

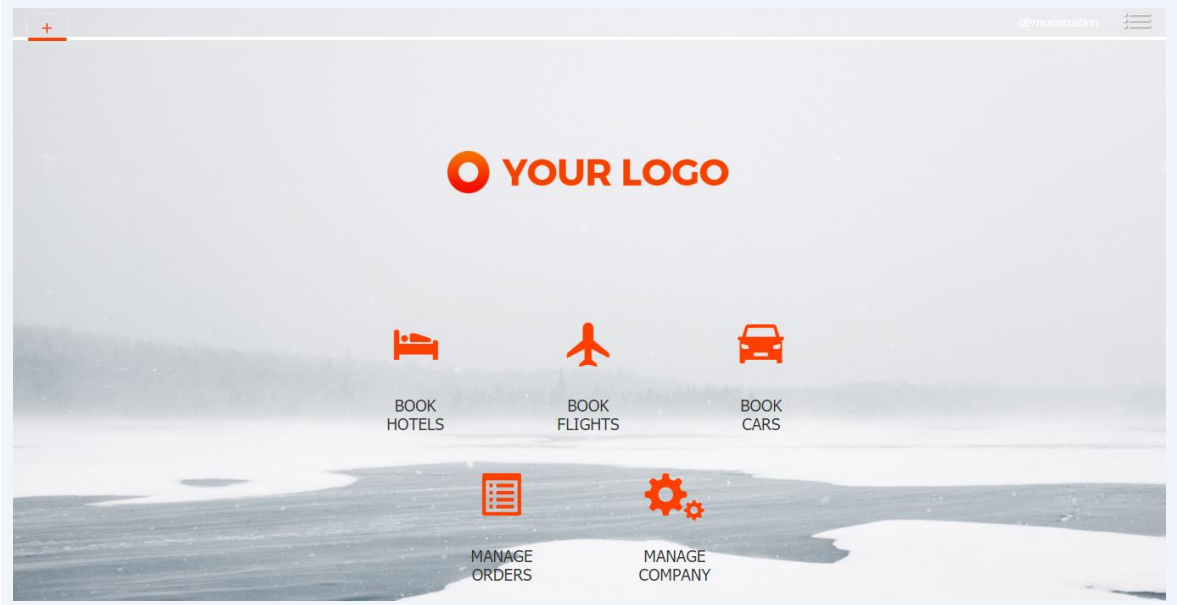


Walkthrough

Simple Admin

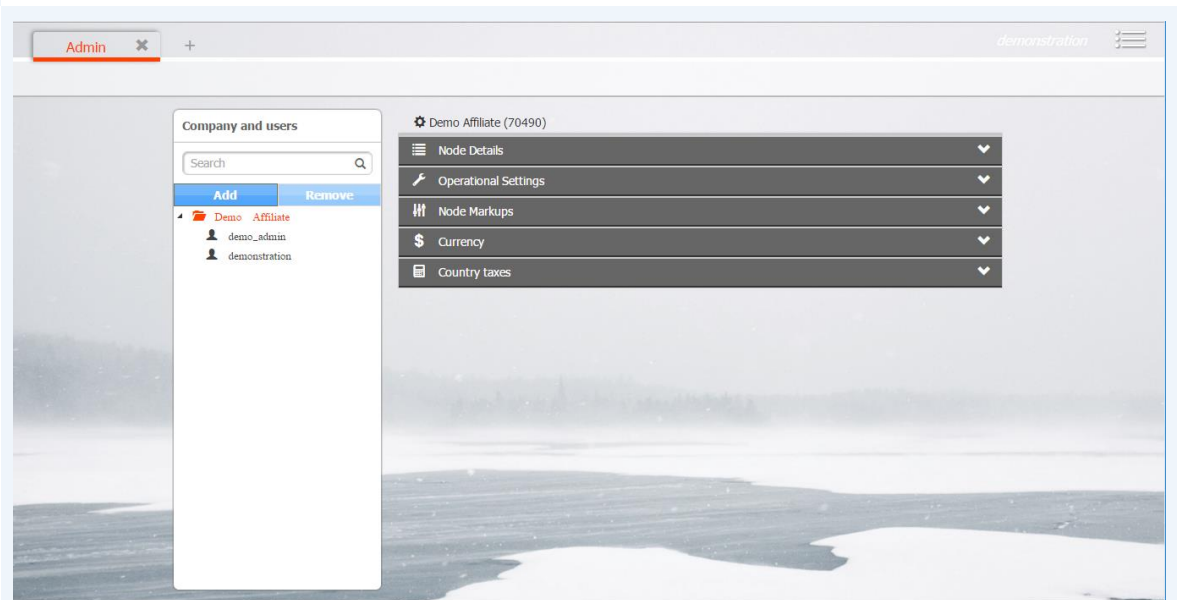
Simple Admin / Introduction

1 MAIN SCREEN/DASHBOARD



Management of company structure. There are two main types of entities in the system - nodes and users. A node represents an organizational entity which can be equivalent to a company, branch, brand/sub-brand, etc. User is the actual point of sale - whether an API user, a physical person, a website ID etc. Some system settings are applicable only on Nodes and some settings are applicable only on users.

