



User Guide

To access the EasiClick website, go to: <http://www.easicklick.co.za/>



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Benefits for using EasiClick

- ✓ It is a fully transactional site from quoting to booking to payment
- ✓ Available 24 hours
- ✓ Live availability
- ✓ Weekend quoting & after hours
- ✓ More options than via the call centre
- ✓ cut-off date to make a booking on EasiClick is 4 days before the travel date. For these types of last-minute bookings, you need to contact the call centre.
- ✓ Business tool to improve service and response times to your client, save telephone costs
- ✓ South Africa only

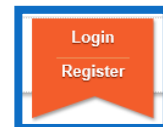
 Full payment is due within 48 hours of making a booking

EasiClick Contact Details

- EasiClick General Enquiries: info@easick.co.za
- EasiClick Registration: register@easick.co.za
- EasiClick Hub: +27 11 721 1060
- Emergency Number while Travelling: +27 82 330 0851

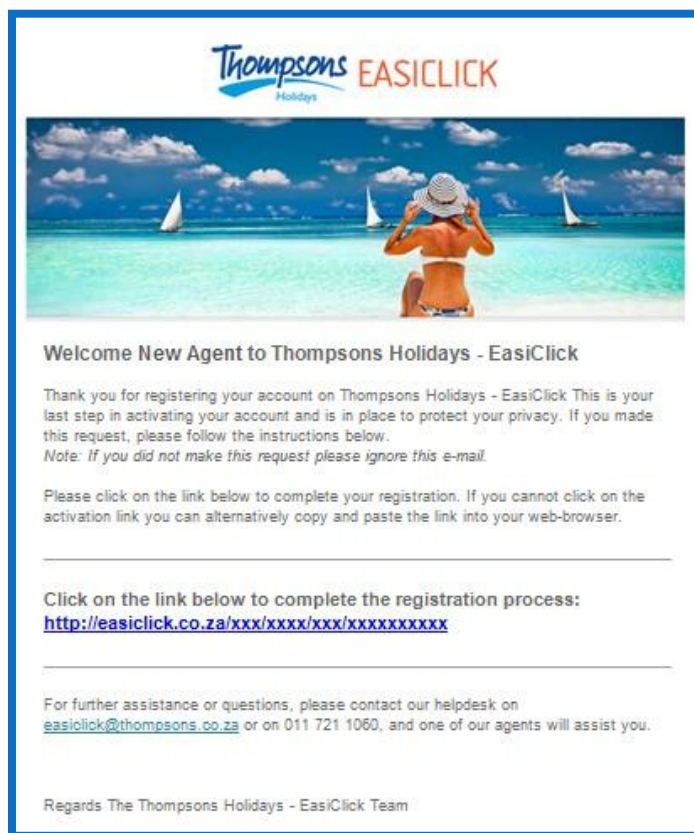
Register

- If using the site for the first time, click on **Register** to sign up:

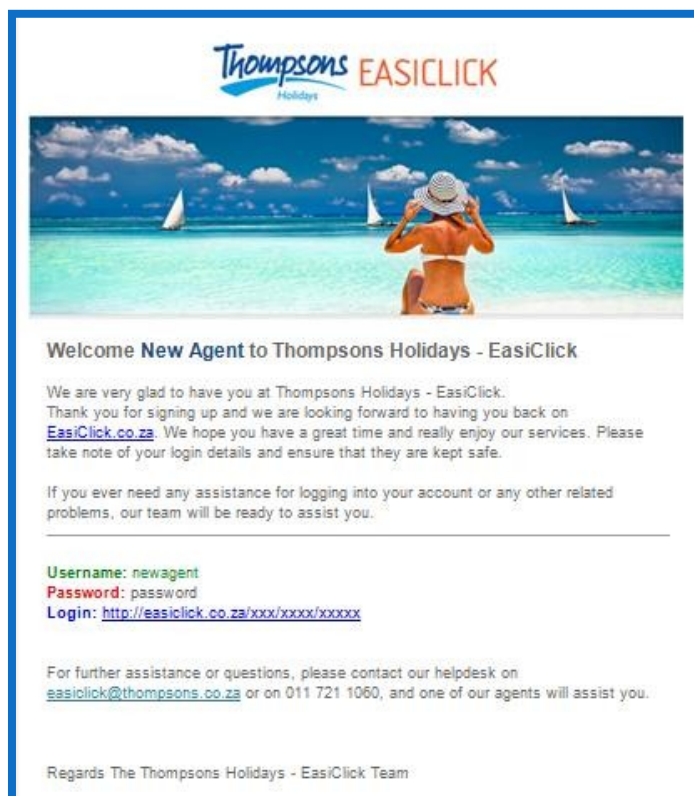


- Complete the required fields and click **Register as Agent**

- You will receive an e-mail with a link to click to validate your account and complete the registration process.
- **Click on the link.**



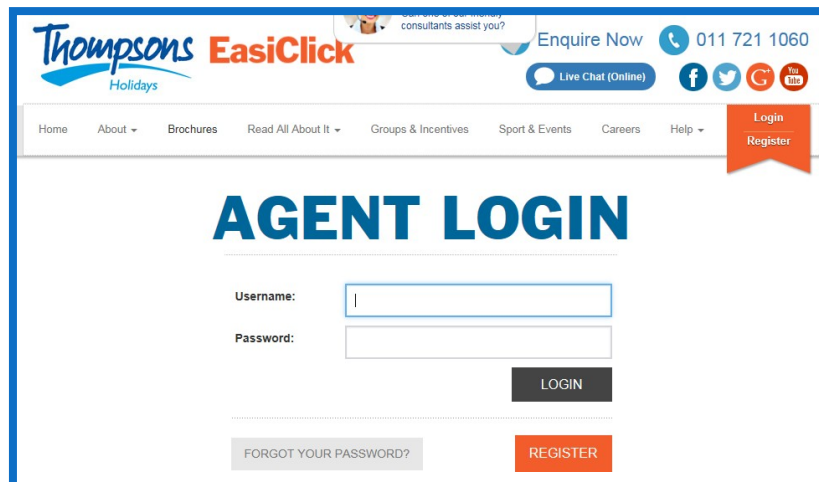
- This will be followed by a second e-mail **reconfirming your login details.**



Login

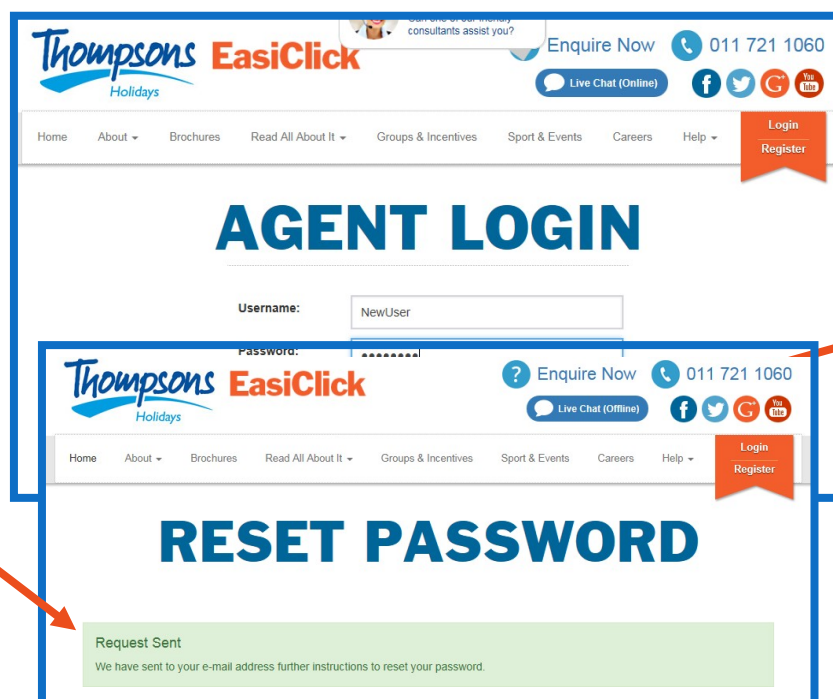
You can now **Login to EasiClick!**

****Password expires if you don't log on within 30 days****



The screenshot shows the 'AGENT LOGIN' page of the Thompsons EasiClick website. The page has a blue header with the company logo, navigation links (Home, About, Brochures, Read All About It, Groups & Incentives, Sport & Events, Careers, Help), and a 'Live Chat (Online)' button. A 'Login Register' button is in the top right. The main content area features the title 'AGENT LOGIN' in large blue letters. Below it are two input fields: 'Username:' and 'Password:'. A 'LOGIN' button is positioned below the password field. At the bottom of the login section are two links: 'FORGOT YOUR PASSWORD?' and 'REGISTER'.

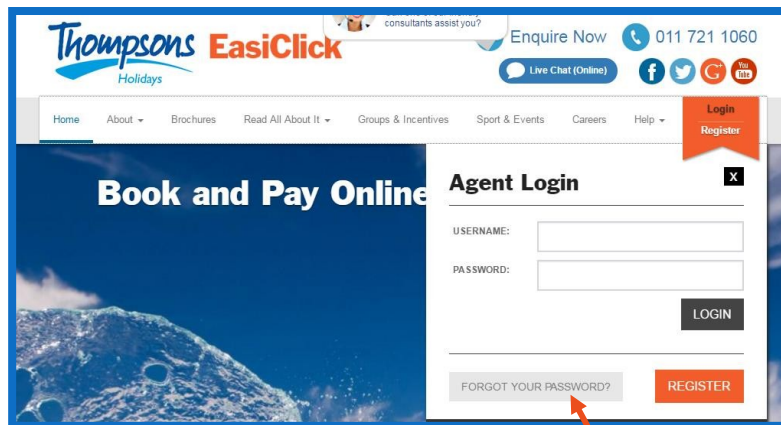
- Insert your **Username** and **Password** in the relevant fields
- Click the **Login** button



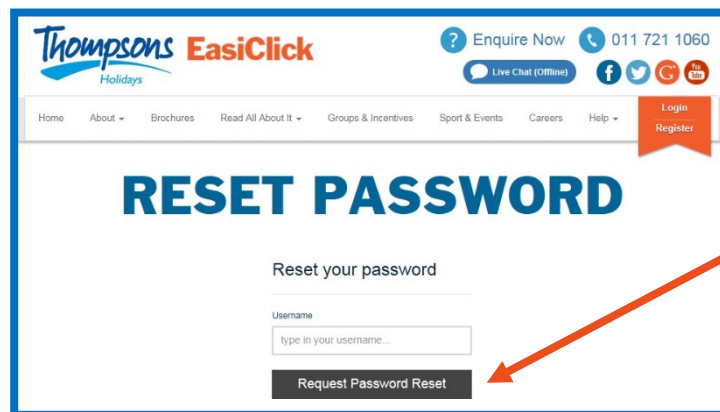
The screenshot shows the 'RESET PASSWORD' page of the Thompsons EasiClick website. The page has a blue header with the company logo, navigation links, and a 'Live Chat (Offline)' button. A 'Login Register' button is in the top right. The main content area features the title 'RESET PASSWORD' in large blue letters. Below it are two input fields: 'Username:' (containing 'NewUser') and 'Password:' (containing '*****'). A 'RESET' button is positioned below the password field. At the bottom of the reset section is a green box with the text 'Request Sent' and 'We have sent to your e-mail address further instructions to reset your password.' Two orange arrows point from the 'RESET' button to the 'Request Sent' message.

