



ProCharter Tours WebRes Setup

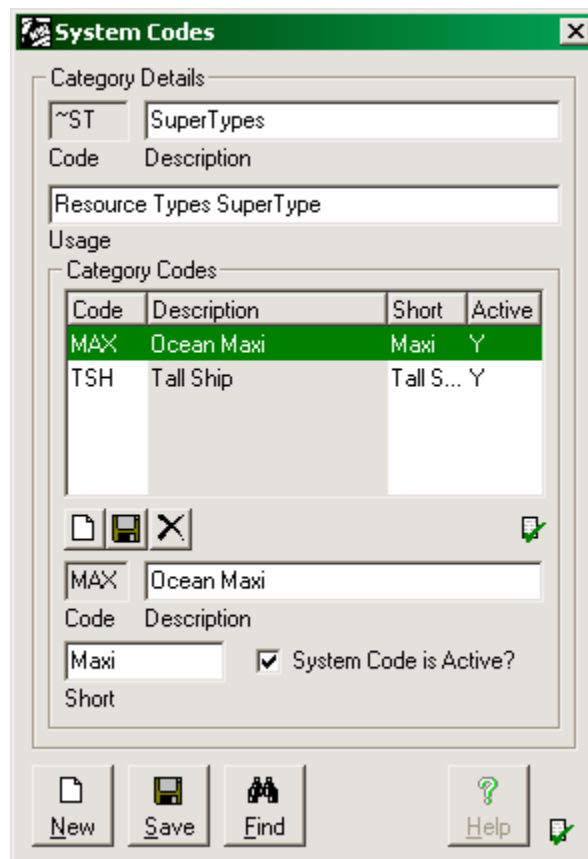
Note: Replace the term Resource with your applicable resource name, ie Boat, Unit, Bed, etc

Resource SuperTypes

1. Go to **Maintain** → **System Codes**
2. Find or Create the System Code Category

Code: ~ST

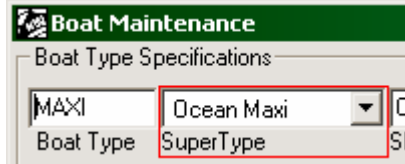
Description: **SuperTypes**



3. Add codes for the Super Types you wish to have on the front page.

Maxi Sailing, Tall Ship, etc
 4 Berth, 6 Berth, 8 Berth, etc
 Sailing, Power Cruiser, etc
 One Bedroom, Two Bedroom, etc

4. Go to **Maintain** → **Resource Types**
5. Allocate the SuperType for each of the Resource Types



6. You can also set the **URL** field to a web URL that describes the Resource Type. The WebRes system will add links in appropriate places automatically.

Class Type Descriptions

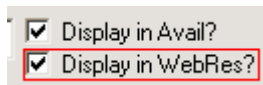
1. Go to **Maintain** → **Class Types**
2. For each Class Type you have set the **WebRes Description** field to what you want to be displayed on the web page. Remember to hit **Save** before moving to the next Class Type.

If you have multiple Class Types that you want to pool their availability give them the same WebRes Description. This will show 3x 4 Share Singles on WebRes, the Cabins are allocated on a first come, first served principle.

Description	WebRes Description
Cabin 2 4Sh SL	4 Share Single
Cabin 3 4Sh SL	4 Share Single
Cabin 4 4Sh SL	4 Share Single

Resources

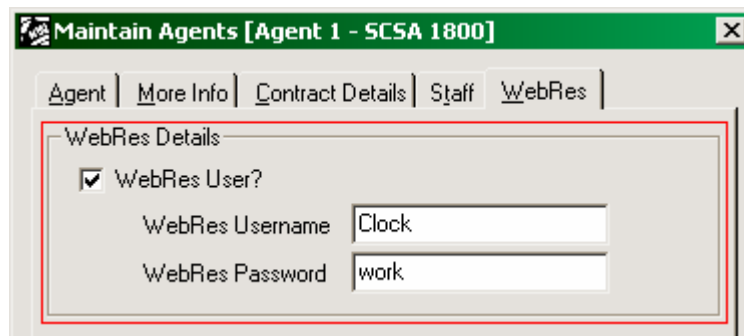
1. Go to **Maintain** → **Resources**
2. For each Resource you have to set the **Display in WebRes?** setting on the **General** tab.



3. You can also set the **URL** field to a web URL that describes the Resource. The WebRes system will add links in appropriate places automatically

Agents

1. Go to **Maintain** → **Agents** → **WebRes Tab**
2. For each agent that you want to be able to access the Agents Booking Form tick the **WebRes User?** box, and set the username and password.





WebRes Settings

1. Go to **Maintain** → **Program Settings** → **WebRes Tab**
2. Set **WebRes URL** to be the URL supplied by Clockwork Computing, typically <http://www.clockworkcomputing.com.au/webres/webresupdate.asp>, unless otherwise specified.
3. Set **WebRes ID** and **WebRes Password** to the username and password supplied by Clockwork Computing.
4. Set **Last Booking** to **-1** if this is the first time WebRes has been used.
5. Set **Show Resource Types as Names** if you want to show the type of the resource instead of the name of the resource. We usually recommend this is not ticked for most customers.
6. Set **Auto-create Agent WebRes Bookings on Synchronisation** if you wish for Bookings entered by Agents through WebRes to automatically get created without verification from one of your employees.
7. Set **Reservations Email** to an email address that will receive the automatically created emails from WebRes.
8. On the **Booking Form** tab set the 3 passenger marketing fields to be displayed on the booking form, and the captions for the two custom note fields.
9. Finally, press ok to save the settings and then restart ProCharter

First Synchronisation

1. Go to **WebRes** → **Major Update**.
2. A progress bar will appear labelled **Extracting Run Information**, followed by the actual synchronisation.

Future Synchronisations

If you have changed any settings, class type names, super type descriptions, etc, do a Major Update.

1. Go to **WebRes** → **Major Update**.

If you have not changed any settings, but have taken any bookings (ie. Changed availability) do a Minor Update.

1. Go to **WebRes** → **Minor Update**.

Synchronisation Tool

For automatic Minor Synchronisations please contact Clockwork Computing for information about the ProCharter WebRes Synchronisation Tool.