2 MANAGE COMPANY MAIN SCREEN



3 MAIN SCREEN/DASHBOA

Admin

+

demonstration

Company and users

Search

AddRemove

Demo Affiliate

demo_admin

demonstration

Node Details

General infoContact Person

👤

Demo Affiliate

☐ Disable☐ Invoicable

Details

Company name

Demo Affiliate

VAT#

City

State/prov

Country

WebSite

Address

Phone

Email

Fax

Bank details

Bank name

Branch

Account

Iban

Swift

Account name

Additional Info

Node Details:

4 NODE DETAILS MANAGEMENT

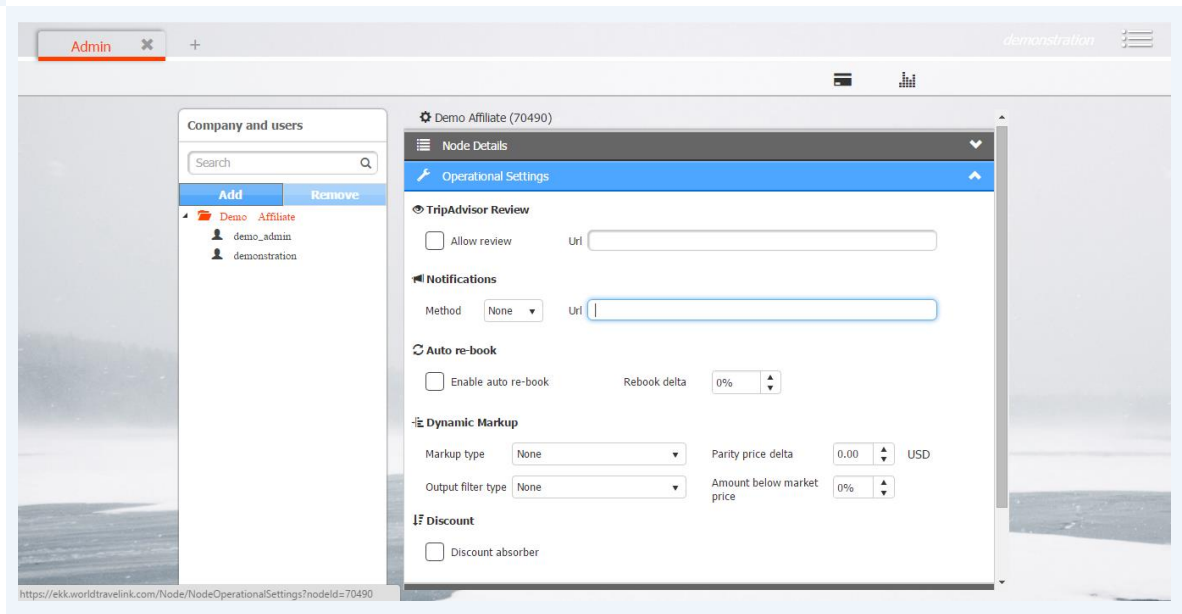
The screenshot shows a web application interface for managing nodes. At the top, there is a navigation bar with a tab labeled 'Admin' and a user profile 'demonstration'. On the left, a sidebar titled 'Company and users' contains a search bar and a list of items: 'Demo - Affiliate' (expanded), 'demo_admin', and 'demonstration'. The main content area is titled 'Demo Affiliate (70490)' and features a 'Node Details' window. This window has two tabs: 'General info' (selected) and 'Contact Person'. Under 'General info', there is a profile icon, a 'Demo Affiliate' header, and two checkboxes: 'Disable' and 'Invoiceable'. Below this is a 'Details' section with a grid of input fields for company information: Company name (filled with 'Demo Affiliate'), VAT#, City, State/prov, Country, WebSite, Address, Phone, Email, and Fax. At the bottom is a 'Bank details' section with fields for Bank name, Branch, Account, Iban, Swift, and Account name, plus an 'Additional Info' field.

Node details are in essence branch information. All data inserted here and in Contact Person section are important, as the mailing system pulls this information dynamically to email templates and vouchers.

