



Dear Agent,

Please find below all **tips & tricks** of how to use smart our website, search for the hotel of your preference.... and finally BOOK it!!!!!!

First of all use your personal username & password as given to you in order to **SIGN IN,** in our website and have access to your own NET rates ...

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*\*\*\* after the sign in you should indicate on the right top of your screen you name, in grey letters as follows :*

**Affiliate: NET NEW**

### **CHAPTERS AS FOLLOWS:**

- 1) HOTEL SEARCH/ BOOK
- 2) TRANSFER SEARCH/BOOK
- 3) SEARCH RESERVATIONS (MODIFY/CANCEL)

## HOTEL SEARCH/ BOOKING

After sign in on the website the main page will be displayed.

The screenshot displays the ARGO TRAVEL website's main interface for hotel search and booking. The top navigation bar includes the ARGO TRAVEL logo, an affiliate link for 'net new', and utility icons for search, log out, and home. Below this, there are tabs for 'Hotels' and 'Transfers', and a secondary navigation bar with icons for 'Search', 'Results', 'Details', 'Review', and 'Book'. The main content area is divided into two columns. The left column features a 'Find availability' section with various search filters: Country (dropdown), Region/City (dropdown), Check-in and Check-out (date pickers), Rating (dropdown), Meal Plan (dropdown), Availability (dropdown), and Hotel Name (text input). Below this is a 'Booking Details' section for 'Room Type 1', showing input fields for the number of rooms (1), adults per room (2), and children per room (0). A red 'Add room type' button and a 'Search' button are also present. The right column contains 'Special Offers & Information' sections. The first section, 'Tradition = Assurance in Quality', features an EVQi certification logo and text about the company's quality policy. The second section, 'Conferences & Congresses', includes an icon of people and text about event organization. A third section, 'La Maltese Hotel', shows a 5-star rating, a photo of the hotel's outdoor pool area, and a 'Special Offer' of one free night for stays of more than 4 nights from August 1st to 25th. A 'More info!' button is located at the bottom right of this section.

Affiliate: [net new](#)

Hotels Transfers

Search reservations | Log out | Home

Search Results Details Review Book

### Find availability

Country:

Region/City:

Check-in:

Check-out:

Rating:

Meal Plan:

Availability:

Hotel Name:  (min 4 letters)

### Booking Details

#### Room Type 1

Number of Rooms:  Adults per Room:  Children per room:

[Add room type](#)

[Search](#)

### Special Offers & Information

#### Tradition = Assurance in Quality

**EVQi**  
Certified ISO 9001 | 2008 by  
Certificate No. 147942

ARGO TRAVEL GROUP'S quality policy is the milestone for the achievement of the company's targets. This policy is based on the application of the Quality Assurance System and may be dynamically amended depending on the company's needs.

#### Conferences & Congresses

**Success Guaranteed!**  
ARGO Travel Group's dedicated team for organizing, supervising and executing large multi-national large or small-scale congresses, conventions or receptions, incorporates a vast expertise and a background of successes and praises. Just assign us your congress / special event and our experienced staff will take care of every detail and necessity that may arise for the success of the whole event.

#### La Maltese Hotel

★★★★★

**Special Offer**  
Get 01 night free stay, for stay more than 4 nights, throughout the season except for the period 01-25 August.

[More info!](#)

## HOTEL SEARCH

You select country of your preference , region , check in& check out dates ,

When you complete all these information, you should choose the type of accommodation, and The following screen will be displayed

right after that Click on **SEARCH**.