Forgotten your password? **Don't panic!!!**

- Click **Forgot your password?**

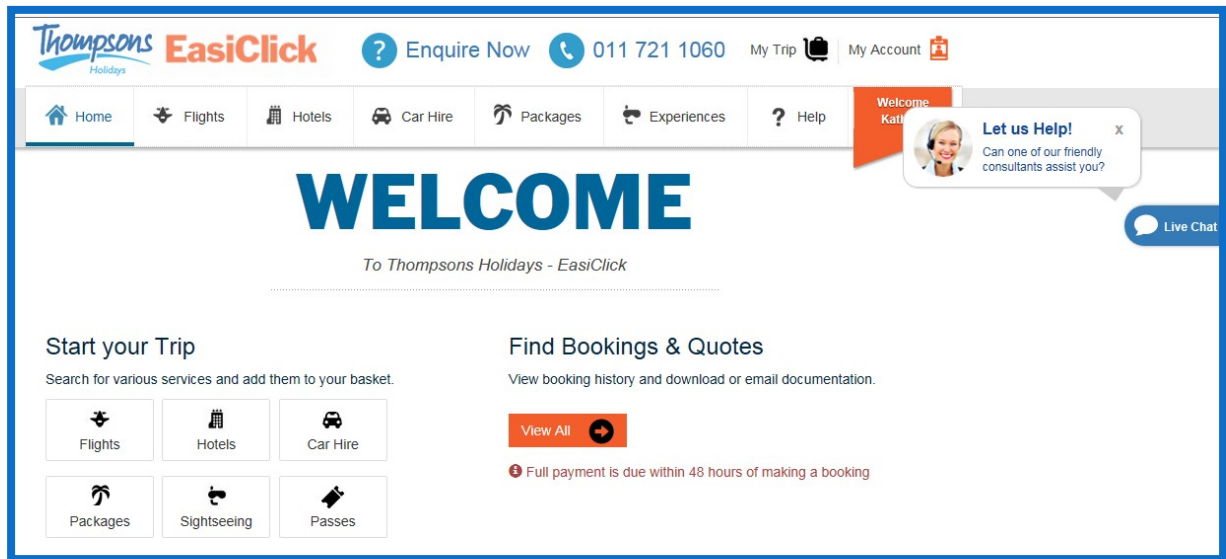


- Then type your **Username** in the **Reset Password** screen
- Click **Request Password Reset**



- Instructions to reset your password will be sent to your e-mail address

Once logged in, you can begin to **create your itinerary!**



The Process – an Overview

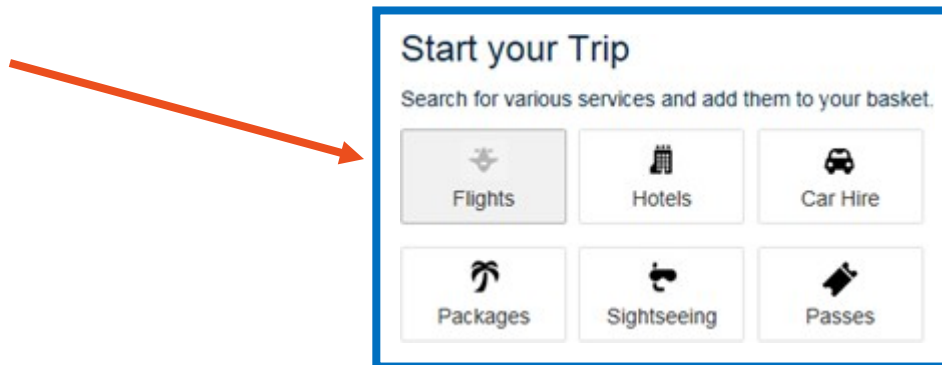
- Select the required services
- **Start your Trip: Flights, Hotels, Car Hire, Sightseeing and Passes.**
- Each service will be added to a **shopping cart**
- Once all of your required services are in the cart, **Checkout.**
- You'll be given an option to **Create Quote** or **Book and Pay**

To **return to the home page** at any time, click the **Home** button OR click on **EasiClick** at the top of the screen



Flights

- Click on **Flights** under **Start your Trip**




- Select **Round Trip** or **One Way**

A screenshot of the 'Search for flights' form. It has a blue border and the title 'Search for flights' in bold. Below the title are two radio buttons: 'Round Trip' (selected) and 'One-Way'. There are four input fields: 'From' and 'To' (both with dropdown arrows), 'Depart Date' (with a calendar icon), and 'Return Date' (with a calendar icon). To the right of these fields is a 'Guests' field with a group of people icon. On the far right is an orange button with a white right-pointing arrow.

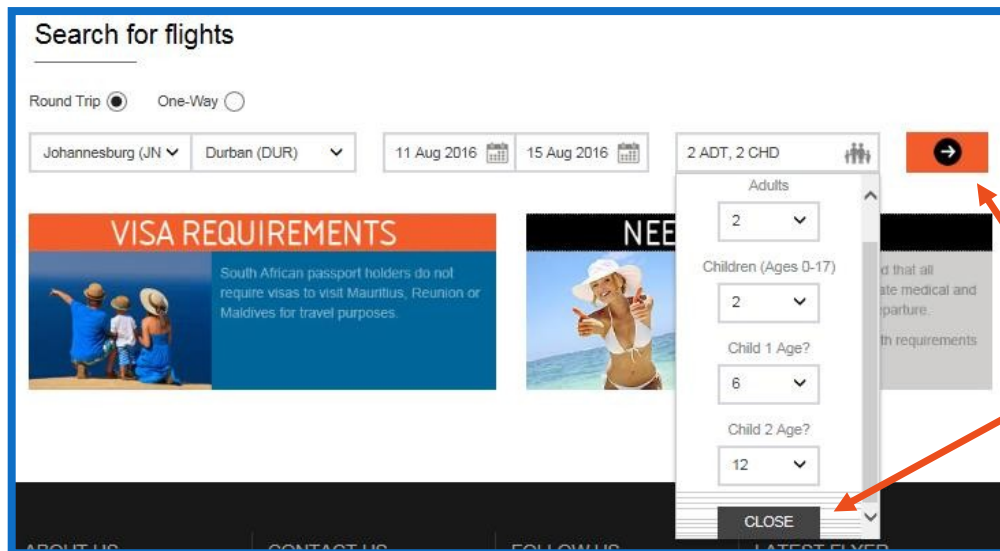
- Select your route from the drop lists in the **From** and **To** fields

A screenshot of the 'Search for flights' form with the 'From' dropdown menu open. The dropdown menu lists various South African cities and their airport codes: Bloemfontein (BFN), Cape Town (CPT), Durban (DUR), East London (ELS), George (GRJ), Hoedspruit (HDS), Lanseria (HLA), Johannesburg (JNB), Kimberley (KIM), Mmabatho (MBD), Nelspruit Kruger (MQP), Sun City (NTY), Phalaborwa (PHW), Port Elizabeth (PLZ), Pietermaritzburg (PZB), Richards Bay (RCB), Skukuza (SZK), and Pretoria (PRY). The 'Johannesburg (JNB)' option is highlighted. The background of the form is partially visible, showing the 'Round Trip' radio button selected and a 'REQUIREMEN' section.

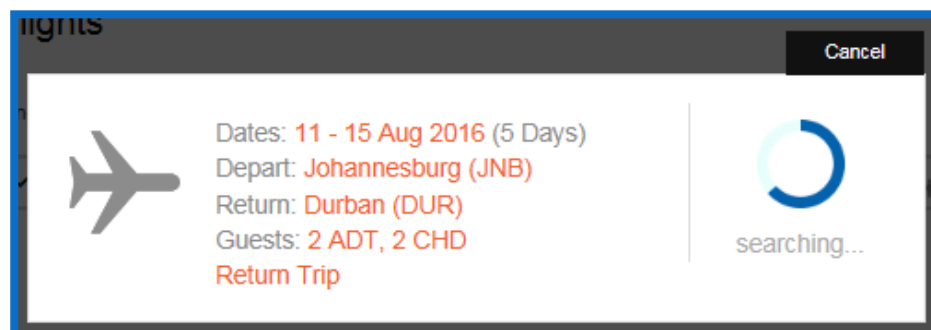
Select the **Depart Date** and **Return Date** by clicking on the calendar icon  in each field

- Select the number of **Guests**
- Specify the number of **Adults** and **Children**
- You can select up to **9 adults** per quote
- Specify the children's ages at time of travel

- Click the **Close** button



- Click the **search** button 



- Available flights matching your criteria will be listed

- Choose the flight combination that suits your client
- Click the **Select** button

Total: R5 421 including airport taxes
 [Hide](#)

✈️ Outbound: Johannesburg > Durban Departs: 11 Aug 2016 Arrives: 11 Aug 2016

	Departs Johannesburg International Airport (JNB) 13h35 +02:00	Arriving Durban (DUR) 14h45 +02:00	Duration 1 hr 10 mins	Flight JE 253 Economy	<input type="radio"/>
--	--	--	--------------------------	--------------------------	-----------------------