- **Disable** - Allows you to deactivate the branch and all sub-sequent branches/users under it.
- **Invoiceable** - When checked, the Node will receive Proforma invoices.

Operational settings:

5 NODE DETAILS - OPERATIONAL SETTINGS CONFIGURATION



Operational settings are set of advanced function controls in the system:

- TripAdvisor review - What is the URL for review collection landing page.
- Notifications - System sends notification push messages when new reservations are created, cancelled or their statuses change.
- Discount absorber - Checking this button allows reservations to be booked with lower price than returned in search results.

Node markups:

6 MARK UP CONFIGURATION

The screenshot displays the 'Node Markups' configuration interface. On the left, a sidebar titled 'Company and users' contains a search bar and a list of users: 'demo_admin' and 'demonstration'. The main panel on the right is divided into three sections: 'Node Details', 'Operational Settings', and 'Node Markups'. The 'Node Markups' section is expanded, showing a table of test cases categorized by Hotels, Cars, and Flights. Each row includes a test name, an 'Active' status button, and columns for 'Not active', 'Dev', and 'Net' with checkboxes.

Category	Test Name	Active	Not active	Dev	Net	Checkbox
Hotels	GTA Test (22) [Cache]	Active	Not active	Dev	Net	<input type="checkbox"/>
	Hotelbeds Test (22) [Cache]	Active	Not active	Dev	Net	<input type="checkbox"/>
	HRS 4 Step Test (22) [Cache]	Active	Not active	Dev	Gross	<input type="checkbox"/>
	STGlobe Test (22) [Cache]	Active	Not active	Dev	Net	<input type="checkbox"/>
Cars	AutoEurope gross test	Active	Not active	Dev	Gross	<input type="checkbox"/>
	Avis Test (51)	Active	Not active	Dev	Gross	<input type="checkbox"/>
	Cardelmar gross test	Active	Not active	Dev	Gross	<input type="checkbox"/>
	Sunny Cars gross test	Active	Not active	Dev	Gross	<input type="checkbox"/>
	Traveljigsaw gross test	Active	Not active	Dev	Gross	<input type="checkbox"/>
Flights	Amadeus test	Active	Not active	Dev	Net	<input type="checkbox"/>
	Mystifly test	Active	Not active	Dev	Net	<input type="checkbox"/>

Markup management in the system is based on hierarchical principal. For ease of reference we use Father-Son relationship. In markups screen the upper Node (Father) - always SELLS to lower branch (SON). So whenever selecting a node and applying markup settings - those settings are basically what's the profit margin the Father expects from the Son branch or how much commission he is giving to that branch.

7 MARK UP SETTINGS - USER - REVIEW

GTA Test (22) [Cache]

* Please note, markup fees are in USD

From -> To	Markup fee	Markup %	Comm. fee	Comm. %	Child max active	Child max fee	Child max %
Supplier -> Demo Affiliate					No		

Demo Affiliate -> demonstration

Markup

Fee 0\$

Perc. 0%

Commission

Fee

Perc.

☐ Limit child markups

Fee

Perc.

demonstration -> Client

Markup

Fee 0\$

Perc. 0%

Save

Sunny Cars gross test

Active

Not active

Dev

Gross

Similar relationship is maintained within Nodes - so that a Node applies markups on User - in principal the User itself doesn't profit. To grant the User with Profit - User to Client (i.e. Consumer) markups should be applied, or Commission should be assigned to user by the node.

In all cases - Markups can be assigned as Fees and Percentages (or Both at same time).

Markup limits - Allow setting boundaries for Min and Max profit in Fee value and/or Percentage level. This is mostly relevant when working with Dynamic pricing.

Limit child markups - This acts as a MAX price limiter. It means that the room can't be sold for more than specific Price value. It also means that total amount of markups from Father to user can't be above this value.

Commissions - In order to provide commissions - the Markup should be present first. Please keep in mind that markup % are applied from Net ($100 * 1.X$) while Commissions are provided from total Gross (final sale rate) amount ($100 * 1.X * 0.Y$). This mean that if you want to give 20% commission you need to markup at least 25%.