*\*\*Tip 1) you can search hotels by rating ( 5 star hotels , 4 star e.t.c.)*

*\*\*Tip 2 ) you can search by name if you want a specific hotel by click on **HOTEL NAME***

*\*\*Tip 3 )if you choose only **AVAILABLE** hotels you will see all hotels that have available room, if you choose **ALL HOTELS** you will see even hotels on request.*

if you need more than one rooms you click on add room type or choose the number of rooms on the drop down

*\*\*Tip 1) when click on add room type you will be available to insert different names on the rooms , when choosing room from down, you can only add one name even if you choose 4 different room types,.*

The screenshot displays the ARGO TRAVEL website interface. At the top, there is a navigation bar with the ARGO TRAVEL logo and links for 'Hotels' and 'Transfers'. Below this, there are icons for 'Search', 'Results', 'Details', 'Review', and 'Book'. The main search area includes a 'Show Map' button and a 'Selection' section with the following details: Country: Greece, Region/City: Athens, Check-in: 15/06/2010, Check-out: 16/06/2010, Room(s): 1, Adults: 2, Children: 0. There is also an 'Add More Options' section with dropdown menus for 'Hotel Class' (Star Rating), 'Meal Plan' (Meal Plan), and 'Availability' (All Hotels), along with a text input for 'Hotel name contains:' (TEST) and a 'Search' button. The search results section shows 'TEST HOTEL' with a 5-star rating and a 'Lowest Avg Rate: 50.0€'. The hotel address is 'Syntagma, Athens, Athens, Greece, 166 74'. A table below shows 'Room 1' with a 'Total Rate' of 50.0 € for a 'Standard Double (Includes: Bed and breakfast)'. A 'Select' button is located at the bottom right of the room details.

*\*\*Tip 1) After the results of your search appears on the screen , you will able to sort hotels by PRICE , HOTEL NAME (alphabetically) or RATING*

As soon as you find the hotel you are interested for and click on

**SELECT**

the following screen will be displayed ..

ARGO TRAVEL Affiliate: net new

Hotels Transfers Search reservations | Log out | Home

Search Results Details Review Book

**TEST HOTEL** ★★★★★

Available rooms More hotel info Hotel images Area map

Net *Andros* Syntagma, Athens, Athens, Greece, 166 74

Period: 15/06/2010-16/06/2010	Rooms: 1	Adults: 2	Children: 0
Room Type 1	Meal Plan	Price per Night	Total Rate
Standard Double	Bed and breakfast (Included)	50.0 €	50.0 €

Select

Company Presentation  
 ARGO History  
 ARGO Quality Policy  
 ARGO Offices  
 Services  
 Business Trips  
 Shipping Topics  
 Conference & Congresses  
 Incentive Travel  
 Excursions -- Leisure Travel  
 Special services  
 Travel Insurance  
 New Agent?  
 Register here.  
 New Hotelier?  
 Register here.  
 Special request form  
 Online Booking manual  
 Ferry Tickets

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In this screen you will notice , hotel Category( 5\*) accompanied with all information concerning the specific hotel ( addresses, description as well as room types which are available regarding your searching , also rate per night and total cost of the reservation)

*\*\*\*\*Tip: when rooms are not available , you will indicate "ON REQUEST" next to the room type marked with red color*


*( it doesn't make any difference to the procedure you should follow for booking a room, you just need to wait for a reply from us )*

You should click on the room type you are interested for ( twin or double ) and then

**SELECT**

As soon as you click on select the following screen will be displayed:

Affiliate: [net new](#)



[Search reservations](#) | [Log out](#) | [Home](#)

Hotels Transfers

[Search](#)
[Results](#)
[Details](#)
[Review](#)
[Book](#)

### Hotel Details

**TEST HOTEL**  
 no available description




★★★★★  
 Syntagma, Athens, Greece, 166 74  
[More Details](#)

### Rates

Room Type 1

**Daily Rate - Standard Double (Bed and breakfast)**

Date :	15/6/2010	Total
Room price:	50.0 €	50.0 €

**Company Presentation**

- ARGO History
- ARGO Quality Policy
- ARGO Offices

**Services**


- Business Trips
- Shipping Topics
- Conference & Congresses
- Incentive Travel
- Excursions -- Leisure Travel
- Special services

**Travel Insurance**

**New Agent?**  
[Register here.](#)

**New Hotelier?**  
[Register here.](#)

[Special request form](#)

 [Online Booking manual](#)

**Ferry Tickets**

### Deposit/Payment procedure

Deposit Amount : 50.0 EUR paid by 15/06/2010  
 Guarantee Policy: TOTAL AMOUNT MUST BE FULLY PREPAID.