✈️ Inbound: Durban > Johannesburg Departs: 15 Aug 2016 Arrives: 15 Aug 2016

	Departs Durban (DUR) 06h15 +02:00	Arriving Johannesburg International Airport (JNB) 07h20 +02:00	Duration 1 hr 5 mins	Flight JE 242 Economy	<input type="radio"/>
--	---	---	-------------------------	--------------------------	-----------------------

R1 355 Per Adult (x3) • R1 355 Per Child (x1) [View Fare Rules](#) **SELECT**

Total: R5 421 including airport taxes
 [Hide](#)

✈️ Outbound: Johannesburg > Durban Departs: 11 Aug 2016 Arrives: 11 Aug 2016

	Departs Johannesburg International Airport (JNB) 09h50 +02:00	Arriving Durban (DUR) 11h00 +02:00	Duration 1 hr 10 mins	Flight JE 249 Economy	<input type="radio"/>
--	--	--	--------------------------	--------------------------	-----------------------

✈️ Inbound: Durban > Johannesburg Departs: 15 Aug 2016 Arrives: 15 Aug 2016

	Departs Durban (DUR) 19h15 +02:00	Arriving Johannesburg International Airport (JNB) 20h20 +02:00	Duration 1 hr 5 mins	Flight JE 288 Economy	<input type="radio"/>
--	---	---	-------------------------	--------------------------	-----------------------

R1 355 Per Adult (x3) • R1 355 Per Child (x1) [View Fare Rules](#) **SELECT**

- The flights will be added to the cart
- You can **View Fare Rules** in the results list or in the cart

The Flight has been added

Success!

The following item(s) have successfully been added to your holiday

Checkout

Outbound: 11 Aug 2016
Johannesburg @ 11 Aug 2016 09h50 > Durban @ 11 Aug 2016 11h00

Inbound: 15 Aug 2016
Durban @ 15 Aug 2016 19h15 > Johannesburg @ 15 Aug 2016 20h20

Adults: 3 Children: 1
[View Fare Rules](#)

Enhance Your Stay

Add Flights

Add Hotels

Add Car Hire

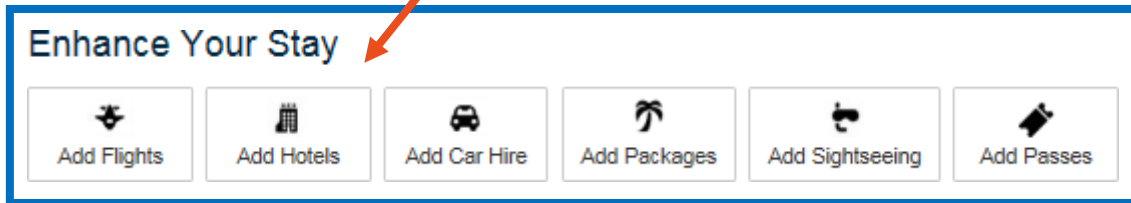
Add Packages

Add Sightseeing

Add Passes

- Other services can now be added in order to **Enhance Your Stay**
- Click the **button of the service required to continue**

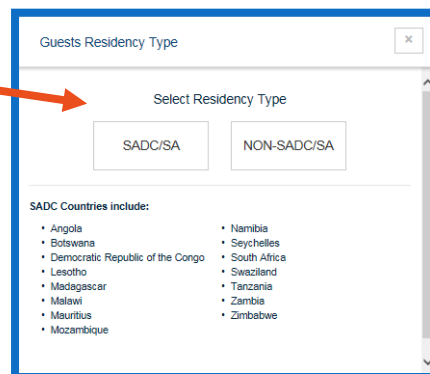
Hotels



Enhance Your Stay

Add Flights Add Hotels Add Car Hire Add Packages Add Sightseeing Add Passes

- Select **Residency Type**



Guests Residency Type

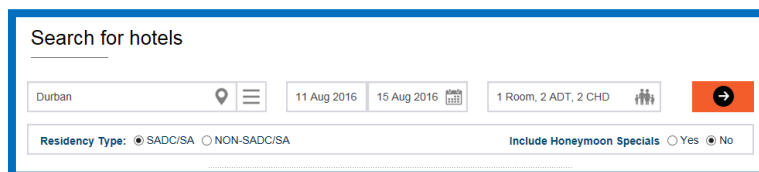
Select Residency Type

SADC/SA NON-SADC/SA

SADC Countries include:

- Angola
- Botswana
- Democratic Republic of the Congo
- Lesotho
- Madagascar
- Malawi
- Mauritius
- Mozambique
- Namibia
- Seychelles
- South Africa
- Swaziland
- Tanzania
- Zambia
- Zimbabwe

- **Complete the required fields**
- Type in the **destination**; click  to search the GeoTree or type in the **hotel name** if searching for a specific property

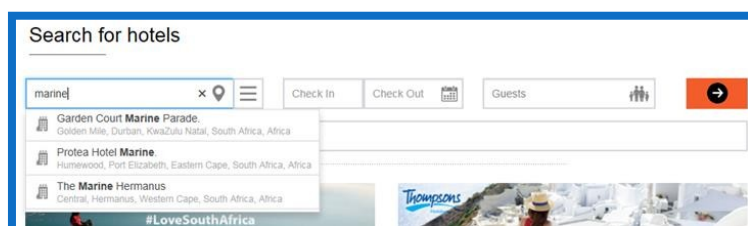


Search for hotels

Durban 11 Aug 2016 15 Aug 2016 1 Room, 2 ADT, 2 CHD

Residency Type: ☒ SADC/SA ☐ NON-SADC/SA Include Honeymoon Specials ☐ Yes ☒ No

or



Search for hotels

marine Check In Check Out Guests

Garden Court Marine Parade, Golden Mile, Durban, KwaZulu Natal, South Africa, Africa

Protea Hotel Marine, Humberwood, Port Elizabeth, Eastern Cape, South Africa, Africa

The Marine Hermanus, Central, Hermanus, Western Cape, South Africa, Africa

#LoveSouthAfrica

- Select **Check In** and **Check Out** dates

- Select the number of rooms and passengers per room

The screenshot shows the 'Search for hotels' interface. A modal window is open for selecting room details. It shows 'Room 1' with 2 Adults, 1 Child (Age 8), and occupancy 'Double - Sharing'. 'Room 2' has 1 Adult, 1 Child (Age 10), and occupancy 'Single - Sharing'. The background shows search criteria: Cape Town, 10 Oct 2016 to 13 Oct 2016, 1 Room, 3 ADT, 2 CHD.

- **NB!** Check the **Residency Type**

The screenshot shows the 'HOTELS' search page. The 'Residency Type' is set to 'SADC/SA'. The search criteria are 11 Aug 2016 to 15 Aug 2016, 1 Room, 2 ADT. Red arrows point to the 'Residency Type' dropdown and the search button.

- Click the **search** button
- Available hotels, matching the search criteria, will be listed by price; low to high.

The screenshot shows the hotel search results page. The results are sorted by 'Price - Low to High'. Three hotels are listed: City Lodge Hotel Durban (R3 266 pp), Protea Hotel Edward (R3 609 pp), and Riverside Hotel and Spa (R3 952 pp). Blue arrows point to the 'Filter by' section on the left and the 'SELECT' button for the Protea Hotel Edward.

- Note the options to **Filter** the results
- Click the **Select** button of a hotel to see a description and room types.

- Scroll down to see the hotel **Facilities** and **Cancellation Policy**.
- To return to the results list, click the **Back** button.

[Back](#)

Southern Sun Elangeni & Maharani. 4*
From R2 035
[view prices](#)

63 Snell Parade, 4000

Africa / South Africa / KwaZulu Natal / Durban / **Golden Mile**

HOTEL AVAILABILITY
Total: R8 140
[ADD TO CART](#)

11 - 15 Aug 2016 (4 nights) 1 Room, 2 ADT, 2 CHD Room Types

Select your room options:

Room 1
Adults: 2 Children: 2

2 Double Beds (Elangeni) AVAILABLE Excludes DAR Rate R8 140 for room

Breakfast, Tourism levy is included.
 Bonus-Buy one Spa treatment at the in-house Mangwenani Boutique Spa and receive a 2nd treatment for free. Contact the Spa directly to make your booking. Open daily from 09h00 - 23h00. Tel: 031 356 4032
 Email: info@mangwenani.co.za. Please note: You will be required to present your Thompsons voucher at the Spa in order to avail this offer.
 Please note: This rate cannot be sold as standalone and must be packaged with flights and/or transfers or car hire
 *Wholesale Inbound - W03 / WA0003

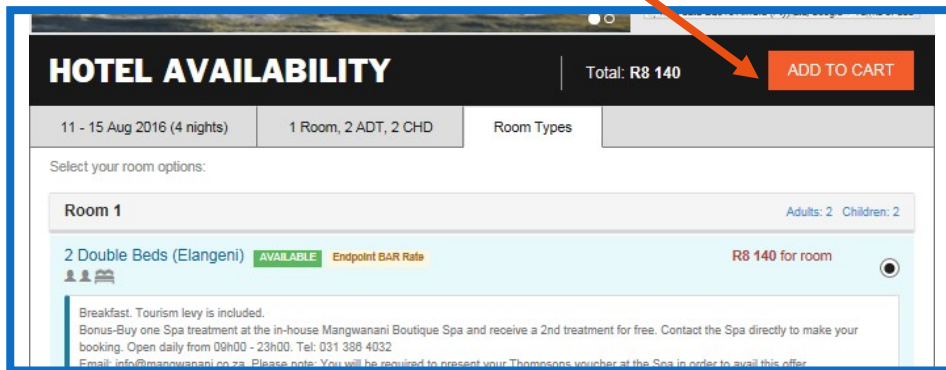
2 Double Beds (Elangeni) AVAILABLE Excludes DAR Rate R8 468 for room

Situated on Durban's famous 'Golden Mile', the two hotels complement each other and overlook the boardwalk and Indian Ocean. Upon check in you will be allocated a room in the Elangeni or Maharani and the complex. Located 31km from King Shaka International Airport (Durban). Combined there are 449 tastefully decorated en-suite rooms, with the majority of the rooms boasting stunning sea views. Room facilities include air-conditioning, television, hairdryer and 24-hour room service, as well as high speed internet access.
 This accommodation in Durban has 3 superb cosmopolitan restaurants, which offer a choice of cuisine from authentic Japanese to ethnic Indian. Two bars offer light snacks and a range of South African wines. The comprehensive conference centre is a favourite venue for national and international conferences and events.
 Accommodation is offered in rooms and suites, and there is a cocktail lounge where guests can enjoy a few drinks. Personal services include concierge services, dry cleaning/laundry, a gift shop, newsstand, safety deposit box, secretarial service and wake-up calls.