Bulk markup management:

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BULK MARKUP MANAGEMENT

The screenshot shows a web application interface for managing bulk markups. At the top, there are filters for 'Account filter...', 'All states', 'All env.', 'All types', and 'All cache'. Below these is a 'Company and users' sidebar and a main 'Node Markups' section. A modal window is open, displaying a table of markup settings for a supplier 'Almosafer AlSaudia' and a client 'andrew@almosafer.net'. The table has columns for 'From -> To', 'Markup fee', 'Markup %', 'Comm. fee', 'Comm. %', 'Child max active', 'Child max fee', 'Child max %', 'Min fee', 'Max fee', 'Min %', and 'Max %'. The 'Child max active' column is set to 'No'. Below the table, there are input fields for 'Markup' (Fee: 0.س.س, Perc.: 0%), 'Commission' (Fee: , Perc.:), and 'Limit child markups' (checked). There are also 'Markup limits' for 'Fee' and 'Perc.' with 'Min' and 'Max' input fields. A 'Save' button is at the bottom right of the modal. At the bottom of the screen, there is a list of users and a table of active accounts: 'Travco live' and 'VanillaTours live', both marked as 'Active' and 'Live'.

From -> To	Markup fee	Markup %	Comm. fee	Comm. %	Child max active	Child max fee	Child max %	Min fee	Max fee	Min %	Max %
Supplier -> Almosafer AlSaudia					No						

Almosafer AlSaudia -> andrew@almosafer.net

Markup Fee: 0.س.س Perc.: 0% **Markup limits** Fee: Min: Max: Perc.: Min: Max:

Commission Fee: Perc.: **Perc.** Min: Max:

☐ Limit child markups Fee: Perc.:

andrew@almosafer.net -> Client

Markup Fee: 0.س.س Perc.: 0% **Markup limits** Fee: Min: Max: Perc.: Min: Max:

Save

User	Account	Status	Not active	Live	Net	Check
ebrahim@almosafer.com	Travco live	Active	Not active	Live	Net	<input checked="" type="checkbox"/>
eslam@almosafer.net	VanillaTours live	Active	Not active	Live	Net	<input checked="" type="checkbox"/>
farooq@almosafer.net						

There is possibility to manage multiple markups at the same time - by selecting either Net accounts or Gross accounts. While the principles are as in single account markups, bulk markups override existing markup setting applied on all of the selected accounts.

Obligo (Credit control):

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OBLIGO MANAGEMENT (CREDIT LINE CONTROL)

The screenshot displays the 'Obligo Management' interface. On the left, a sidebar titled 'Company and users' contains a search bar and a list of users: 'demo_admin' and 'demostration'. The main panel is titled 'demostration (47398)' and features a sidebar with navigation options: 'User Details', 'User Settings', 'Operational Settings', 'Node Markups', 'Obligo' (selected), 'User Permissions', and 'Currency'. The 'Obligo' section includes a 'Set max obbligo' field set to '9999999999 \$'. Below this, there are two checkboxes: 'Cancellation policy based (if not checked, full price will apply)' and 'Number of days until cancellation policy' set to '2'. At the bottom, there are four input fields for 'Current debt', 'Future debt', 'Reduce debt', 'Current credit', 'Future credit', 'Reduce credit', and 'Reduce credit', all showing '0.00 \$'.

Obligo management is created to allow you to provide credit line to branches or users. Various configuration of Obligo settings in conjunction with User settings are what we call “Payment preferences” or in other words - ways how a booking can be completed.

For example, basic settings are Cancellation policy or Full booking amount should be checked and deducted against the obbligo in case of booking.

Number of days until cancellation policy will establish whether you want only bookings that are WITHIN that range to be checked and deducted against the obbligo in case of booking.

Sample configuration with: Obligo set to 0 and Checked “Number of days until cancellation policy” to 2 - would mean that it's possible to book rooms that can be cancelled next 2 days at least without any charges.

If you have internal staff - just leave obbligo as is. When creating external branches and users - please adjust Obligo on Node level. Obligo is commutative - so it calculates all underlying Nodes and Users.

Currency control:

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CURRENCY EXCHANGE RATES CONFIGURATION

The screenshot shows the 'Currency' configuration page in the Admin panel. On the left, the 'Company and users' sidebar lists 'demo_admin' and 'demonstration'. The main area displays a table of currency exchange rates for the 'US Dollar (USD)'. The table includes columns for Currency, Rate, Modifier type, Modifier value, Bank rate, and Inherited rate. The data is as follows:

Currency	Rate	Modifier type	Modifier value	Bank rate	Inherited rate
USD → AED	3.6728	Bank rate	100 %	3.6728	3.6728
AED → USD	0.2723	Bank rate	100 %	0.2723	0.2723
USD → AUD	1.3847	Bank rate	100 %	1.3847	1.3847
AUD → USD	0.7222	Bank rate	100 %	0.7222	0.7222
USD → AZN	1.0480	Bank rate	100 %	1.0480	1.0480
AZN → USD	0.9542	Bank rate	100 %	0.9542	0.9542
USD → BDT	77.6025	Bank rate	100 %	77.6025	77.6025
BDT → USD	0.0129	Bank rate	100 %	0.0129	0.0129
USD → CAD	1.3222	Bank rate	100 %	1.3222	1.3222
CAD → USD	0.7563	Bank rate	100 %	0.7563	0.7563

The system has ability to adjust currency conversion rates. While default operation is based on exchange rates pulled from Openexchangerates.org . Similar to other components of the system, the adjustment of exchange rates can be performed on any node or user levels.

