



User Manual

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Getting Started

Welcome and congratulations for taking the first step in your independence! Lets get you started by setting up your profile.

Once you have signed up online you will receive an email to set your password. The password you create must be at least 6 characters long, contain one capitalized letter, one number and a special character e.g. *Nextgen01**

Should you have trouble signing up or with resetting your password, please contact your neXt Account Manager.

Logging In

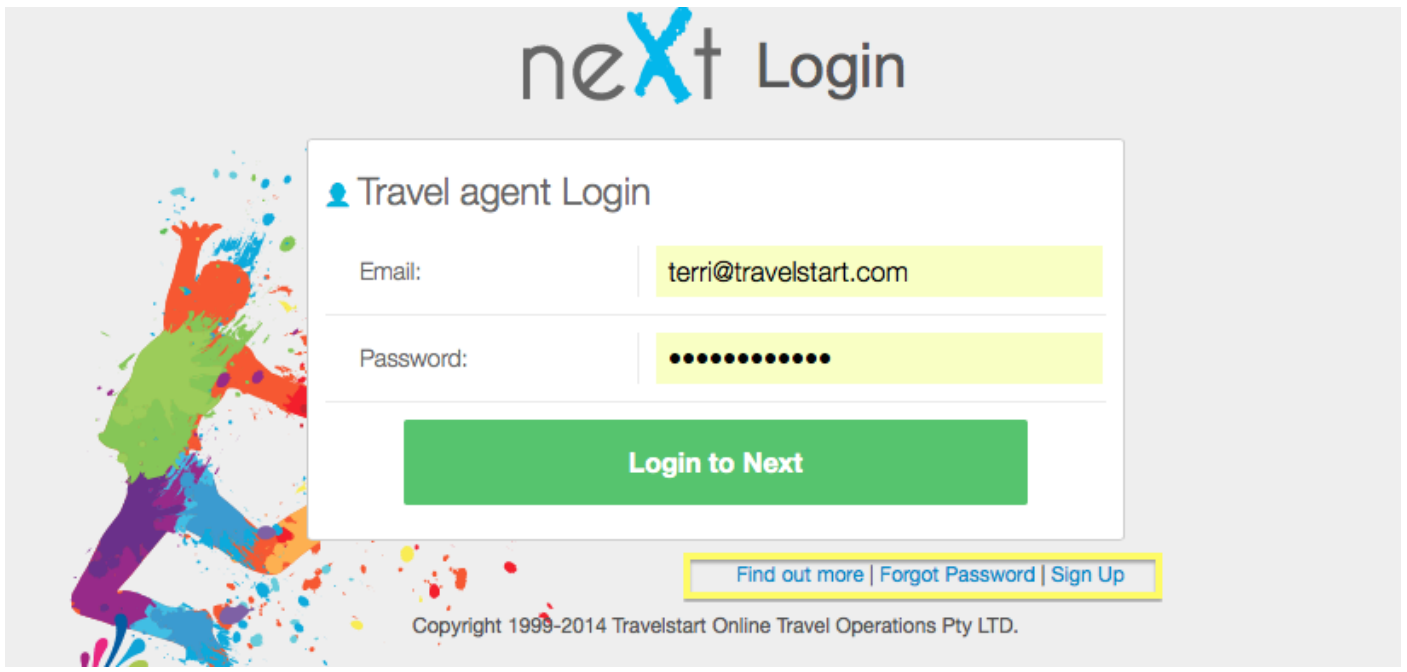
You can login in via the Travelstart home page, either by clicking on '**Agent Login**' found in the top right hand corner or below on the website footer under '**Affiliates**' on the '**Login to neXt**' tab.

The screenshot displays the Travelstart website interface. At the top, the logo 'travelstart COZA' is on the left, and navigation links 'Flights', 'Hotels', and 'Cars' are in the center. On the right, there is a phone number '0861 878 278 / +2721-468-4300', a 'Contact us' link, and a yellow-bordered 'Agent Login' button with a red arrow pointing to it. Below the header is a search bar titled 'Search and Book Cheap Flights' with the subtitle 'Compare all airlines in one Search & Book the best deal'. The search bar includes fields for 'Return', 'Enter departure city', 'Enter arrival city', dates '21 Oct 2014 - 30 Oct 2014', '1 Traveller', and a 'START' button. Below the search bar are options for 'Preferred Airline', 'Preferred Cabin Class', '+/- 3 days', and 'Flexible ticket'. A promotional banner for 'Virgin Atlantic Radio Sale Fares To London And USA' is visible. At the bottom, the footer contains several sections: 'Travelstart' with links like 'Home', 'About us', 'Contact us', 'FAQ', 'Press', and 'Careers'; 'Special' with links like 'Sign up and save', 'Blog', 'How to Book Flights Online', and 'Customer Testimonials'; 'Affiliates' with links like 'Become an Affiliate', 'Login to Next', and 'API' (highlighted with a yellow box and a red arrow); 'Popular' with links like 'Travel Essentials', 'Airlines', 'Popular Cities', 'Popular Destinations', and 'Cool Stuff'; and 'Get in touch' with the phone number, email 'info@travelstart.com', and a section for 'Get Exclusive flight deals' with a text input field.