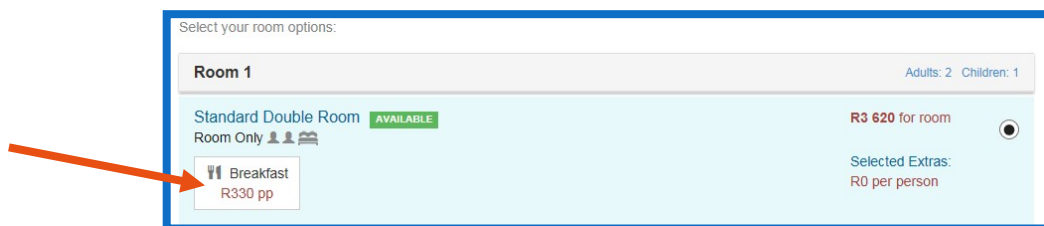
Facilities

Hotel Facilities

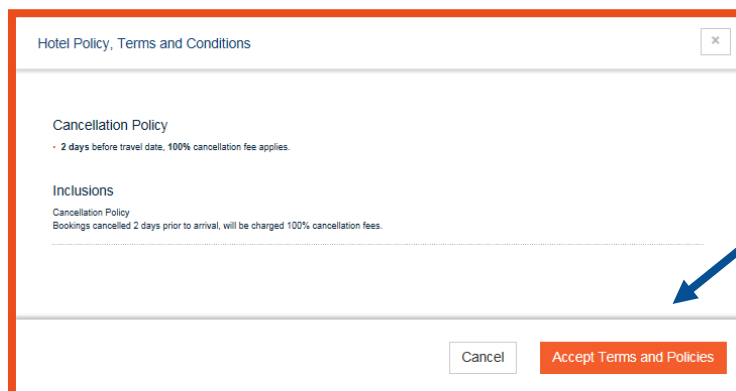
Select a room type and click **Add**



- There may be an option to **add on extras**, e.g. breakfast, by clicking a button



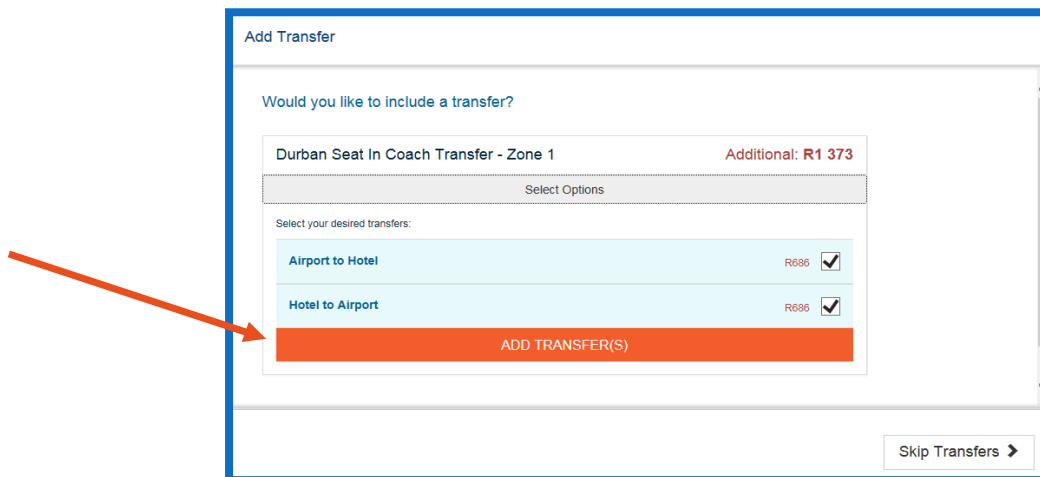
- Accept the **Terms and Policies**



To **return to the home page** at any time, click the **Home** button OR click on **EasiClick** at the top of the screen



- An option to select **Transfers** automatically appears if transfers are available for the selected hotel.
- Click **Select Options** if transfers are required.
- Then click **Add Transfers**.
- * When booking transfers, it can be only done at the time of adding the hotel. You cannot do it later. If you want to add transfer later, you need to remove hotel and then re-add.*



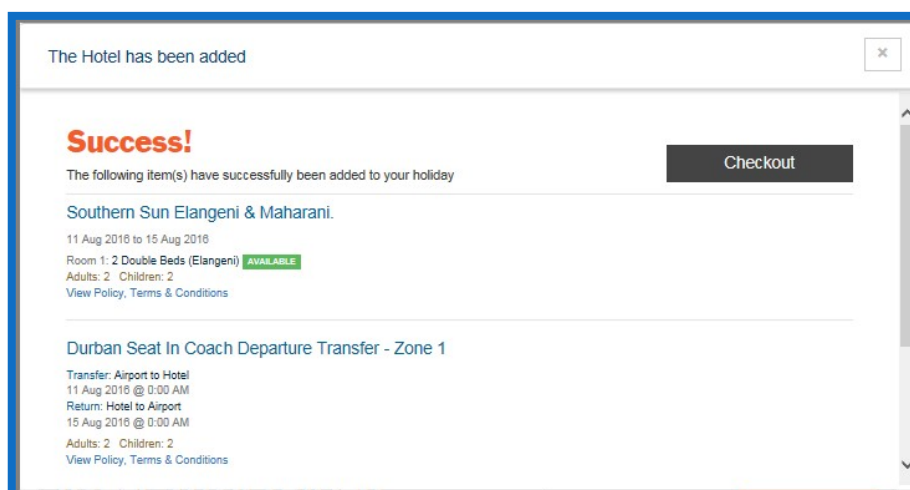
Add Transfer

Would you like to include a transfer?

Durban Seat In Coach Transfer - Zone 1		Additional: R1 373
Select Options		
Select your desired transfers:		
Airport to Hotel	R696	<input checked="" type="checkbox"/>
Hotel to Airport	R696	<input checked="" type="checkbox"/>
ADD TRANSFER(S)		

Skip Transfers >

- The selected services will be added to the **shopping cart**.



The Hotel has been added

Success!

The following item(s) have successfully been added to your holiday

Southern Sun Elangeni & Maharani.

11 Aug 2016 to 15 Aug 2016

Room 1: 2 Double Beds (Elangeni) **AVAILABLE**

Adults: 2 Children: 2

[View Policy, Terms & Conditions](#)

Durban Seat In Coach Departure Transfer - Zone 1

Transfer: Airport to Hotel
11 Aug 2016 @ 0:00 AM

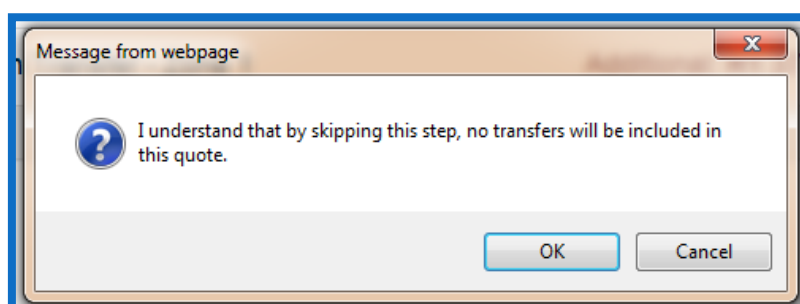
Return: Hotel to Airport
15 Aug 2016 @ 0:00 AM

Adults: 2 Children: 2

[View Policy, Terms & Conditions](#)

Checkout

- Should you choose to **Skip Transfers**, no transfers will be included in the quote:



Message from webpage

?







I understand that by skipping this step, no transfers will be included in this quote.

OK Cancel

[Return to Index](#)

Sightseeing/Tickets & Passes

Enhance Your Stay

 Add Flights	 Add Hotels	 Add Car Hire	 Add Packages	 Add Sightseeing	 Add Passes
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- Enter the **destination** and **date**
- Note that the date may be pre-set, but can be corrected if necessary

Based on your basket we have preset the below dates and guests.

Search for sightseeing





Durban   12 Oct 2016  2 ADT, 2 CHD  


- Click the **search** button 
- **Select** the required service from the list of results

3 SIGHTSEEINGS

FILTER BY
[Clear all filters](#)

Sightseeing Name
 GO

 from R1 157 SCHEDULED SEAT-IN-COACH DURBAN CITY TOUR <i>Durban</i> 	 from R1 551 SCHEDULED SEAT-IN-COACH USHAKA MARINE WORLD <i>Durban</i> 
--	--



- Select an **Option** and click **Add to Basket**

Scheduled Seat-in-Coach Durban City Tour

Durban, South Africa, Durban, South Africa

Africa / South Africa / KwaZulu Natal / Durban

From R1 157

[view prices](#)

SIGHTSEEING AVAILABILITY | Total: R1 157 **ADD TO BASKET**

21 Jun 2017 | 2 ADT, 1 CHD | Option Types

Options | 2 x Adult 1 x Children

Seat in Coach Common **SABC** R1 157

Extras(s) Applied: Extras: R0 per person

1 Pax: Price applicable for 1 person travelling but other people booked & confirmed on the same tour...

Please note that this day tour strictly departs from Durban centrally located hotels. A surcharge will apply for clients to be collected from other pick-up locations. Please contact the call centre for the surcharge applicable.