Taxes:

While OTAs provide TAX information in their APIs, Bedbanks and Net rate providers actually have the rates including Taxes. This makes the process of comparison or tax element display impossible. The TAX table works in conjunction with Fake Tax functionality, which will take the values set in this section and calculate their value from Total sales price (for example Net rate + Markup = 120\$ and Tax was set for 10%, then the Price before tax will be displayed as 108\$.)

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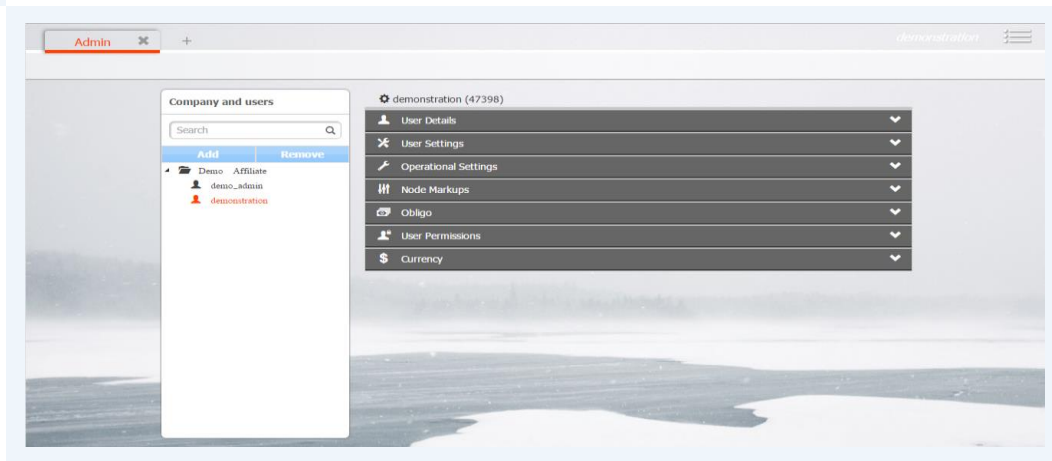
TAXES SETTINGS AND MANAGEMENT

The screenshot shows the 'Country taxes' configuration page in the Admin panel. On the left, the 'Company and users' sidebar lists 'demo_admin' and 'demonstration'. The main area displays a table of country taxes. The table includes columns for Country, State/Province, and Tax percent. The data is as follows:

Country	State/Province	Tax percent
Afghanistan (AF)		0.00%
Albania (AL)		0.00%
Algeria (DZ)		0.00%
American Samoa (AS)		0.00%
Andorra (AD)		0.00%
Angola (AO)		0.00%
Anguilla (AI)		0.00%
Antarctica (AQ)		0.00%
Antigua and Barbuda (AG)		0.00%
Argentina (AR)		0.00%
Armenia (AM)		0.00%
Aruba (AW)		0.00%
Australia (AU)	Australian capital territory (AC)	0.00%
Australia (AU)	New foundland (NF)	0.00%
Australia (AU)	New south wales (NSW)	0.00%
Australia (AU)	Northern territory (NT)	0.00%