It is useful to save the following link as a bookmark for easy access when logging in:

<https://nextgen.travel/next/home>

You will then be taken to the neXt login page, from the login page you are able to login, reset your password if you have forgotten it, find out more information on neXt and signing up



next Login

Travel agent Login

Email:

Password:

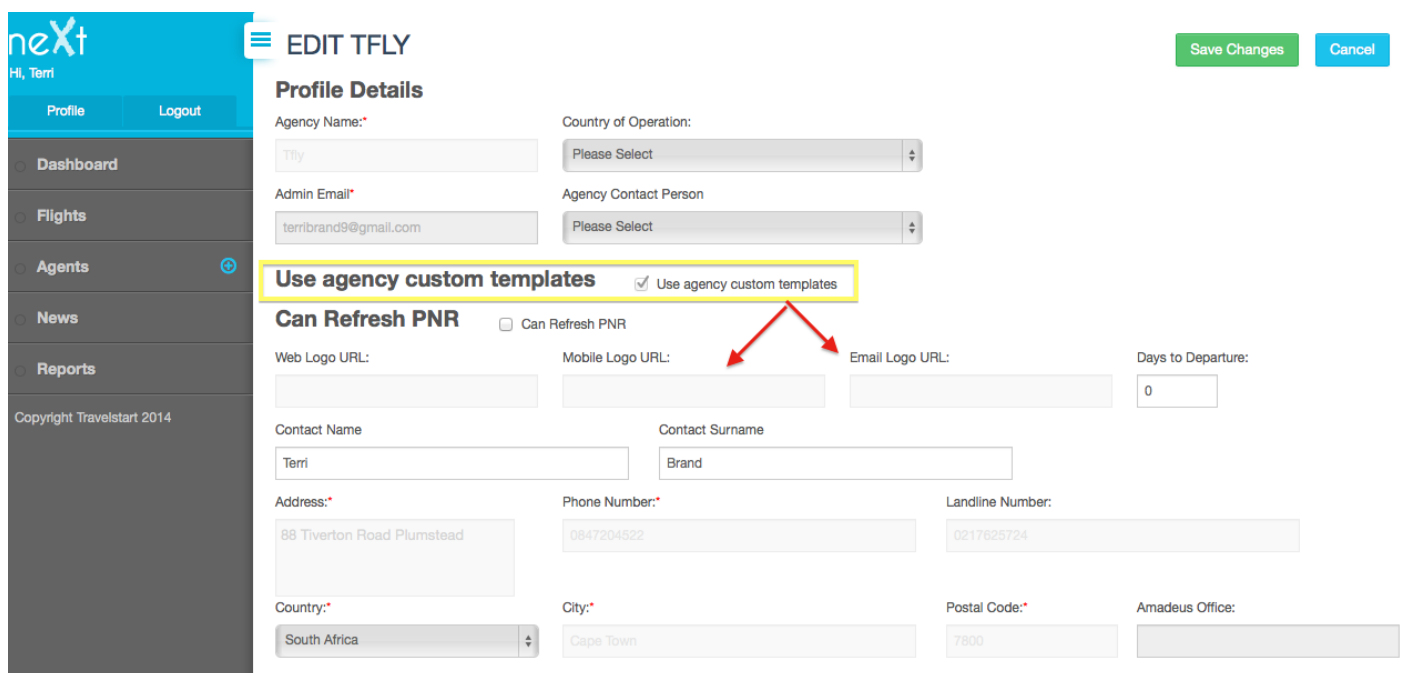
[Login to Next](#)

[Find out more](#) | [Forgot Password](#) | [Sign Up](#)

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Setting up your profile

Once you have logged in you would need to set up your agency profile.



