

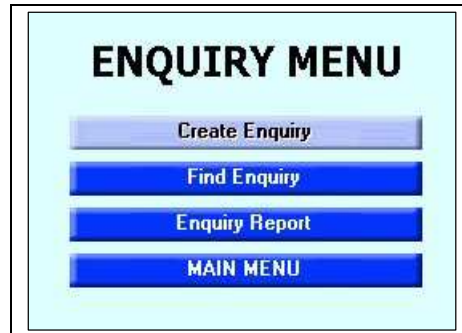
TARSC VERSION 8

ENQUIRY MODULE



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ENQUIRY MENU



This module will allow you to:

- ❖ Keep a record of any enquiries made by your clients.
- ❖ Print an Enquiry Sheet showing the details to hand to your prospective client.
- ❖ Then the Enquiry Report gives you the facility to keep a check on conversion rates.

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CREATE ENQUIRY

Click on 'Create Enquiry'

{O}k to Continue

Enter the contact name and telephone number for this enquiry
We suggest that you enter the name as surname first
e.g. MANTON/MISSK

Enter the number of Adults/Children and Infants quoted for

Enter the Supplier name
Please note – this is not checked against the 'Travel Ledger' Suppliers and may be left blank

Enter the departure date

Enter the departure airport
You may use long or short names – again this is not checked against the codes set up in 'Managers Utilities'

Enter the destination
This could be the destination airport or resort (or both)

Enter the number of nights

Enter the accommodation name followed by the room facilities
This could be entered in full or as abbreviations e.g. Half Board or HB

Enter the clients address details followed by an email address, if required

Enter the Gross Cost as quoted

You then have the option to (A)mend the details (S)ave the details or proceed to (N)otes

(A)mend will take you up to the clients name so you can make any changes required

(N)otes will take you to a page where any extra details can be entered
e.g. flights times or any extras added (These notes do not print onto the enquiry sheet)

(S)ave will save all the enquiry details to be retrieved at a later stage

You will then be asked if the enquiry has been confirmed {O}k or {N}ot

You can then print an enquiry sheet for your client

Example of an Enquiry Screen

The screenshot displays the TARSC32s Enquiry Screen. The window title is 'TARSC32s'. The background features a light blue sky and a palm tree on the right. The form contains the following fields and values:

Enquiry Number	1000285 / 1	Branch	1	Clerk	DEB		11/ 1/07
Contact Name	MANTON//MISSEK						
Contact Number	01268416155						
Adults	2	Notes	EXIST				
Children	0						
Infants	0	Booking Confirmed	N				
Operator	COSMOS						
Depart Date	15/ 7/07						
Departs	GATWICK						
Destination	PMI - PALMA NOVA						
Number Of Nights	7						
Hotel	PLAYA SOL HOTEL						
Facilities	TWIN ROOM HB SV PB PS WC						
Gross Cost Quoted	520.00						
Address 1	55 HIGH ROAD						
Address 2	BASILDON						
Address 3	ESSEX						
PostCode	SS8 7UJ						
Email	training1@tarsc.net						

Start Line with URGENT if required
<E>dit <P>rint <N>otes <C>onfirm <Q>uit <ESC>to exit

VERSION8 TRAINING 8.09.0.104 / ENQ_2

If any Notes have been entered onto the Enquiry this will show in the 'notes' field

Example of an Enquiry Sheet

**TARSC TRAVEL
14 HEMMELLS LAINDON
ESSEX SS15 6ED
Telephone: 01268 556123**

Enquiry Number 100285 / 1

**Enquiry Date : 11/01/07
Branch/Clerk : 1/DEB
Operator : COSMOS**

**Contact : MANTON/MISSK
Address : 55 HIGH ROAD
: BASILDON
: ESSEX
: SS8 7UJ**

**Phone : 01268416155
Email : training1@tarsc.net**

**Accommodation : PLAYA SOL HOTEL
Facilities : TWIN ROOM HB SV PB PS WC**

**Adults : 2
Children : 0
Infants : 0**

**Depart Date : 15/07/07
Nights : 7
Depart Point : GATWICK
Destination : PMI – PALMA NOVA**

**Notes Exist : EXIST
Gross Cost : £520.00**

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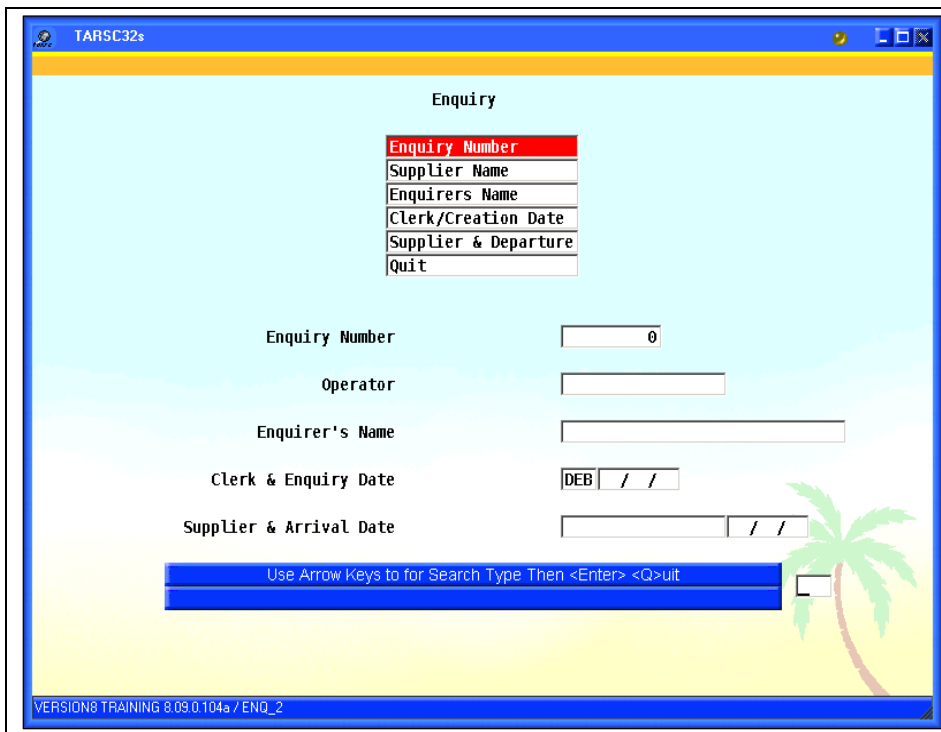
FIND ENQUIRY