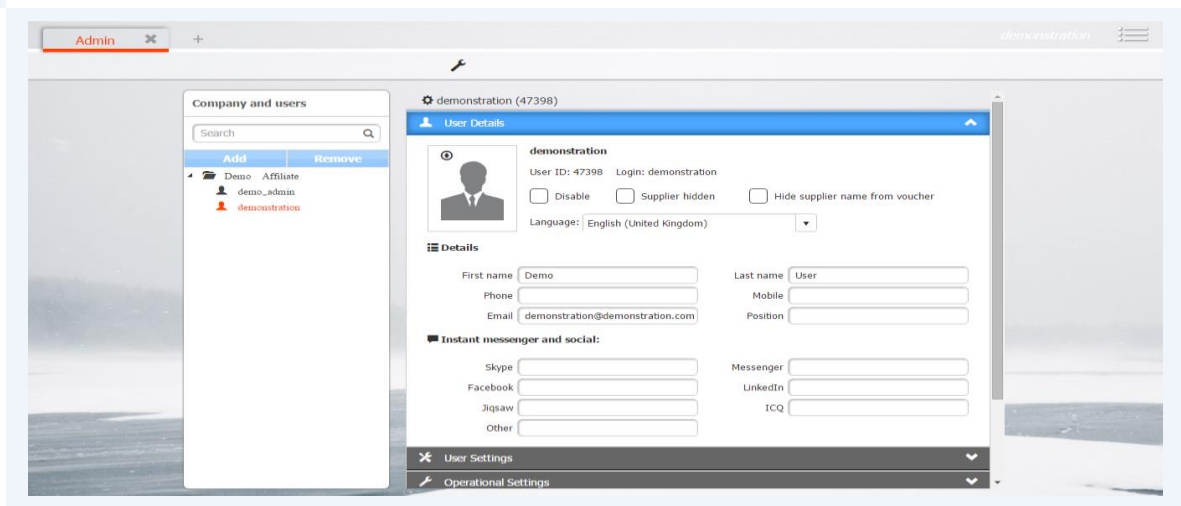
While most setting above can be applied and configured both on Node and User levels, some settings can be applied only to Users.

12 MANAGE COMPANY - USER SPECIFIC SETTINGS



User details:

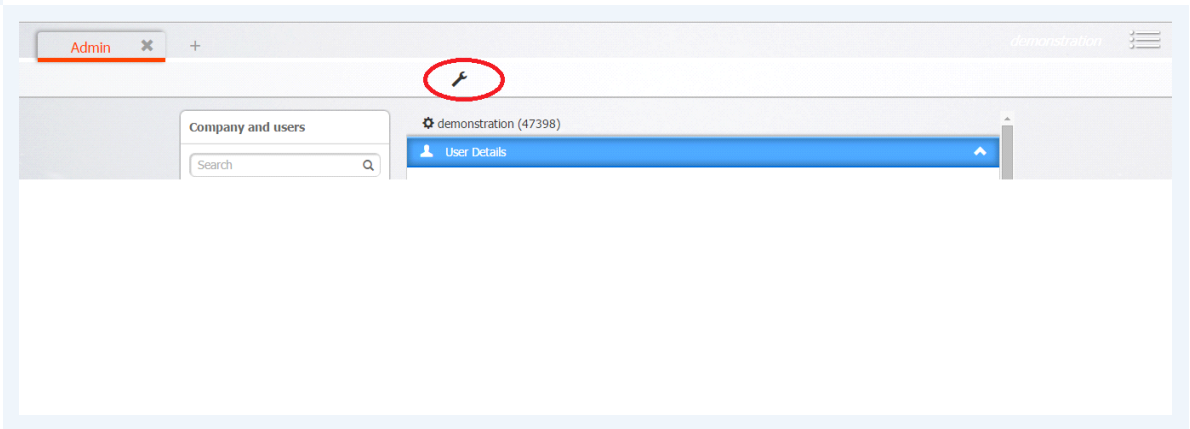
13 USER DETAILS REVIEW AND MANAGEMENT



Besides general contact information, User settings also allow to Disable the user, Hide supplier names from search results returned to the user and/or hide the supplier names from Vouchers provided to the user.

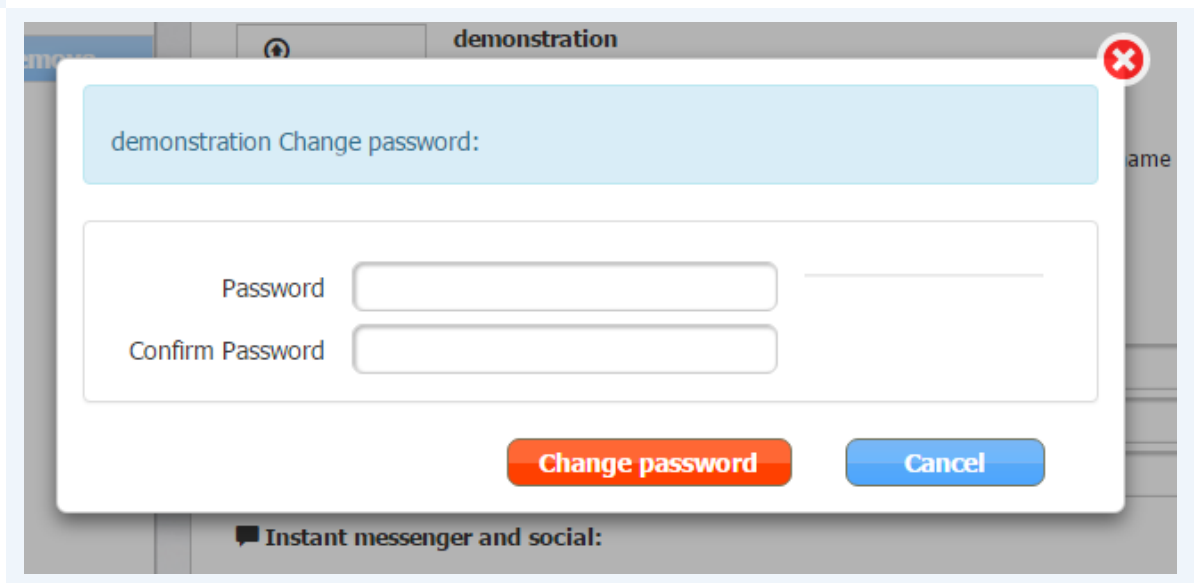
Another important element is the Language - it determines users Locality settings used when accessing the b2b interface.