Seat in Coach - Solo Traveller Common **SABC** R2 083

- Accept the **Terms and Policies**

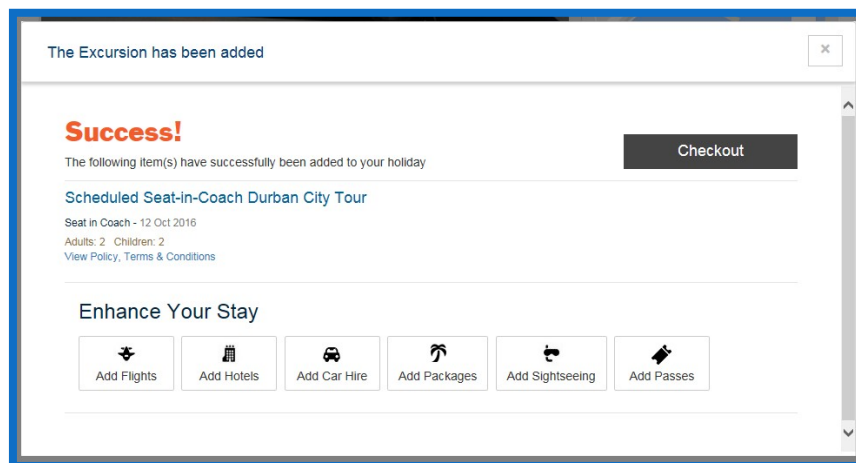
Sightseeing Policy, Terms and Conditions

Inclusions

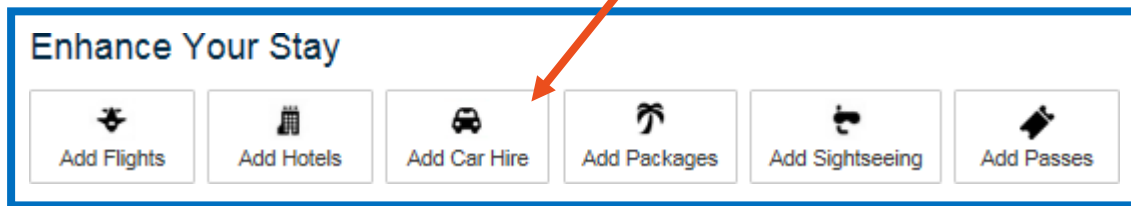
Cancellation Policy: Cancellation made 02 - 00 days prior to arrival will be charged 100% of the total stay.

[Cancel](#) **Accept Terms and Policies**

- The selected service will be added to the **shopping cart**.



Car Hire

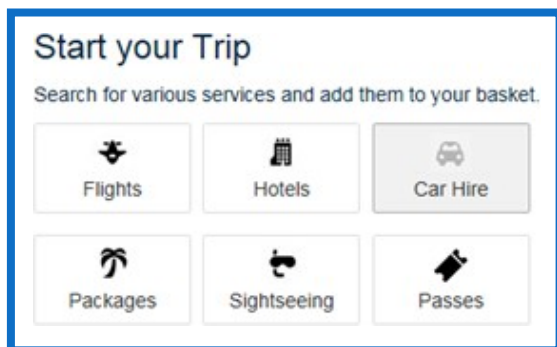


Enhance Your Stay

Buttons: Add Flights, Add Hotels, Add Car Hire, Add Packages, Add Sightseeing, Add Passes

An orange arrow points to the 'Add Car Hire' button.

OR



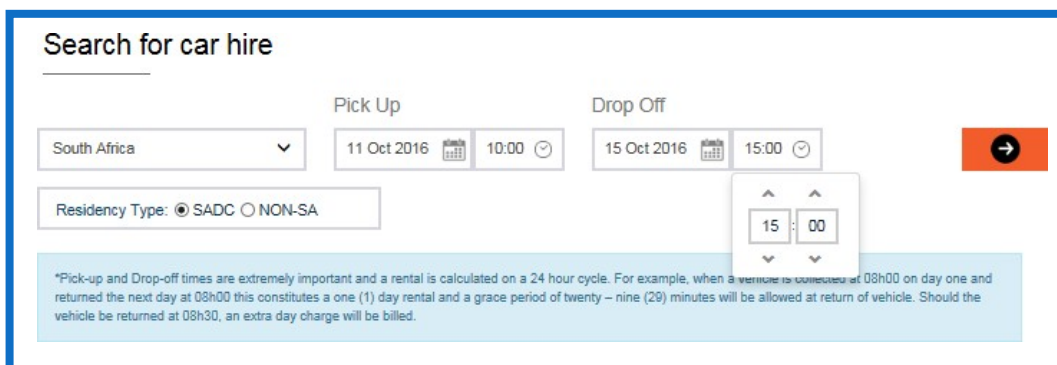
Start your Trip

Search for various services and add them to your basket.

Buttons: Flights, Hotels, Car Hire, Packages, Sightseeing, Passes

The 'Car Hire' button is highlighted with a grey background.

- Click the **Car Hire** button



Search for car hire

Location: South Africa


Pick Up: 11 Oct 2016 10:00

Drop Off: 15 Oct 2016 15:00

Residency Type: ☒ SADC ☐ NON-SA

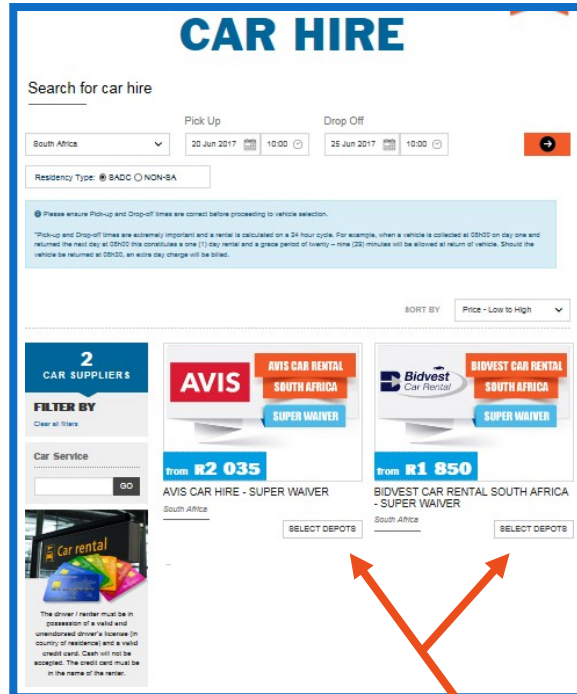
Time picker: 15 : 00

*Pick-up and Drop-off times are extremely important and a rental is calculated on a 24 hour cycle. For example, when a vehicle is collected at 08h00 on day one and returned the next day at 08h00 this constitutes a one (1) day rental and a grace period of twenty – nine (29) minutes will be allowed at return of vehicle. Should the vehicle be returned at 08h30, an extra day charge will be billed.

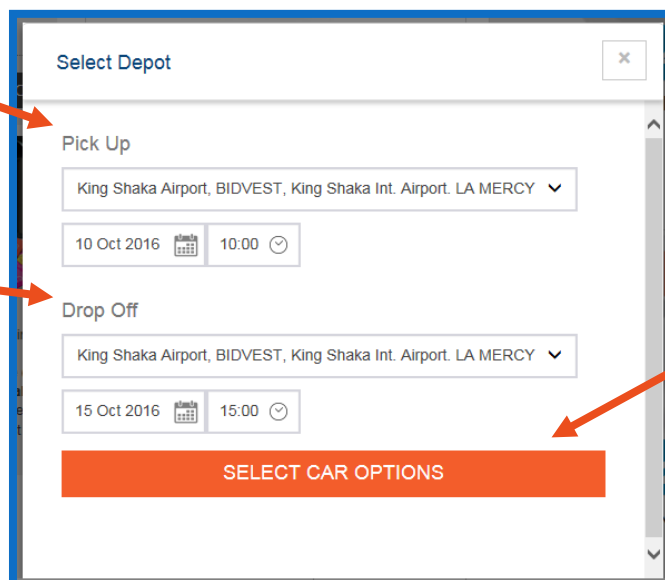
- **Complete the required fields**
- Select the **destination**
- Select **Pick Up** and **Drop Off** dates and times
- Flight times can be checked by clicking  **My Basket (1)**
 - Select the **Residency Type**
 - When booking car hire, the system does not auto match the pick-up times with the flight times**
 - **NB!** Please note that car rental is calculated strictly on a 24-hour day:

*Pick-up and Drop-off times are extremely important and a rental is calculated on a 24 hour cycle. For example, when a vehicle is collected at 08h00 on day one and returned the next day at 08h00 this constitutes a one (1) day rental and a grace period of twenty – nine (29) minutes will be allowed at return of vehicle. Should the vehicle be returned at 08h30, an extra day charge will be billed.

- Click the **search** button 
- Click the **Select Depots** button of the service you require



- Select the **Pick Up** depot from the drop menu
- The **Drop Off** depot will automatically default to match the Pick Up depot
- This can be amended if a one-way rental is required
- Click **Select Car Options**



- **Select** the option required, and **Add to Cart**
- The cheapest option will be **selected** automatically – a different car group may be selected if required
- Click the **Select/Selected** button for the required vehicle
- Click the **Add To Basket** button

CAR AVAILABILITY Total: R1 850 **ADD TO BASKET**

20 - 25 Jun 2017 (5 days) Option Types Optional Extras

Group A - Chev Spark or Similar
Midweek 2-30 days unlimited kms
R1 850 per car
SELECTED

Please note rental is based on a minimum of 2 days rental.

Upon collection of the rental car, the driver / renter must be in possession of a valid and unendorsed... [read more]

Waivers and Insurance Liability
Rates include limited coverage of passenger liability and Thi... [read more]

Should the renter extend his/her rental, and extension documentation is not produced from the operat... [read more]

Group B - Ford Fiesta or Similar
Midweek 2-30 days unlimited kms
R1 988 per car
SELECT

Inclusions:

- Accept the **Terms and Policies**

Car Policy, Terms and Conditions

Cancellation Policy

- 1 days before travel date, 100% cancellation fee applies.
- 2 days before travel date, 100% cancellation fee applies.

Inclusions

Cancellation policy:
If the reservation is cancelled 24 hours prior to pick up time, a cancellation fee of 1 day rental charge, based on the daily rental charge of the vehicle reserved will apply. If the reservation is cancelled less than 24 hours prior to pick up time, a cancellation fee of 2 days rental charge, based on the daily rental charge of the vehicle reserved will apply. Should the renter not pick up the vehicle, a no show fee of 2 days, based on the daily rental charge of the vehicle reserved, will apply. Should a block booking or 3 or more vehicles be cancelled higher penalties apply.

