



## ProCharter Tours: WebRes Redemption Portal

This document contains generic instructions on the use of the ProCharter Tours WebRes Redemption Portal and is intended for use as a basis for customised instructions for suppliers who will be redeeming vouchers through the Redemption Portal.

### Logging In

Open the redemption link provided in a web browser such as Internet Explorer or Mozilla Firefox. A screen similar to the following should be displayed.

Username:

Password:

Enter the username and password provided to you and click Login. You should then be taken to the Redemption Home Page, as shown below.

### **Company Name Redemption Portal**

[Redemption Home](#)

[Redeem Vouchers](#)

[Create Invoice](#)

[Redemption Report](#)

[Logout](#)

**Welcome to the *Company Name* Redemption Portal**

You are currently logged in as *Supplier Name*

This Redemption Portal allows you to

- Redeem Accommodation Vouchers
- Redeem Operator Vouchers
- Create a Voucher Invoice
- View a Report of previous Voucher Invoices

The home page lists all of the functions that you can perform from within the portal.

### Logging Out

When you are finished click the Logout button and the redemption portal page will close.



## Redeeming Vouchers

To redeem vouchers you must enter the unique voucher reference (found on the voucher, usually an alphanumeric code 6-8 characters long) and select the type of voucher (either Accommodation or Tour).

When you click Redeem Vouchers you will see the screen below.

### Redeem Vouchers

To redeem a voucher select the type of Voucher (either Accommodation or Tour), enter the voucher's reference code in the field below and click Add.

When all of the vouchers have been entered click the Redeem button.

Voucher	Type	Description	Qty	Cost	Status
<input type="text"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour		x0	\$0.00	
<input type="button" value="Add"/>			0	\$0.00	<input type="button" value="Redeem"/>

To enter a voucher type the code into the voucher box and select the type and click Add or press Enter on the keyboard. A new line will then be added so that you can add additional vouchers.

As you enter each voucher reference it will give you a status message for the voucher as well as a totalling up the redeemable vouchers at the bottom.

### Redeem Vouchers

To redeem a voucher select the type of Voucher (either Accommodation or Tour), enter the voucher's reference code in the field below and click Add.

When all of the vouchers have been entered click the Redeem button.

Voucher	Type	Description	Qty	Cost	Status
<input type="text" value="TJ8DDD"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour		x0	\$0.00	Wrong Supplier
<input type="text" value="CLXTXV"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour	Accommodation Voucher %N	x2	\$33.00	Already Redeemed
<input type="text" value="YMGTLD"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour	Accommodation Voucher %N	x1	\$16.50	Can be redeemed
<input type="text" value="Y7SD3I"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour		x0	\$0.00	Voucher does not exist
<input type="text" value="XXXXX"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour		x0	\$0.00	Voucher does not exist
<input type="text" value="GYMDGV"/>	<input type="radio"/> Accomm <input checked="" type="radio"/> Tour	4x4 Stargazing	x2	\$176.00	Can be redeemed
<input type="text"/>	<input checked="" type="radio"/> Accomm <input type="radio"/> Tour		x0	\$0.00	
<input type="button" value="Add"/>			3	\$192.50	<input type="button" value="Redeem"/>

To redeem the vouchers that can be redeemed click the redeem button and the screen will change as shown below.



Voucher	Type	Description	Qty	Cost	Status
<input type="text" value="TJ8DDD"/>	<input checked="" type="radio"/> Accom <input type="radio"/> Tour		x0	\$0.00	Wrong Supplier
<input type="text" value="CLXTXV"/>	<input checked="" type="radio"/> Accom <input type="radio"/> Tour	Accommodation Voucher %N	x2	\$33.00	Already Redeemed
<input type="text" value="YMGTLTLD"/>	<input checked="" type="radio"/> Accom <input type="radio"/> Tour	Accommodation Voucher %N	x1	\$16.50	Redeemed
<input type="text" value="Y7SD3I"/>	<input checked="" type="radio"/> Accom <input type="radio"/> Tour		x0	\$0.00	Voucher does not exist
<input type="text" value="XXXXX"/>	<input type="radio"/> Accom <input checked="" type="radio"/> Tour		x0	\$0.00	Voucher does not exist
<input type="text" value="GYMDGV"/>	<input type="radio"/> Accom <input checked="" type="radio"/> Tour	4x4 Stargazing	x2	\$176.00	Redeemed
<input type="text"/>	<input checked="" type="radio"/> Accom <input type="radio"/> Tour		x0	\$0.00	
<input type="button" value="Add"/>			3	\$192.50	<input type="button" value="Redeem"/>



## Create Invoice

To create an invoice for the vouchers you have redeemed (over one or multiple redemptions) click on the Create invoice option and you will be shown a list of all of the vouchers that have been redeemed, but are not currently invoiced. Select the vouchers that you want to include and the invoice and click Create Invoice.

### Create Invoice

To create a new WebRes Voucher Invoice

- Select the redeemed vouchers that you wish to invoice
- Click Create Invoice

Ref	Description	Net Cost	Qty	Total
<input checked="" type="checkbox"/>	YMGTLD Accommodation Voucher 2	\$16.50	1	\$16.50
<input type="checkbox"/>	9GXEPE Accommodation Voucher 2	\$16.50	2	\$33.00
<input checked="" type="checkbox"/>	XQVJBU Accommodation Voucher 3	\$16.50	2	\$33.00
<input type="checkbox"/>	STJQ54 Accommodation Voucher 3	\$16.50	1	\$16.50
<input checked="" type="checkbox"/>	GYMDGV 4x4 Stargazing	\$88.00	2	\$176.00
<input type="checkbox"/>	7B3HMU 4x4 Stargazing	\$88.00	2	\$176.00

Create Invoice

You should then get a message similar to the following, click View Invoice to view the Redemption Report for the Invoice.

### Create Invoice

Voucher Invoice W2165 created

View Invoice



## Redemption Report

The redemption report allows you to view a single Voucher Invoice or a number of invoices created within a date range.

To view the report for a single invoice enters the Invoice number in the box provided and clicks Submit. Otherwise leave the Invoice number blank and the report will bring back all invoices created within the date range.

### Voucher Redemption Report

View WebRes Voucher Invoice

or

Select the date range to show invoices for

Start Date    (inclusive)

End Date    (exclusive)

[Print](#) [Save as CSV](#)

Date	Booking	Voucher	Agent Ticket	Description	Cost	Qty	Total
Invoice 2165							
2/02/2007	60	YMGTLD		Accommodation Voucher %N	\$16.50	1	\$16.50
2/02/2007	131	XQVJBU		Accommodation Voucher %N	\$16.50	2	\$33.00
2/02/2007	6005	GYMDGV		4x4 Stargazing	\$88.00	2	\$176.00
						<b>5</b>	<b>\$225.50</b>
						<b>5</b>	<b>\$225.50</b>

The Redemption Report may be printed or saved as a CSV (Comma Separated Values) file which can then be opened in MS Excel.