### Cancellation Policy

Description :: In case of cancellation less than 24 hours or in case of Non - show 01 nights cancellation fees will apply.

	Amount	Deadline
Deadlines :	0.0 €	today to 13/06/2010 12:00
	50.0 €	13/06/2010 12:01 to 15/06/2010 00:00
No Show Policy :		50.0 €

### Customer Information for room 1

First Name:

Last Name :


Email :

Remarks :

[\[+/-\] Show/Hide More Details](#)

**New Agent?**  
[Register here.](#)

**New Hotelier?**  
[Register here.](#)



 [Online Booking manual](#)

[Special request form](#)

**Ferry Tickets**

**Reservation Total Amount: 50.0 €**

[Back](#) [Book Now](#)

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And this is the final step. On this screen you should enter all of your client's information.

First name, last name and if he/she has any specific remarks .

*\*\* tip1) : ALWAYS PUT YOUR OWN EMAIL ADDRESS ON THE EMAIL FIELD*

*(otherwise the reservation information file will be forwarded to the client with rates on it. )*

**And then click on BOOK NOW .**

**Reservation has been totally completed.. you will receive an email to your email account with all information , one will come to us and the last one to the hotel...**

After booking the room,

The following screen will be displayed. ....!!!!

### Reservation Information

Thank you for your preference  
Here below follow your booking details for your record.

Reservation Status: CONFIRMED  
 Reservation Number: CONFAHD20100511151920293  
 Reservation Date: 11/05/2010 15:19  
 Payment By: Argo Travel Athens  
 Total Amount: 50.0 EUR

### Hotel Information

Hotel Name: TEST HOTEL  
 Address: Syntagma 166 74 ,Athens ,Athens ,Greece  
 Phone: 210 9600000  
 Fax: 210 9600001

### Room Types

Customer 1  
 Name: test test  
 Email: administrator@argo.gr

Room Type 1	Check In	Check Out	Nights	Room	Pax	Meal Plan	Room Total
	15/6/2010	16/6/2010	1	1 Standard Double	2 Adult(s)	Bed and breakfast	50.0 EUR

Payment Policy  
 Description : TOTAL AMOUNT MUST BE FULLY PREPAID.  
 Amount : 50.0 EUR paid by 15/06/2010

#### Company Presentation

- ARGO History
- ARGO Quality Policy
- ARGO Offices

#### Services

- Business Trips
- Shipping Topics
- Conference & Congresses
- Incentive Travel
- Excursions -- Leisure Travel
- Special services

#### Travel Insurance

New Agent?

Register here.

New Hotelier?

Register here.

Online Booking manual

Special request form

Ferry Tickets

### Payment Policy

Description : TOTAL AMOUNT MUST BE FULLY PREPAID.  
 Amount : 50.0 EUR paid by 15/06/2010

### Cancellation Policies

Description : In case of cancellation less than 24 hours or in case of Non - show 01 nights cancellation fees will apply.

Amount	Deadline
0.0 EUR	today to 13/06/2010 13:00
50.0 EUR	13/06/2010 13:01 to 15/06/2010 00:00

No Show Policy : 50.0 EUR

### Property policies

Check in time: 14:00 (02:00 PM)  
 Check out time: 12:00 (00:00 PM)  
 Check-in to this hotel is prohibited if you are under 19 years old.

### Property policies

#### Remarks

The cost does not include any extra charges occurring from using other hotel services (i.e. telephone calls, extra meals etc.) or regulatory surcharges. The lodging will collect any such fees upon your check-out.  
 Issued agent is not responsible for any incorrect information (i.e. country of residence, ages and number of guests, etc.) and will not cover any additional charges the lodging will charge during the check-out.  
 Customer Remarks are not confirmed, they are on request.

( on the following screen you will be able to view all client's details you have inserted in the system as well as all reservation information, such as reservation status, confirmation number, provider.. etc, cancellation policy , and all hotel's information are also available....)