14 USER UNLOCK AND PASSWORD CHANGE



Changing user Password or Unlocking user is possible from the menu icons above, accessible via User details tab.

15 PASSWORD CHANGE POP UP



Creating a user is easy - just select the relevant branch under which a user must be added and click "Add" button. Same principle applies on Branch creation. You can add Users only after selecting a branch.

16 CREATING A NEW NODE, USER or B2C Site ID

The screenshot shows the 'Admin' interface with a modal dialog titled 'Add node or user to Demo Affiliate'. The dialog has three radio buttons: 'User' (selected), 'Node', and 'B2C User'. Below these are input fields for 'User name', 'First name', 'Last name', 'Email', 'Password', and 'Confirm Password'. At the bottom are 'Add' and 'Cancel' buttons. In the background, the 'Company and users' section is visible, showing a list of users: 'demo_admin' and 'demonstration'.

User settings:

17 USER-SPECIFIC SETTINGS

The screenshot shows the 'Admin' interface with a modal dialog titled 'User Settings'. The dialog is divided into three sections: 'Hotels', 'Flights', and 'Cars'. Each section has a 'Default Search Currency' dropdown (set to 'US Dollar (USD)') and a 'Search timeout (sec)' input field. The 'Hotels' section has a search timeout of 20 seconds. The 'Flights' and 'Cars' sections have a search timeout of 30 seconds. Each section also has checkboxes for 'Output best packages', 'Can user take cash payment', 'Can user book non refundable deals', 'Can user take credit card payment', and 'Hide "On Request" rooms'. The 'Can user take cash payment' and 'Can user book non refundable deals' checkboxes are checked in all sections.

User settings control day to day users' operations and permissions in the system:

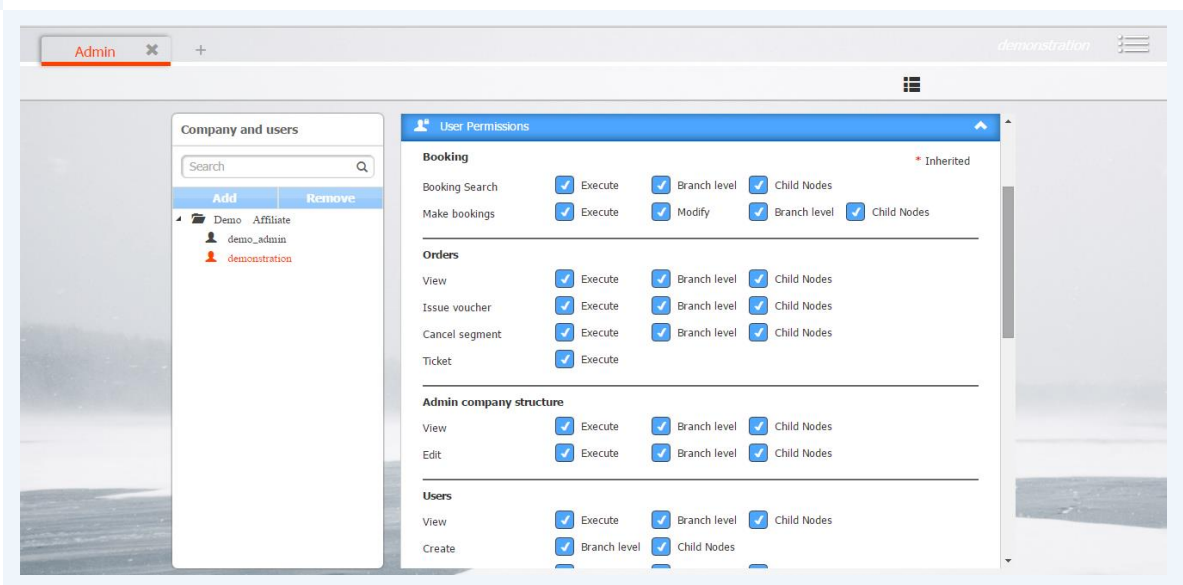
- Default search currency to be used in B2B system
- Timeout settings - How long does this user wait for supplier response? I.e. if timeout is set for 10 seconds, the system will display all suppliers that returned within the timeout and will cut off suppliers that didn't return in this time window. For b2c suggested timeout is 10-12 seconds for b2b - 20-30 seconds. System default is 60 seconds.