Cancel **Accept Terms and Policies**

- The selected service will be added to the **shopping cart**.

The Car Hire has been added

Success!

The following item(s) have successfully been added to your holiday

Checkout

Bidvest Car Rental South Africa - Super Wavier

Group B - Ford Fiesta or Similar
Pick Up: King Shaka Airport, BIDVEST, King Shaka Int. Airport, LA MERCY – 10 Oct 2016 at 10h00
Drop Off: King Shaka Airport, BIDVEST, King Shaka Int. Airport, LA MERCY – 15 Oct 2016 at 15h00
[View Policy, Terms & Conditions](#)

Enhance Your Stay

Add Flights **Add Hotels** **Add Car Hire** **Add Packages** **Add Sightseeing** **Add Passes**

- Click **Checkout** to continue

Checkout

- In the **Checkout** screen (your basket) you are able to:
- Add more services, to **Enhance Your Stay**.
- **Remove** specific services
- **Empty Basket**
- If all the required services have been added, **Create Quote** or **Book & Pay**


i Full payment is due within 48 hours of making a booking

Checkout

Empty Basket

Please double check the itinerary to ensure all dates and details are correct, as booking and cancellation fees may apply.
Item(s) you have selected for your trip:

Flight




Outbound: 11 Aug 2016
Johannesburg @ 11 Aug 2016 13h35 > Durban @ 11 Aug 2016 14h45

Inbound: 15 Aug 2016
Durban @ 15 Aug 2016 14h05 > Johannesburg @ 15 Aug 2016 15h10

Adults: 2
[View Fare Rules](#)

Total: **R2 097**
[Remove](#)

Accommodation




Protea Hotel Edward.

11 Aug 2016 to 15 Aug 2016
Room 1: Standard Double **AVAILABLE**
Adults: 2
[View Policy, Terms & Conditions](#)

Total: **R6 714**
[Remove](#)

Transfer





Durban Seat In Coach Departure Transfer - Zone 1


Transfer: Airport to Hotel
11 Aug 2016 @ 0:00 AM
Return: Hotel to Airport
15 Aug 2016 @ 0:00 AM
Adults: 2
[View Policy, Terms & Conditions](#)


Total: **R1 879**
[Remove](#)


Enhance Your Stay

[Add Flights](#)

[Add Hotels](#)

[Add Car Hire](#)

[Add Packages](#)

[Add Sightseeing](#)

Total: **R10 690**

[Create Quote](#)

[Book & Pay](#)

V3APR17kh

22

Create Quote

- Add the lead passengers **Title, Name** and **Surname**
- Click **Proceed to Passenger Assignment**

Breadcrumb: Basket / Passengers / Passenger Assignment / Quote Documents

Quote Passenger Info

Main Passenger *All fields are required.

Title: Mr (dropdown) | Name: [Name...] | Surname: [Surname...]

Gender: ☐ Male ☐ Female

Proceed to Passenger Assignment

- Click to tick the **I have read and agree to the Terms and Conditions** box
- Click the **Terms and Conditions** link to access them
- Click **Create Quotation**

Breadcrumb: Basket / Passengers / Passenger Assignment / Quote Documents

Passenger Assignment

Flight

✈️ **Outbound:** Johannesburg @ 11 Aug 2016 13h35 > Durban @ 11 Aug 2016 14h45 - Adults: 2
Inbound: Durban @ 15 Aug 2016 14h05 > Johannesburg @ 15 Aug 2016 15h10

Assignment:

Testa Test (18) (dropdown) | AdultA Surname (18) (dropdown)

Accommodation

🏨 **Protea Hotel Edward.**

Room 1 Assignment - Adults: 2

Testa Test (18) (dropdown) | AdultA Surname (18) (dropdown)

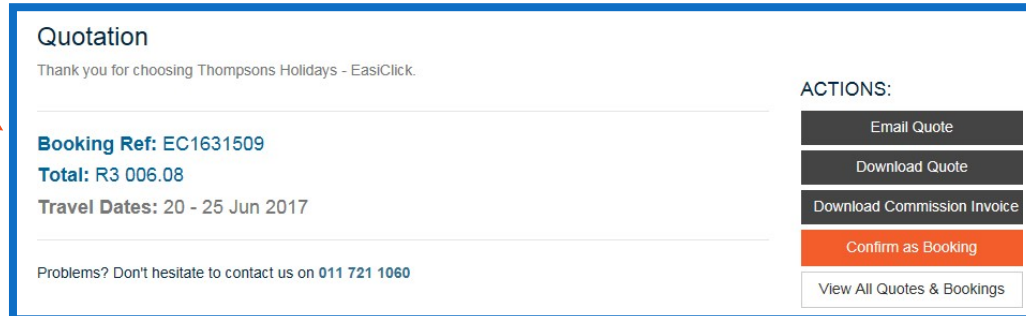
Comments/Instructions:

☒ I have read and agree to the [Terms & Conditions](#)

Create Quotation

A **Booking Reference** will be generated

- From here various **Actions** may be performed:
- Quote can be **e-mailed**, **downloaded** or **confirmed** as a booking
- Agent's **Commission Invoice** can be viewed.
- Service can be booked: **Confirm as Booking**



The screenshot shows a 'Quotation' page from Thompsons Holidays. It includes a thank you message, a booking reference (EC1631509), a total amount (R3 006.08), and travel dates (20 - 25 Jun 2017). On the right, there is an 'ACTIONS:' menu with buttons for 'Email Quote', 'Download Quote', 'Download Commission Invoice', 'Confirm as Booking' (highlighted in orange), and 'View All Quotes & Bookings'. A red arrow points from the top left to the 'Confirm as Booking' button, and another red arrow points from the top right to the 'Booking Ref' field.

Quotation
Thank you for choosing Thompsons Holidays - EasiClick.

Booking Ref: EC1631509
Total: R3 006.08
Travel Dates: 20 - 25 Jun 2017

Problems? Don't hesitate to contact us on 011 721 1060

ACTIONS:

- Email Quote
- Download Quote
- Download Commission Invoice
- Confirm as Booking**
- View All Quotes & Bookings

- To **Confirm as Booking**, full correct names of all passengers are required

NB!! Passenger Names

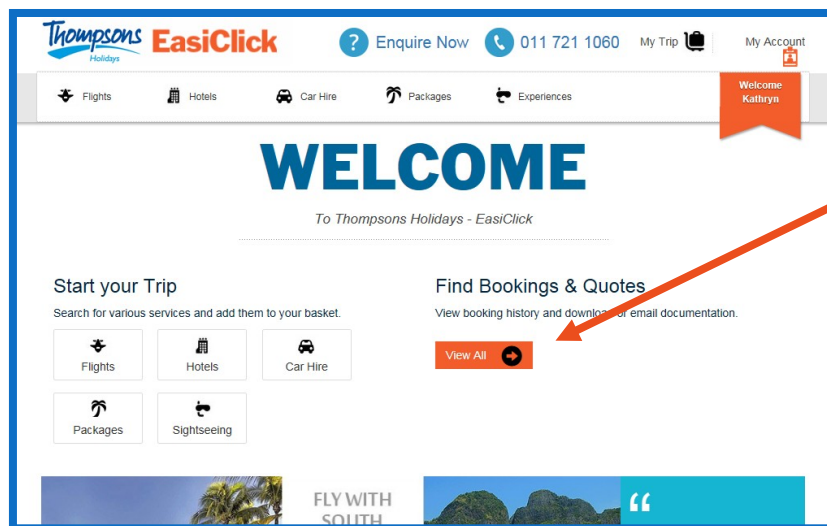
- ✓ **Passenger names must be correct and must match ID or passport**
- ✓ **No spaces or special characters may be used**
- ✓ **No two passengers may have exactly the same name**
- ✓ **Name changes are not possible once services are confirmed**
- ✓ **Amending children's ages may affect the price**

i Full payment is due within 48 hours of making a booking

Find Bookings & Quotes

[Return to Index](#)

- Click on **View All** on the Home page

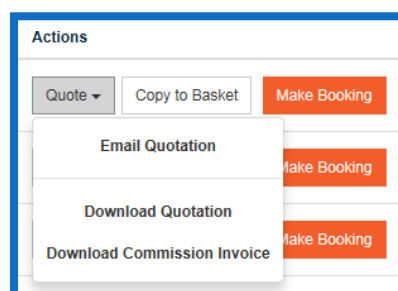


- All of your **Quotes and Bookings** will be listed

My Bookings					
List of bookings you have created on the Thompsons Holidays - EasiClick booking solution. You may download documentation and view commission totals here.					
Reference	Travel Dates	Amount	Status	Created	Actions
Mr Manual Testfam EC1373361	10 - 15 Oct 2016	R10 165.17	Quote	8 Sep 2016	Quote ▼ Copy to Basket Make Booking
Mr NAME Gouws EC1298155	10 - 13 Oct 2016	R20 321.56	Quote	13 Jul 2016	Quote ▼ Copy to Basket Make Booking

Quote Actions:

- You can **e-mail** or **download** your quote
- Copy** the quote **to** your **basket** in order to re-quote by adding or removing services
- Or **Make Booking**



Booking Actions: (i.e. status = Pending Payment)

- You can **e-mail** or **download** your confirmation invoice
- You can download your commission invoice
- Or **Make Payment**

Mrs Testa Twentyeightimara EC1606588	11 - 12 Apr 2017	R335.78	Pending Payment	28 Mar 2017	Booking ▾	Copy to Basket	Make Payment
Ms Mstest Mssurname EC1605797	10 - 15 May 2017	R11 189.32	Quote	27 Mar 2017	Email Confirmation Invoice		
Mr Mrstest Mrstestoodle EC1605370	10 - 15 May 2017	R8 765.28	Quote	27 Mar 2017	Download Confirmation Invoice		
					Download Commission Invoice		

Book & Pay

- 🔗 A booking can be made directly from the **Checkout screen** by clicking the **Book & Pay** button

Enhance Your Stay

Add Flights

Add Hotels

Add Car Hire

Add Sightseeing

Add Passes

Total:
R4 584

Create Quote

Book & Pay

Convert to Booking

- Click the orange **View All** button on the **Home page** to access your quotes & bookings
- Click the orange **Make Booking** button next to the quote you wish to book

Actions

Quote ▾

Copy to Basket

Make Booking

- Once the services have been validated, click **Convert to Booking** to proceed

Convert to Booking

Busy validating your requested action...