On the bottom of the page you will notify the following information:

Email

Print

Voucher

- Print: in case you would like to print for your own record
- E-mail ( never email it to the client before you make it a voucher)
- Voucher : if reservation is conformed , you click on voucher, so that you can send it to your client ( RATES ARE NOT AVAILABLE ON THE VOUCHER )

## TRANSFER SEARCH/BOOK

In First of all you should click on the TRANSFERS on the top of your screen ( HOTELS/ FLIGHTS/ TRANSFERS/ PACKAGES)

When click , the following screen will be displayed.

this section client is able to search/ book transfers .

First of all you should click on the TRANSFERS on the top of your screen ( HOTELS/ FLIGHTS/ TRANSFERS/ PACKAGES)

When click , the following screen will be displayed.

You are able to select ONE WAY OR ROUND TRIP transfer , and then follow the steps as mentioned...

Country, Start point Type( airport,city.. e.t.c.), date, number of adults and click on SEARCH.

After that the following screen will be displayed:

ARGO TRAVEL Affiliate: net new

Hotels Transfers Search reservations | Log out | Home

Search Results Details Review Book

**Selection**  
 Start Date: 16/06/2010 Start Point: ATH (AIRPORT)  
 Return Date: 17/06/2010 End Point: GLYFADA (CITY)  
 Passengers: Adults: 2, Children: 0, Infants: 0

Transfer Location	Duration (min)	Transfer Unit	In Bound	Out Bound	Both	Select
From: Airport ATH (Athens) To: Glyfada	40'	2 Shuttle Bus Capacity Max:1 Min:1	26.84 EUR	26.84 EUR	53.67 EUR	Select
From: Airport ATH (Athens) To: Glyfada	40'	1 Taxi Capacity Max:3 Min:1	38.02 EUR	38.02 EUR	76.04 EUR	Select

**Company Presentation**  
 ARGO History  
 ARGO Quality Policy  
 ARGO Offices

**Services**  
 Business Trips  
 Shipping Topics  
 Conference & Congresses  
 Incentive Travel  
 Excursions -- Leisure Travel  
 Special services

**Travel Insurance**  
 New Agent? Register here  
 New Hotelier? Register here  
 Online Booking manual  
 Special request form  
 Ferry Tickets

All information you might need is available. You select either by taxi or bus ,and then click on select, and then the following screen will be displayed:

ARGO TRAVEL Affiliate: net new

Hotels Transfers Search reservations | Log out | Home

Search Results Details Review Book

**Transfer Details**  
 Start Point: Airport ATH (Athens) (AIRPORT)  
 End Point: Glyfada (CITY)  
 Destination Type: In Bound  
 Start Date: 16/06/2010 Hour : Minutes +  
 Passengers: 2(Adults)  
 Vehicle(s): 2 Shuttle Bus  
 Total Cost: 26.84 EUR\*\*

**Warning: Night surcharges may apply.**

**Vehicle Info**  
 Shuttles are a great value way of getting to your location. A shuttle will run on scheduled times from airports and a maximum 45 minutes waiting time might be required with stops en-route to drop off/pick up other a2btransfers.com clients at their chosen location.

**Company Presentation**  
 ARGO History  
 ARGO Quality Policy  
 ARGO Offices

**Services**  
 Business Trips  
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 Special services

**Travel Insurance**  
 New Agent? Register here  
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 Online Booking manual  
 Special request form  
 Ferry Tickets

### Vehicle Info

Shuttles are a great value way of getting to your location. A shuttle will run on scheduled times from airports and a maximum 45 minutes waiting time might be required with stops en-route to drop off/pick up other a2btransfers.com clients at their chosen location.