- Output best packages - Multiple suppliers can return multiple options for same hotel and across same or similar room types. Best available option remove duplicate offers and displays only single unique offer per room combination at the property. I.e. Only one rate is shown for Double Standard Bed and Breakfast room.
- Can user take cash payment - If user has Credit Line (Obligo - explained later) or is in fact Internal employee - CASH means ability to book without Credit Card.
- Can user book nonrefundable deals - If not checked the user is not allowed to book nonrefundable content.
- Can user take credit card payment - Controls if a user is allowed to process credit cards (in accordance with Credit card settings in Branch/Node)
- Hide "On request" rooms - stops rooms that are not on immediate confirmation basis from being displayed in search results.
- Minimal star rating - Pre-filters output of inventory to minimal selected hotel star rating level.
- Credit card fail recovery - This feature allows to save bookings that would otherwise be rejected in case of credit card failures. For example, a payment for a hotel is not authorized, and usually, such booking wouldn't be created. This feature allows to create a booking with provider, as long as it is X days before start of cancellation policy and is bigger than Y price value. You can later then get hold of the customer and collect payment in alternative way, but already have the room and price secured with the provider.
- Disable rollback on CC payments - Will not reverse Authorization made on credit cards in cases when supplier confirmation fails.

Same settings apply on Cars and Flights module via relevant areas in this section.

User permissions:

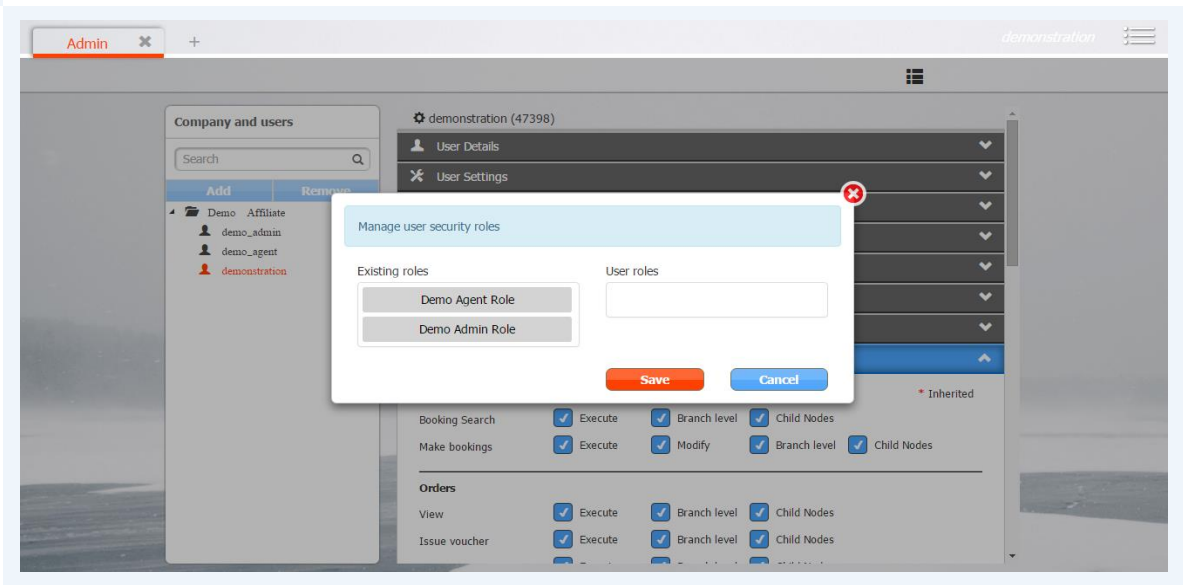
18 USER PERMISSIONS



Roles:

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APPLYING ROLES TO USERS



Managing permissions is also possible via applying pre-defying/save profiles, which consist from similar options as permission screen. Simply drag from existing to User roles section. Please be advised, that once Manual permissions were applied to a user they always Override predefined roles in cases of conflicting setting.