Guide



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SetUp Training

To do before the next session :

1. Review the TourWriter Tools > Setup > area including:
    a. User accounts & account types.
    b. Set up your categories in General Lists (we may add to these as we go along).
    c. Set up the Agent Labels area.
    d. Check the Locations area. Are all the cities / regions/ states present in the database for the countries you will use?
    e. If you would like the TourWriter Database Loader to load any additional Locations as part of your Database Loading hours, please ask your Implementer. This is, however, a relatively simple task and may not be the best use of your Database loading hours.

2. Import your contacts (if applicable) or start to enter manually.

Please also watch/read all resources available for the Suppliers Training before the next session.

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.