### Cancellation Policy

Description: Cancellation Policy

	Amount	Deadline
Deadlines:	0.0 EUR	today to 14/06/2010 00:00
	26.84 EUR	14/06/2010 00:01 to 16/06/2010 00:00

No Show Policy: 0.0 EUR

[Proceed to Book Form](#)

*\*\*You should always insert time of arrival, in case night surcharges may be applied\*\**

And click on [Proceed to Book Form](#) ( in order to complete all client's information)

You will complete all of your client's information as shown in the screen below:

ARGO TRAVEL

Hotels Transfers

Search reservations | Log out | Home

Search Results Details Review Book

Total Price **Total amount: 26.84 EUR**

**In Bound**

Going From Airport ATH (Athens) to Glyfada  
Pickup Date/Time at Start Point 16/06/2010 at 17 :30(Local Time)

**Arrival Flight Information At1 Airport ATH (Athens)**

Flight Start Date: 16/06/2010  
Flight Start Time: Select Hour : Select Minutes

Leaving From: [Text Field]  
Airline: [Text Field]  
Pickup Location: [Text Field]

Coming To: ATH  
Flight Number: [Text Field]  
Comments: [Text Area]

Please enter the name of you location for pick up/drop off for example the Hotel name, Port name (ferry boat name, trip number, trip origin or destination) or Train station and train number. Please supply full address and directions.

Company Presentation  
ARGO History  
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Special services

Travel Insurance  
New Agent? Register here.  
New Hotelier? Register here.  
Online Booking manual

Special request form  
Ferry Tickets

Total Price **Total amount: 26.84 EUR**

**Customer Details**

First Name: Mr [Text Field] \*  
Surname: [Text Field] \*  
Phone Number: [Text Field] \*  
E-mail: [Text Field] \*

Address: [Text Field] \*  
City: [Text Field] \*  
Postal code: [Text Field] \*  
Country: Select Country \*

Clear Form Book

And click on **BOOK** if you wish to book, or **CLEAR FORM** in order to insert client's information again...

### SEARCH RESERVATIONS , (MODIFY/CANCEL)

Through this , client will be able to view all reservation he has been made through the system.

You click on ' SEARCH RESERVATIONS', after that the following screen will be displayed.

In this section you can search for Hotel reservations , Transfer Reservations etc.

- Search for : click on drop down what reservations you are interested to search for

After that:

#### 1) Search by Confirmation number

which is the first confirmation number you see after click on book.

(CONFAHD20100407133423603)

*Tip: when searching by confirmation number, clientsname is also available. So in any case you are not able to rememabr the confirmation number , you can search only by client's name*

#### 2) Search by Confirmation date range:

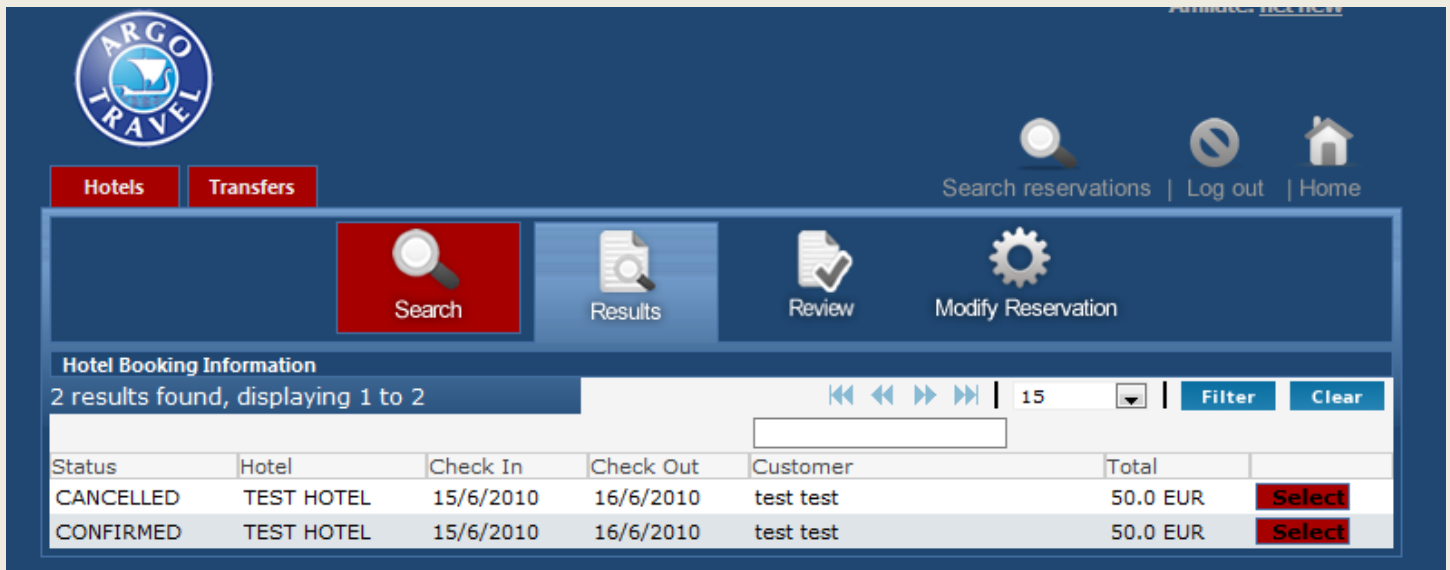
If you select by confirmation date range you must need to remember tha date of confirmation.