Service	Type	Status
Outbound: 6 Aug 2016 (JE 147) Johannesburg @ 6 Aug 2016 14h15 > Cape Town @ 6 Aug 2016 16h25 Inbound: 13 Aug 2016 (JE 166) Cape Town @ 13 Aug 2016 13h15 > Johannesburg @ 13 Aug 2016 15h10 PNR: Q526181	Flight	Validated

Convert to Booking

- Add all of the passengers' full names as per ID / passport
- If flights are included the passport / ID number is required
- Click **Proceed to Passenger Assignment** to continue

Booking Passengers

+Add New Passenger

Main Passenger Passenger 2 Passenger 3

Main Passenger *All fields are required.

Personal Information

Title Name Surname

Mr Name as per passport... Surname as per passport...

Date of Birth Gender

21 Apr 1999 Male Female

Contact Information

Address City/Town Country of Residence

E-mail Address Contact Number

Emergency Contact Please supply an emergency contact.

Full Name Relationship Contact Number

Proceed to Passenger Assignment

Booking Passengers

+Add New Passenger

Main Passenger Passenger 2

Main Passenger *All fields are required.

Personal Information

Title Name Surname

Mr Name as per passport... Surname as per passport...

Date of Birth Gender

25 Apr 1999 Male Female

Passport Information

Passport Number Country of Issue Place of Issue

25 Apr 2017 South Africa

Date of Issue Date of Expiry

25 Apr 2017 25 Apr 2017

Contact Information

Address City/Town Country of Residence

E-mail Address Contact Number

Emergency Contact Please supply an emergency contact.

Full Name Relationship Contact Number

NB!! Passenger Names

- ✓ Passenger names must be correct and must match ID or passport
- ✓ No spaces or special characters may be used
- ✓ No two passengers may have exactly the same name
- ✓ Name changes are not possible once services are confirmed

i Full payment is due within 48 hours of making a booking

- ✓ Amending children's ages may affect the price

Make Payment

- Once your booking is confirmed, or you click **Make Payment** in your booking list, the payment screen will be generated.
- You have an option to pay by **EFT** to our account at your preferred bank **OR**
- By **Credit Card** online

Booking Confirmed, Payment Options

Please arrange payment by one of the following methods. Kindly forward proof of payment to res@easyclick.co.za

Full payment is due within 48 hours of making a booking

Travel documents will be forwarded by e-mail once payment has been verified.

Booking Ref: EC1606588

Total: R335.78



EFT Transfer

Standard Bank Hyde Park Branch Branch Code: 008005 Acc No: 200 863 959	ABSA Hyde Park Branch Branch Code: 331155 Acc No: 4063 073 939	FNB Craighall Branch Branch Code: 265806 Acc No: 620 8899 3037	Nedbank Corporate Branch Branch Code: 145406 Acc No: 1454 069 112
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Credit Card

Credit Card payments are handled by VCS Online.

Make Payment



Agents are required to phone Thompsons Holidays on the day of full payment for an updated invoice. Rates are subject to availability, currency fluctuations and air fare increases, including fuel surcharges affecting all modes of transport until final payment has been received by Thompsons Holidays. We unfortunately cannot cover any differences in the package price should this not be adhered to. Please e-mail proof of payment to your Thompsons Holidays Consultant. Cheque payments need 10 working days to clear.

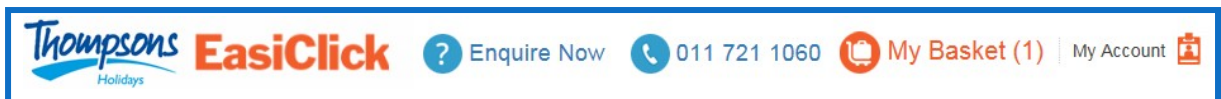
My Basket

- To access your current basket of services, click **My Basket** at the top of the page.

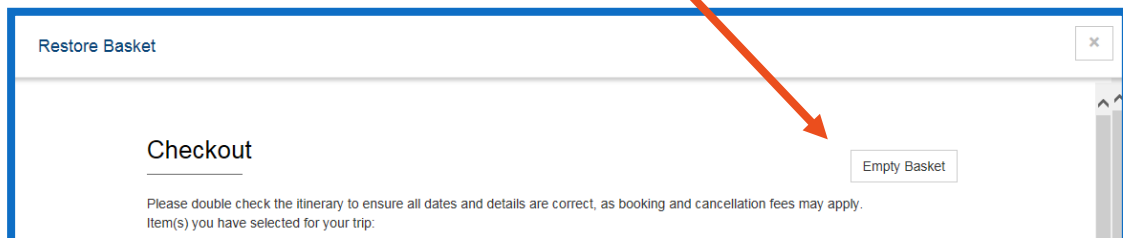
- If there are **no items in the basket**, the icon is **black**:



If there are **items in the basket**, the icon is **orange** and will show the number of items in brackets:

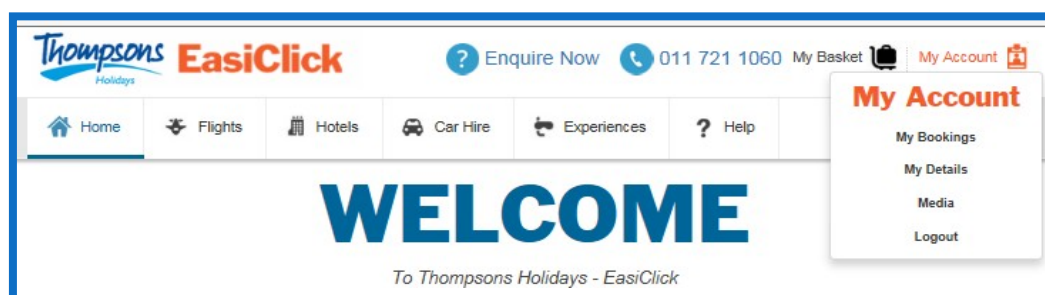


You can add and remove services; or **Empty Basket** to create a new itinerary



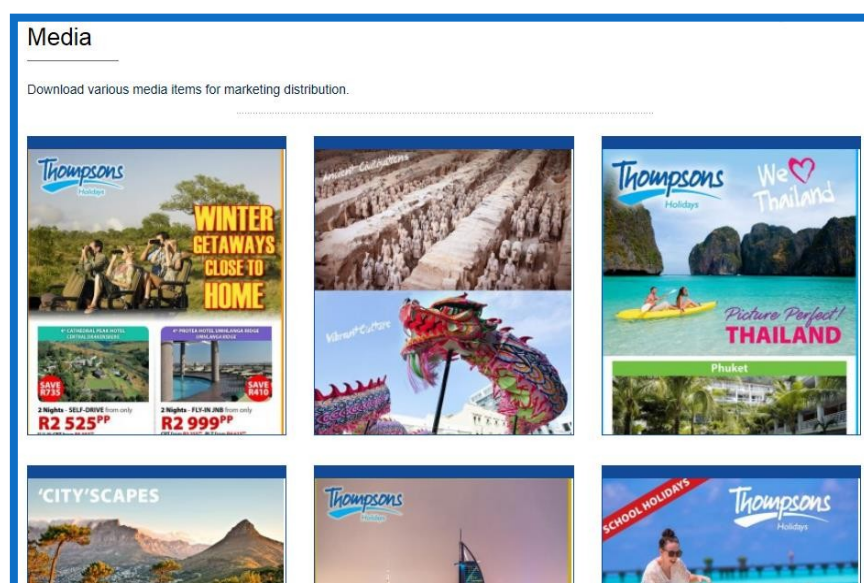
My Account

- Click My Account to access **My Bookings**, **My Details**, **Media** and to **Logout**



Media

- Mailers and specials can be forwarded to your clients directly from **EasiClick**
- Click **My Account** to access the drop menu
- Click **Media**
- The latest flyers and brochures will be displayed



- Click on the document you'd like to access

- Select **Send, View** or
- If **Send** is selected, the
- Type in the e-mail



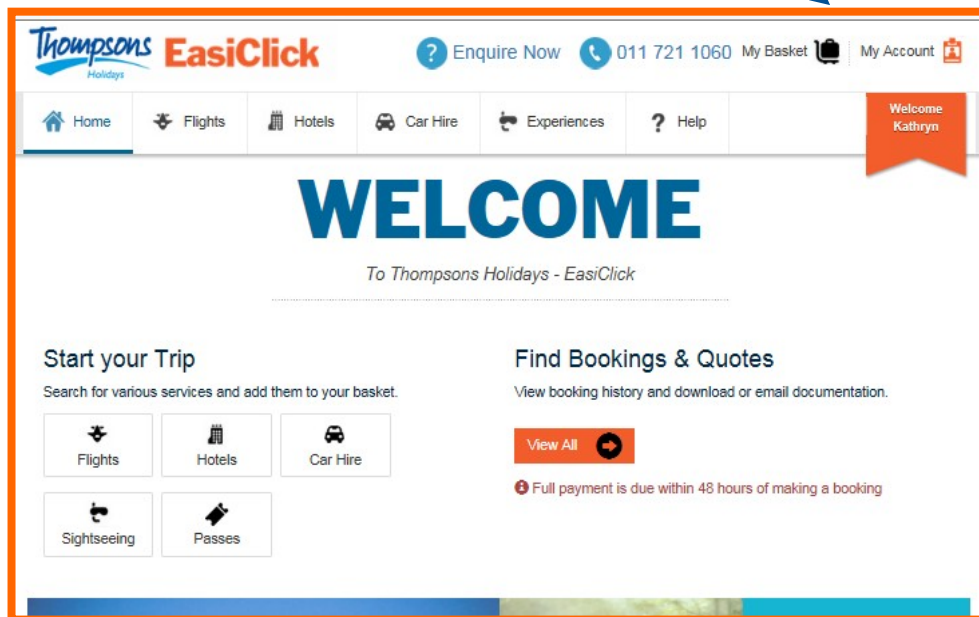
Download
following will appear
address and click the **Send** button

Media

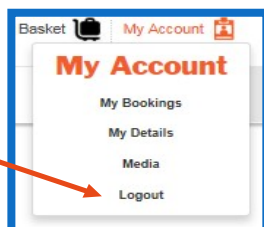
Amazing Winter Getaways with Thompsons Holidays

We have appended your Agency details automatically onto the footer of this email campaign.