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EDIT TFLY

Save Changes Cancel

Profile Details

Agency Name: Country of Operation:

Admin Email: Agency Contact Person:

Use agency custom templates ☒ Use agency custom templates

Can Refresh PNR ☐ Can Refresh PNR

Web Logo URL: Mobile Logo URL: Email Logo URL: Days to Departure:

Contact Name: Contact Surname:

Address: Phone Number: Landline Number:

Country: City: Postal Code: Amadeus Office:

The option to ‘**Use agency custom templates**’ allows you to add you own logo on to the emails a booking confirmations sent out. You would need to provide us with the Web Logo URL, Mobile Logo URL and the Email Logo URL.

Sub Agents

As the agency administrator you have the permissions to create sub agents for agency. To view existing agents or to create a new agent you will need to click on the 'Agents' tab found on the task bar.

View agents	Create Agents
Allows you to view and edit existing agents details.	You can create a new agent and assign the agent to your agency
You are able to deactivate an agents profile	
You can change and set the agents permissions as	

neXt
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- View Agents
- Create Agent

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VIEW ALL AGENTS

Create a New Agent

Search

Email	Name	Role	Agency	Date Added	Action
john@nextb2b.net	John	Agent	Tfly	23 Jul 14, 12:16	Edit Deactivate
terribrand9@gmail.com	Terri	AgencyAdministrator	Tfly	06 May 14, 12:20	Edit Deactivate

Powered by travelstart

Hint! The blue underlined wording are all action buttons.

Creating an agents profile

When creating an agent manually you would need to insert the following details:

- Assign the agency the agent belongs to
- Set the agents 'role' within the agency
- Insert email address
- Agent details – name and address information

These are the basic requirements in order to create an agent. Once these details have been saved you will be able to set other booking preferences for the agent.

You are able to create numerous agents under your agency; each of these agents is able to have their own profile, which includes having different markups.

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CREATE NEW USER

The 'Role' drop down menu allows you select the agents permission.

Save Changes

Cancel

Profile Details

Agency:

Ttly

Role:

Agency Administrator

E-mail:*

Reset Password

Agent Details

Title:

xt

Mr

Name:*

Surname:*

Landline Number:*

Cell Number:*

Corporate Codes:

Birth Date

Default Markup

☐ Apply Auto Markup
 ☐ Apply Percentage Markup
 ☐ Can set On-Fly Markup
 ☐ Can Refresh PNR

Dom. Return Adult:

Dom. Return Child:

Dom. Return Infant:

Dom. One-Way Adult:

Dom. One-Way Child:

Dom. One-Way Infant:

Int. return Adult:

Int. return Child:

Int. return Infant:

Int. One-Way Adult:

Int. One-Way Child:

Int. One-Way Infant:

Open-Jaw Dom. Adult:

Open-Jaw Dom. Child:

Open-Jaw Dom. Infant:

Open-Jaw Int. Adult:

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PROFILE OF TERRI BRAND

EDIT

Title:

Ms

First Name:

Terri

Surname:

Brand

Email:

terribrand9@gmail.com

Phone Number:

0217625724

Cell Number:

0847204522

Birth Date:

Country of Residence:

South Africa

Country:

South Africa

Default Markup

Agency Markup

Lodge Card Details

Permissions

Markup Type	Adult	Child	Infant
Domestic-Return	ZAR 100.0		
Domestic-Return			
Domestic-Return			ZAR 100.0
Domestic-One-Way	ZAR 100.0		
International-Return	ZAR 300.0		

Profile Summary

Role:

AgencyAdministrator

Agency:

Ttly

Apply Default Markup:

true

Reset Password

Edit Profile

Markups

You can choose to process your own mark up and just pay Travelstart the fare and products amount or you Travelstart can process the markup on our end. These are paid out at the end of the month when the commission on products earned is paid out.

Note! Travelstart does not payout the markup for bookings paid via EFT.

Default Markup	By adding total under the default markup the mark up will automatically pull through to the fares quoted on the search results page.
Apply Auto Markup	Needs to be selected for the agents markup to pull through automatically.
Apply Percentage Markup	You can add the mark up as an amount or as a percentage. NOTE! When adding the markup as a percentage is on calculates it from the <i>base fare</i> and not the total fare amount.
Can Set On-Fly Markup	Selecting this allows the agent to change the mark up on the fly.

To edit your own profile you would need to select '**profile**' found in the top left hand corner, once selected you will be given an overview of your profile permissions and settings.