e.g. if you made a reservation today, and you need to cancel it , when clicking on confirmation date range, on the dates you must enter that day's date.

On this section you can also search reservations you made tha last month , or the last 15 days etc.

The screenshot displays the ARGO TRAVEL search interface. At the top, there's a navigation bar with 'Hotels' and 'Transfers' tabs. Below this, a search bar contains 'Search for' (set to 'Hotel') and 'Search by' (with radio buttons for 'Confirmation number' and 'Confirmation date range'). The 'Confirmation Number' field is empty. Below these are fields for 'First Name' and 'Last Name', both empty. A red 'Search' button is at the bottom. The right sidebar contains sections for 'Company Presentation', 'Services', and 'Travel Insurance', each with a list of links. The top right corner shows 'Affiliate: net new' and icons for home, search, log out, and home.

After inserting all information and click select , the following screen will be displayed:



Starting from the left side of the screen, you are able to see:

Reservation's Status: (cancelled, confirmed, or rejected) , then hotel's name, check in/out dates and total amount of the reservation.

\*\*\* **CANCELLED** is considered a reservation which has been cancelled by the user

\*\*\***REJECTED** is considered a reservation which has been cancelled by hotelier or Supplier due to NO Availability.

When you will find the reservation, you were searching for , click on select , and exactly the same screen as, when booking a hotel will be applied.

On the bottom of the page you will notify the following information:

---

<b>Cancel Reservation</b>	<b>Modify Reservation</b>
---------------------------	---------------------------

- Cancel reservation : in case you would like to cancel it
- Modify Reservation: in case you would like to make any amendments, ( change client's name , change room types, dates, etc.)

When click on modify, the following screen will be displayed:

### Modify Reservation Form



Hotels

Transfers

Search reservations | Log out | Home



Search



Results



Review



Modify Reservation

### Modify Reservation Form

#### Room 1

Index Number: 1

Hotel Name: TEST HOTEL

#### Customer Info

Name

Surname

Email

test

test

administrator@argo.gr

#### Dates

Check-in: 15/6/2010



Check-out: 16/6/2010



#### Room Type Info

Number of Rooms: 1

(Current:1)

Number of Adults:  
(per room) 2

(Current:2)

Number of Children:  
(per room) 0

(Current:0)

Children Ages: 0 0 0

Room Type: Standard Double

(Current:Standard Double )

Meal Plan: Bed and breakfast

(Current:Bed and breakfast)

Back

Apply Changes

On this screen you can amend, client's name, number of rooms, check in dates etc. and click on the Apply changes.

The reservation will be amended as per your request, . You will receive a new email, with the new reservation and the amendments.

You should make it a VOUCHER again and send it back to your client.

In case you find any difficulty you can always contact us!!!

Kind regards

**ARGO WEB TEAM!!!!**



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