To find an existing Enquiry click on

'Find Enquiry'

You will then be asked by which method you would like to find the Enquiry

Use your arrow keys to highlight the option and press {S}elect



The screenshot shows a window titled "TARSC32s" with a menu titled "Enquiry". The menu options are: Enquiry Number (highlighted in red), Supplier Name, Enquirers Name, Clerk/Creation Date, Supplier & Departure, and Quit. Below the menu are input fields for: Enquiry Number (containing '0'), Operator, Enquirer's Name, Clerk & Enquiry Date (containing 'DEB / /'), and Supplier & Arrival Date (containing '/ /'). A blue instruction bar at the bottom reads "Use Arrow Keys to for Search Type Then <Enter> <Q>uit". The bottom status bar shows "VERSION8 TRAINING 8.09.0.104s / ENQ_2".

Enter the 'Enquiry Number' or other criteria depending on the option you selected and an enquiry will be shown

Use the {N}ext or {P}revious keys to find the correct enquiry and press {O}k

You may then choose from the following options:

- {E}dit to amend the enquiry
- {P}rint to print the enquiry sheet
- {N}otes to enter the notes field
- {C}onfirm to show this has now been converted
- {Q}uit or {esc} to exit back to the 'Enquiry Menu'

Once a booking has been converted, by changing the 'Confirmed Flag' this will show on the report to allow you to keep track of the number of enquiries which are made into true bookings

ENQUIRY REPORT

To run the 'Enquiry Report'
Click on 'Enquiry Report'

{O}k to continue

Enter the date range you require
(This runs on date of creation of enquiry)

This will automatically produce and open a CSV file as shown on the following page

Details shown include:

Enquiry Number
Full Contact Details
Email Address
Full Details of the Enquiry
Confirmed Flag Status

Example of Enquiry Report

Enquiry Number	Date	branch/clerk	Operator	Contact	Add1	Add2	Add3	Add4	Phone	Email
1000269/ 1	05/12/2006	1/TR4	KUONI	MANTON/MISSK	22 HIGH ROAD	BA SILDON	ESSEX	SS8 7UU	1654456467	training1@tarsc.net
1000271/ 1	14/12/2006	1/TR4	COSMOS	JENKINS/MRP	22 HIGH ROAD	BA SILDON	ESSEX	SS8 7YH	1268452165	training1@tarsc.net
1000275/ 1	15/12/2006	1/TR4	COSMOS	MUNRO/MRJ	22 HIGH ROAD	BA SILDON	ESSEX	SS8 7YG	1268569874	training1@tarsc.net
1000277/ 1	19/12/2006	1/TR4	ASPRO	MEECH/MRA	22 HIGH ROAD	BA SILDON	ESSEX	SS7 6YH	1561646428	training1@tarsc.net
1000279/ 1	21/12/2006	1/TR4	ASPRO	KENT/MRT	22 HIGH ROAD	BA SILDON	ESSEX	SS7 7GH	1651561576	training1@tarsc.net
1000282/ 1	09/01/2007	1/TR4	COSMOS	FRENCH/MRG	44 HIGH ROAD	BA SILDON	ESSEX	SS8 5TG	1268415456	training1@tarsc.net
1000285/ 1	11/01/2007	1/DEB	COSMOS	MANTON/MISSK	55 HIGH ROAD	BA SILDON	ESSEX	SS8 7UJ	1268416155	training1@tarsc.net

Hotel	Ad	Ch	In	Dep Date	Nights	Depart pt	Destinatic	Notes	Gross Cost	Confirmed
PLAYA SOL	2	0	0	15/07/2007	7	GATWICK	PALMA N	Y	500.00	Y
PLAYA SOL	2	0	0	15/07/2007	7	GATWICK	PALMA N	Y	500.00	N
PLAYA SOL	2	0	0	15/02/2007	7	LGW	PALMA N	Y	555.00	Y
PLAYA SOL	2	0	0	22/01/2007	7	GATWICK	PALMA N	Y	500.00	Y
PLAYA SOL	2	0	0	15/07/2007	7	GATWICK	PALMA N	Y	500.00	Y
PLAYA SOL	2	0	0	17/07/2007	7	LGW	PALMA N	Y	500.00	N
PLAYA SOL HOTE	2	0	0	15/07/2007	7	GATWICK	FMI - PAL	Y	520.00	N