Logout



- Click **Logout**



Make Payment

- Once your booking is confirmed, or you click **Make Payment** in your booking list, the payment screen will be generated.
- You have an option to pay by **EFT** to our account at your preferred bank **OR**
- By **Credit Card** online

Booking Confirmed, Payment Options

Please arrange payment by one of the following methods. Kindly forward proof of payment to res@easyclick.co.za

Full payment is due within 48 hours of making a booking

Travel documents will be forwarded by e-mail once payment has been verified.

Booking Ref: EC1606588
Total: R335.78



EFT Transfer

Standard Bank Hyde Park Branch Branch Code: 008005 Acc No: 200 863 959	ABSA Hyde Park Branch Branch Code: 331155 Acc No: 4063 073 939	FNB Craighall Branch Branch Code: 255805 Acc No: 620 8899 3037	Nedbank Corporate Branch Branch Code: 145405 Acc No: 1454 069 112
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Make Payment



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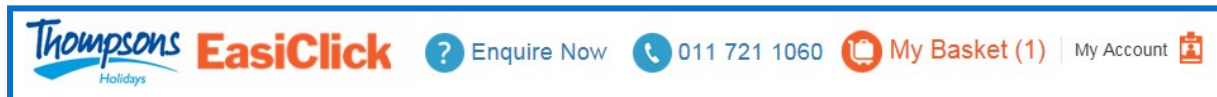
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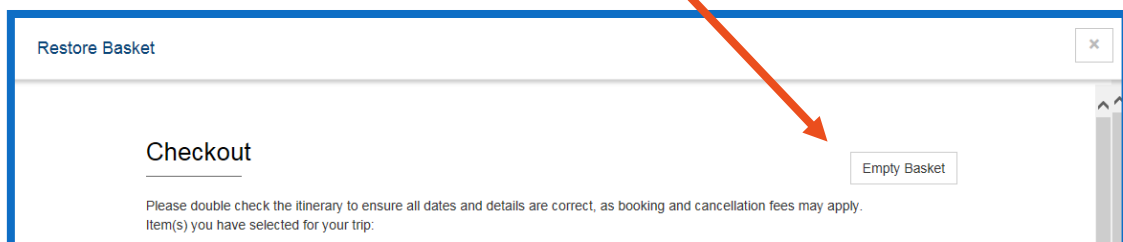
If there are **no items in the basket**, the icon is **black**:



If there are **items in the basket**, the icon is **orange** and will show the number of items in brackets:

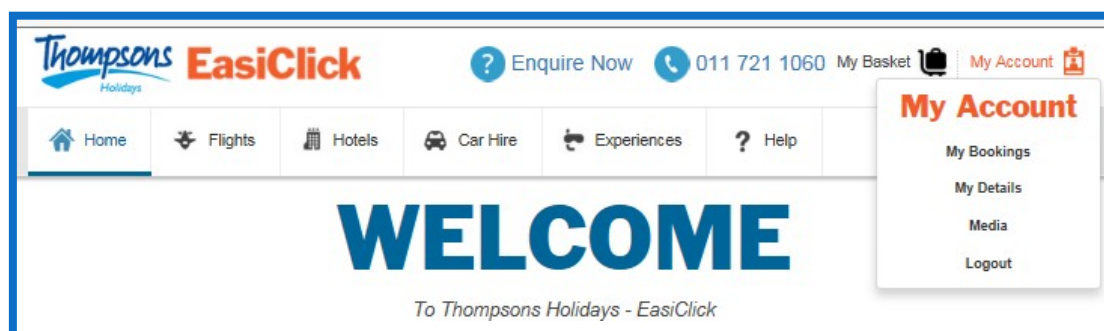


- You can add and remove services; or **Empty Basket** to create a new itinerary



My Account

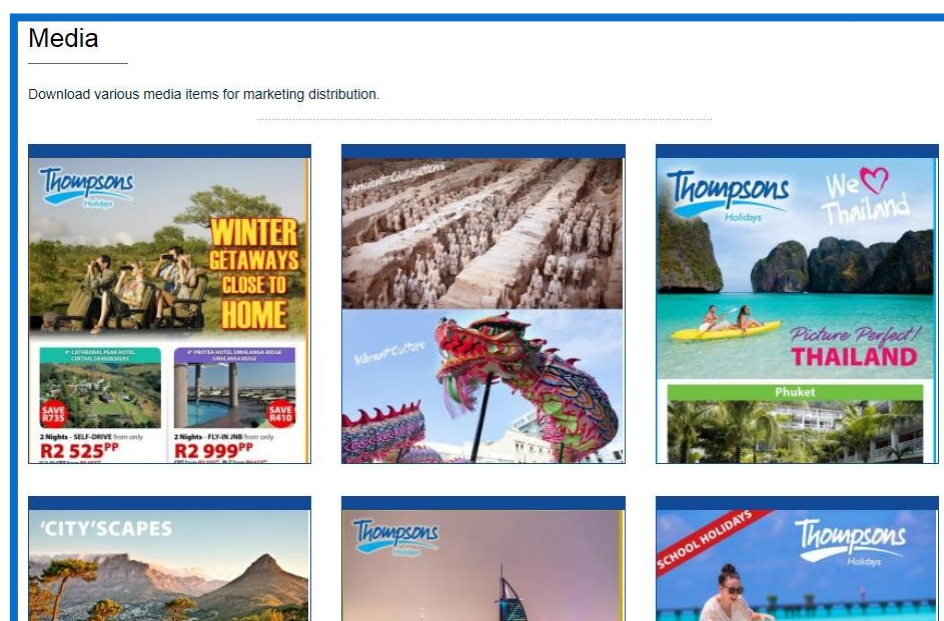
- Click My Account to access **My Bookings**, **My Details**, **Media** and to **Logout**



Media

Mailers and specials can be forwarded to your clients directly from **EasiClick**

- Click **My Account** to access the drop menu
- Click **Media**
 - The latest flyers and brochures will be displayed



- Click on the document you'd like to access



- Select **Send**, **View** or **Download**
- If **Send** is selected, the following will appear
- Type in the e-mail address and click the **Send** button

Media

Amazing Winter Getaways with Thompsons Holidays

.....

We have appended your Agency details automatically onto the footer of this email campaign.

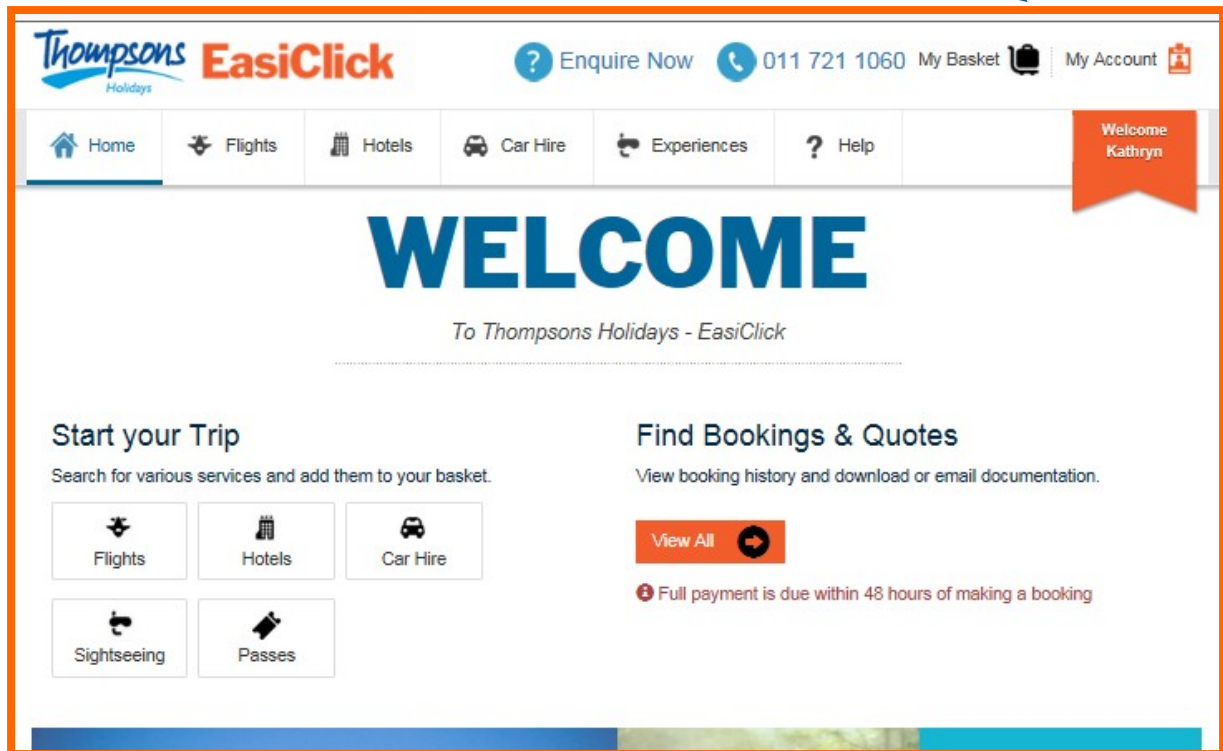
Friend's email address

↓

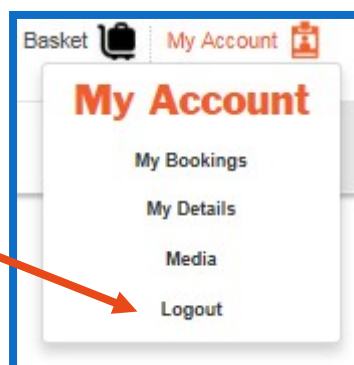
[Return to Index](#)

Logout

- Click **My Account**



- Click **Logout**



[Return to Index](#)