Permissions

Apply Auto Markup	This will apply the agency mark-ups automatically when doing a search
Can set On-Fly Markup	This allows the agent to amend mark up during search
Can refresh PNR	For GDS agents that wish to manually create bookings
Agency Lodge Card	This allows the agent to make bookings on the preloaded agency lodge card
Can use Agency Account	This allows the agent to make bookings on the

Dashboard

The **Dashboard** is an interactive interface, which allows you to keep track of your agencies bookings, sales, commission and account balance. You are able to view the overall Dashboard for your agency or select a single agent.

You can change the dashboard date, which would allow you to view the previous day or month's dashboard results. You can search for past and current bookings via the **Search** field, you are able to search by the passengers name, email address, Travelstart booking number or the PNR code.

next
Hi, Terri

Profile Logout

DASHBOARD HELP LINE : 021 468 4339 EMAIL : B2B@TRAVELSTART.COM

View: Yesterday Today **Last Month** This Month

Agent Name: terribrand9@gn

R0 Sales **R0** Commission **R5,538** Account Balance

01 Sep 2014 to 30 Sep 2014
[View Detailed Report](#)

SEARCH BOOKINGS

Search for bookings using e-mail address, PNR, tickets or passengers. If searching for a full passenger name enter the names in this order: firstname lastname.

Q click/tap to enter

QUEUES SUMMARY

0 Failed Bookings	0 Payment Failed Bookings	0 Completed Bookings	1 Cancelled Bookings	0 Awaiting Processing
0 Bookings On Hold				

Queues Summary

To view bookings in a specific queue you simply need to click on the queue and a list will appear. If you have no booking in a specific queue the list will not appear.

Awaiting Processing	Bookings that have yet to be processed
Failed Bookings	Bookings that have failed either by, connectivity issues, tech error or by the supplier
Payment Failed Bookings	Bookings that have failed due to payment not going through. Note that it is your responsibility to follow up on all your payment failed bookings.
Cancelled Bookings	Bookings that have been cancelled either due to non-payment or by request
Completed Bookings	Bookings that have been paid and ticketed. Bookings are taken off this queue 7 days after the last segment has been flown

Making a booking

You are able to do a detailed flight search via neXt. There are three flight search options being **return**, **one way** and **multi-city** flights. You are able to do an advance search by choosing a specific airline, choosing the cabin and even choose between direct or stopover flights. There are four passenger types:

Adults	16 +years old
Teens	12 – 16 years old
Children	2 – 11 years old, cannot travel on their own
Infants	Under 2 years old, cannot travel on their own

If you want to book an unaccompanied minor you would need to book this directly with the airline as this is a special service and has a limited availability.

Return and one way flights are fairly straight forward to book. You can select up to 6 sectors for all **multi-city** bookings, keep in mind that one ticket is usually issued per passenger and if there is more than one airline operating they would need to have an interline agreement in order for us to issue the ticket.

SEARCH FOR FLIGHTS

RETURN

ONE WAY

MULTI CITY

From:
Johannesburg, All Airports(JNB) , South Afric

To:
Frankfurt, Frankfurt(FRA) , Germany

Depart date:
Tue, 13 Jan, 2015

From:
Vienna Schwechat, Vienna Schwechat(VIE) ,

To:
Rome, All Airports(ROM) , Italy

Depart date:
Tue, 20 Jan, 2015

From:
Rome, All Airports(ROM) , Italy

To:
Johannesburg, All Airports(JNB) , South Afric

Depart date:
Tue, 27 Jan, 2015

+add another flight

Adults
1
16+ Years

Teens
0
12 - 15 Years

Children
0
2 - 11 Years

Infants
0
Under 2 Years

SEARCH

Recent Searches

No recent search recorded at the moment!

9

+/- 3 Day Search

The +/- 3 day search is a useful feature if your client is fare driven rather than date driven. When selecting this option you will be given a fare comparison 3 days before and 3 days after the selected date. Your selected times will be highlighted in blue and the most affordable fare within the 7 days will be highlighted in green.

