TourWriter Start Guide



5

Itineraries Training 1

To do before the next session :

1. Review your own training session video.
2. Give it a go! Add the remaining bookings for your 'example itinerary' including all accommodation, transfers, activities, tours and transport etc before the next session.
3. Create some more test itineraries from the very beginning - take note of anything you are unsure about to check with your Implementer in the next training session.
4. Keep adding your suppliers and services.
5. Ensure your Folder Settings are completed in your TourWriter Tools > Setup > Folder Settings.

Please watch/read the following training videos before the next session.

- *How to Move Itinerary Dates*
- *Email Booking Request Template Customisation webinar*
- *Updating Currencies in Itineraries*
- *How to View and Export Information from TourWriter*

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.