JOHANNESBURG TO MAURITIUS							
From Mon, 15 Dec 2014 to Mon, 22 Dec 2014 Any 1 Passenger							
	Returning Fri, 19 Dec 14	Returning Sat, 20 Dec 14	Returning Sun, 21 Dec 14	Returning Mon, 22 Dec 14	Returning Tue, 23 Dec 14	Returning Wed, 24 Dec 14	Returning Thu, 25 Dec 14
Departing Fri, 12 Dec 14	R10,232 Air Mauritius	R13,732 Air Mauritius	R13,732 Air Mauritius	R10,832 Air Mauritius	R13,732 Air Mauritius	R12,712 Air Mauritius	R10,232 Air Mauritius
Departing Sat, 13 Dec 14	R11,132 Air Mauritius	R10,348 British Airways	R10,798 South African Airways	R11,732 Air Mauritius	R12,238 South African Airways	R12,238 South African Airways	R10,188 South African Airways
Departing Sun, 14 Dec 14	R9,682 Air Mauritius	R10,606 Air Austral	R13,732 Air Mauritius	R10,832 Air Mauritius	R13,732 Air Mauritius	R10,606 Air Austral	R9,682 Air Mauritius
Departing Mon, 15 Dec 14	R9,682 Air Mauritius	R10,798 South African Airways	R10,798 South African Airways	R10,832 Air Mauritius	R12,238 South African Airways	R12,238 South African Airways	R9,682 Air Mauritius
Departing Tue, 16 Dec 14	R12,112 Air Mauritius	R10,798 South African Airways	R10,798 South African Airways	R11,914 Air Madagascar	R12,238 South African Airways	R12,238 South African Airways	R10,188 South African Airways
Departing Wed, 17 Dec 14	R11,132 Air Mauritius	R9,842 South African Airways	R9,842 South African Airways	R11,282 South African Airways	R11,282 South African Airways	R11,282 South African Airways	R9,232 South African Airways
Departing Thu, 18 Dec 14	R9,682 Air Mauritius	R8,402 South African Airways	R8,402 South African Airways	R9,842 South African Airways	R9,842 South African Airways	R9,842 South African Airways	Best Price R7,792 South African Airways

To book, select the fare that you want by clicking on the price, this will take you to the flight result page, which will show you more information of the flight.

Search results

JOHANNESBURG TO NEW YORK CITY, NY							
From Mon, 15 Dec 2014 to Mon, 22 Dec 2014 Any 1 Passenger							
	All Airlines						
Direct	R20,664	R20,664	R31,122				
1 Stop	R13,870	R18,696	R20,642	R13,870	R14,368	R17,314	R18,078
2 Stops	R14,143						
1 2 3 4 Next							
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>							
Airline/Cabin	Depart	Arrive	Duration	Layover	Stops	Price	
 VS Economy	JNB - 15 Dec 14, 20:55 JFK - 22 Dec 14, 22:30	JFK - 16 Dec 14, 11:45 JNB - 24 Dec 14, 10:15	21h 50m 28h 45m	2h 25m 10h 30m	1 1	more info R13,870 BOOK	
 VS Economy	JNB - 15 Dec 14, 20:55 JFK - 22 Dec 14, 22:30	EWB - 16 Dec 14, 12:45 JNB - 24 Dec 14, 10:15	22h 50m 28h 45m	3h 20m 10h 30m	1 1	more info R13,870 BOOK	

Search Options

You are able to filter the search results by the following options:

Airline	Filters search results by the airline alphabetically
Depart	Filters search results by the departure time, earliest to latest or latest to earliest time
Arrive	Filters search results by the arrival time, earliest to latest or latest to earliest time
Duration	Filters search results by the duration of the flight
Layover	Filters search by the layover time
Stops	Filters search by the number of stops
Price	Filters search by price, ascending or descending order

On the fly markup

Apply Fee: Adult

Child

Infant

Apply





Hide


By clicking on the blue circle you will be able to change the markup during the booking process. Once you have clicked on 'Apply' the markup that you have entered will pull through to all the fares displayed.

Booking Review

On the booking review page you will be able to view the flights that you have booked, the price breakdown, main fare rules of the ticket, add and view products offered and enter the passenger details.

FLIGHTS & PASSENGER DETAILS

Airline	Origin	Departing	Stops	Destination	Arriving
	Johannesburg	20:15 (16 Dec 2014)	2	New York City, NY	13:34 
	New York City, NY	23:35 (16 Jan 2015)	1	Johannesburg	11:10 


View Full Flight Details 

Back to Results

New Search

Price Breakdown

Flight Charges

R11,637 


Airfare (ADT)

R4,390


Taxes and fees (ADT)

R7,247

Product Total

R289 

Cancellation & Refund Assistance

R289 

Total:


R11,926

Total Profit:

R540

Products and Fare Rules

To view the fare rules or the products you will need to select the relevant tab. You need to deselect or select which products the client wants to add to their booking, remember that you earn **50% of the profit** Travelstart makes on the products sold. You will be able to view the profit you are making for each booking (including the markup) in the price breakdown

Cancellation & Refund Assistance [More Info.](#) 

Receive a full refund of airfare & taxes for hospitalisation or death, or a partial refund of airfare & taxes for any other reason.

Comprehensive International Travel Insurance [Hide](#)

ZAR 20million Emergency Medical Cover – meets your Schengen and world-wide travel requirements

Comprehensive **International** Travel Insurance for travel to and from South Africa for ages up to 80 years of age. For ages 70 to 80 years of age and inbound travel cover limits differ – please see detailed information below. Children under the age of 12 years are included under the Adult policy and share in the cover provided.

Once you have purchased the insurance we will send you an email with links to the following documents for printing.

- Travel insurance policy schedule,
- Schengen letter for Visa applications,
- Insurance T&C's, and
- Claims procedure.

Insurance: Underwritten by: Regent Insurance Company Limited FSP: 25511 | Distributed by: Travelstart Online Travel Operations FSP: 43639 an Authorised Financial Services Provider

What you are not covered for in this travel insurance policy:

- any pre-existing medical condition when a traveller is 70 years or older
- any heart related condition when a traveller is 70 years or older
- pregnancy, childbirth and miscarriage or any pregnancy related conditions
- when the age limit is exceeded


R289 ☒

R1,224 ☐

Only the main fare rules are given, if you would like more fare rule information please email the account manager the dates, routing and airline information.

Products Offered

Fare Rules

Advance Purchase  [Hide](#)

Last ticket issuing date after reservation: 29OCT14


Last ticket issuing date before departure: 29OCT14

Minimum stay [Hide](#)

Travel must commence on/after: 23DEC14

Maximum stay [Hide](#)

Travel must commence before: 16DEC15

Change conditions  [More Info.](#)

Passenger Information

The passenger details needs to be inserted EXACTLY as they appear in the ID / passport.

No nicknames or shortened names should be inserted. All international airlines and most local carries do not permit name change after the ticket has been issued, and they will advise you to cancel the booking and make a new one with the correct name.

Note! The cancellation will go according to the fare rules of the ticket and it could be non refundable.

Passenger Details

Adult 1

Title: *	Mr
First Name: *	click/tap to enter
Middle Name:	click/tap to enter
Surname: *	click/tap to enter
Birth Date *	
Gender: *	Please select

Nationality:	Please select
Passport Number:	click/tap to enter
Passport Expiry Date:	
Country of Issue:	Please select

Certain airlines and destinations require that you enter the passenger's gender, middle name and D.O.B. You will be notified of this during the booking process.

Warning

Please be notified that American and canadian Authorities request Middle name

CONTINUE

RETURN

Airline also require that you provide the passport details before travel, it is not mandatory to have the passport details at the time of booking but and email will be sent to you after the booking has been made for the **Advance Passenger Information System (APIS)** details.

The comment field allows you to add any comment that you have for the booking that you are making. Please do not use this a communication tool between yourself and the Travelstart agents, rather email b2b@travelstart.com

Once you have selected to 'create booking' you will be taken to the Payment Information page. You will again be give the full flights details, a breakdown of the price for the ticket and payment options.

Price Breakdown

Product	Units	Unit Price	Total
Airfare (ADT)	1	R4,390	R4,390
Taxes and fees (ADT)	1	R7,247	R7,247
Cancellation & Refund Assistance	1	R289	R289
Method of Payment:		Total:	R11,926
Total Profit:			R540

Contact Details

☒ Agent ☐ Other

Payment Methods

☐ Agency Account ☐ Credit Card ☐ EFT ☐ Lodge-Card

Invoiced To

☒ Agent ☐ Other

Hint! Choose other if you need to enter a VAT invoice

[Back](#)

[CONFIRM BOOKING](#)

Payment Options

There are four payment options available to you:

Payment Methods

☐ Agency Account ☐ Credit Card ☐ EFT ☐ Lodge-Card

The default payment options are EFT and Credit Card. Should you wish to make use of your neXt Account or a lodge you would need to contact us in order for us to activate these options.

EFT	<ul style="list-style-type: none">• EFT payments can be made into our Nedbank, Standard Bank, FNB or ABSA account• You will use the Travelstart booking number as the reference number when making payment via EFT• The proof of payment needs to be sent to b2b@travelstart.com once the payment has been made• We are only able to issue tickets once the funds have cleared in our accounts, should you make payment from other banks that have a 24 – 48 hour clearance time you will be liable for any increase in the air fare or tax
Credit Card	<ul style="list-style-type: none">• The credit card can be that of the agency or of the passenger travelling• Fraud checks are done on all bookings with CC as a form of payment, should we not obtain the proper authorization to take payment we will request that you pay via EFT.
neXt Account	<ul style="list-style-type: none">• You will deposit a sum of money into our account, the amount will then be uploaded to your profile and tickets can then be issued of that amount.• You will be notified on the payment page as to how much funds you have left in your account
Lodge Card	<ul style="list-style-type: none">• Travelstart would need a signed copy of the credit card authorization form, a copy of the credit card holders ID or passport as well a copy of the front and back of the card• We will then upload the card details to your profile and activate the payment option• Note that you can make use of an agency lodge card, lodge cards per agent or both• You are able to choose which agents have permissions to use the lodge card as payment

Booking Confirmation

When the booking has been confirmed you are taken to the booking confirmation page that contains the following:

- Booking reference
- Flight / airline reference
- Date the booking was made
- Name of the agent who made the booking
- Passenger details
- Flight details
- Price Summary

BOOKING CONFIRMED

DashboardNew Search

Booking Reference: ZA00673188
Flight Reference: 5B4KFW
Agent: Terri Brand

Booking Created: 07:07:45 Wed, 22 Oct 14

Banking details

Bank:	First National Bank
Account Name:	Travelstart
Account Number:	62182487895
Branch Number:	202509

Passenger Details

Pax Type	Name	DOB	Frequent Flyer Nr.
Adult	Mr John Smith	1998-10-07	
Comments			
Contact Person	Day Phone Number	Cell Phone Number	E-Mail
Ms Terri Brand	0214684300	0847204522	terri@travelstart.com

You are able to email or print the booking confirmation at this point.

Flight Details

[e-mail](#) [print](#)



Johannesburg - New York City, NY (Success)

Duration: 22h 45m

Flight	Class	Departing	Time	Arriving	Time
 KL 592	Economy	Johannesburg (JNB)	20 Jan 15, 23:55	Amsterdam (AMS)	21 Jan 15, 10:10
 KL 6179	Economy	Amsterdam (AMS)	21 Jan 15, 12:50	New York City, NY (EWR)	21 Jan 15, 15:40

New York City, NY - Johannesburg (Success)

Duration: 20h 28m

Flight	Class	Departing	Time	Arriving	Time
 KL 6178	Economy	New York City, NY (EWR)	31 Jan 15, 18:32	Amsterdam (AMS)	01 Feb 15, 08:05
 KL 591	Economy	Amsterdam (AMS)	01 Feb 15, 10:10	Johannesburg (JNB)	01 Feb 15, 22:00

You will also receive a booking confirmation that will be sent to your email address.


There is a 2 hour turn around time for all tickets to be issued. The ticketing agents work off a queue, should you have an urgent booking that needs to be issued please send an email to b2b@travelstart.com. Note that there is a urgent ticketing fee charged for this.

You will now be able to view the booking on your dashboard where you will have access to the booking at any time as well as check the status of the booking.

News

The news feature allows the neXt representatives to communicate with the agents. Please check the news feature from time to time as updates on product and travel information can be found there.

To view news simply click on the 'NEWS' tab on the task bar and then click on 'view full story'


Hi, John

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LATEST NEWS

neXt Processing Fees
View Full Story

Wed, 20 Aug 14

Mark As Read

New laws for Travelling with Children
D.H.A new unabridged birth certificate ruling.
View Full Story

Thu, 28 Aug 14

Mark As Read

Discontinuation of the HOLD function
IMPORTANT NOTICE
View Full Story

Tue, 2 Sep 14

Mark As Read

Mark All As Read

Reports

Reporting is a very useful tool that helps you to keep track of all bookings made through your agency. You will also be able to check for any booking trends and see what commission is due to you.

You are able to pull financial reports specific to your agency via neXt that provided you with a full breakdown of each booking that you make.

Account Transaction History Report	Gives you a complete breakdown of your account for the date range that you have pulled it for, including funds going in and out of the account.
Airline Report	Provides you with a breakdown of the airline information for the bookings that you have made in a specific date range
Booking Report	Provide you with an overall summary of the bookings that you have made includes a mark up and commission reporting.
Product Report	Provide you with a breakdown and costing of all the products sold within a specific date range.

neXt
Hi, John

Profile Logout

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REPORTS

Report Type
Booking Report

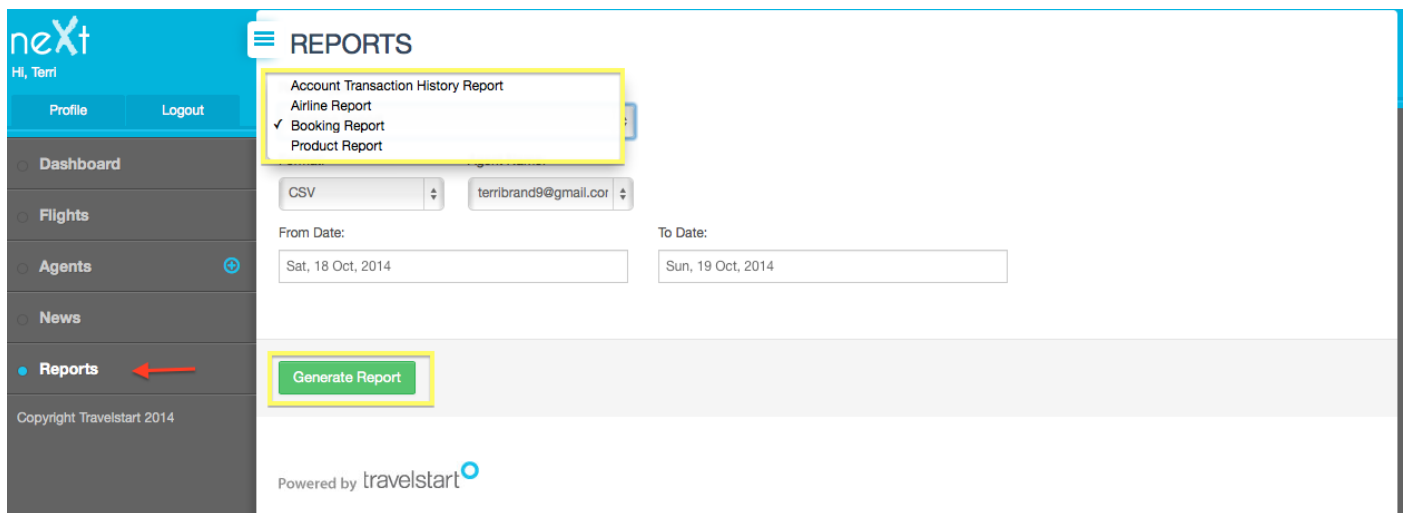
Format: CSV Agent Name: john@nextb2b.net

From Date: Sat, 18 Oct, 2014 To Date: Sun, 19 Oct, 2014

Generate Report

Powered by travelstart

There are four kind of reports that can be pulled from neXt, these can be used for your financial records as well as to keep track of your booking trends.



The screenshot shows the neXt web application interface. On the left is a dark sidebar with the neXt logo and user name 'Hi, Terri'. It contains navigation links: Profile, Logout, Dashboard, Flights, Agents, News, and Reports (which is highlighted with a red arrow). The main content area is titled 'REPORTS' and features a dropdown menu with options: Account Transaction History Report, Airline Report, Booking Report (selected with a checkmark), and Product Report. Below this menu are two dropdowns for 'CSV' and 'terribrand9@gmail.com'. There are also date pickers for 'From Date' (Sat, 18 Oct, 2014) and 'To Date' (Sun, 19 Oct, 2014). A green 'Generate Report' button is highlighted with a yellow box. At the bottom, it says 'Powered by travelstart'.

Note:

The reports pull through in CSV format which can easily be manipulate into excel.

neXt Fees and Payments:

Processing Fees

There are no signup or monthly fees we do however charge the below processing fees:

These amount come off your 'Agency Account' and you will be billed for them at the end of each month.

Ticketing Fee	R75.00
Urgent Ticketing Fee	R150.00
Amendment Fee Per Passenger	R150.00
Cancellation Fee Per Passenger	R150.00
Same Day Voiding	R50.00

Payments

At the beginning each month you will need to send through an invoice for any markup or commission due to you. The invoice needs to contain the following:

- Booking reference numbers and the payout amount due to them
- The agency name and contact details
- Banking details that the amount needs to be paid out to

You will also receive an invoice for the ticketing fee that is due to Travelstart at the beginning of each month.

Contact Information

Ticketing Queries

- B2B@travelstart.com

Amendment quotes and information

- bookings@travelstart.com

Account Manager

- terri@travelstart.com | 021- 468 4339