

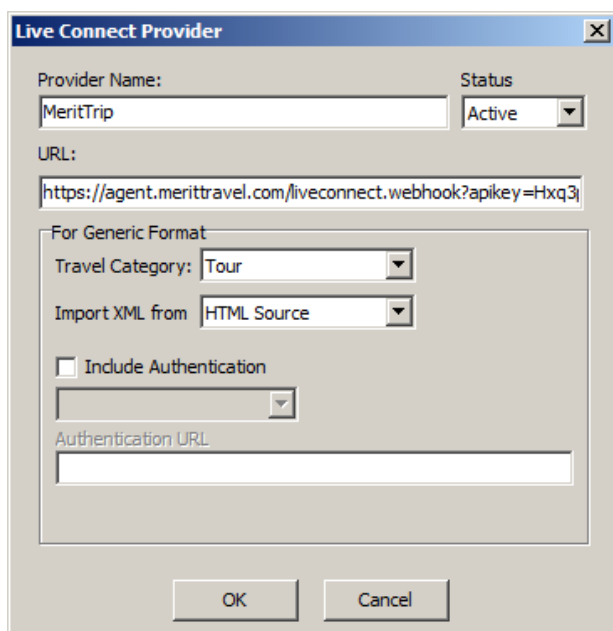
Merit Trip c/o DigitalTrip

The following steps guide you through set up and use of Merit Trip with Live Connect in ClientBase.

Set Up Merit Trip

Upon receiving login information, take the following steps to setup ClientBase for Live Connect.

Step 1) Create a new or check that a Live Connect Provider for Merit Trip exists by going to **Utilities|Live Connect Providers**, and clicking Add. (Make sure the URL is correct if Provider is present.)

The screenshot shows a 'Live Connect Provider' dialog box. It has a title bar with a close button. Inside, there are several fields: 'Provider Name' with 'MeritTrip' entered, 'Status' with a dropdown set to 'Active', 'URL' with 'https://agent.merittravel.com/liveconnect.webhook?apikey=Hxq3', and a section for 'For Generic Format' containing 'Travel Category' (dropdown set to 'Tour'), 'Import XML from' (dropdown set to 'HTML Source'), an unchecked 'Include Authentication' checkbox, and an empty 'Authentication URL' field. At the bottom are 'OK' and 'Cancel' buttons.

Provider Name: Enter Merit Trip.

URL: `https://agent.merittravel.com/liveconnect.webhook?apikey=Hxq3pkn23ejkIKCC2qw`

Travel Category: Select Tour from the drop-down.

Import XML from: Select HTML Source.

Step 2) Setup for Live Connect agent logins can be done individually. When Live Connect is launched, the system sees if there is login information at the User Login level, and if not, then asks the user to login at the provider website. Users can set up their own logins by going to **Utilities|My Login|Live Connect** and clicking *Add*.

Live Connect Provider: Select Merit Trip from the drop-down list.

User Name/Password: Enter the User Name and Password based upon your login information.
(The Agency Number and Agency Code are not applicable.)

Step 3) Retrieve the Merit Trip vendor profile from the Profile Manager (or create one if not in your database). From the General Info tab, click the Live Connect Providers button. Click *Add*, and select Merit Trip booking engine from the drop-down list. The Vendor Code is left blank. In the Travel Category profile field, select Tour from the drop-down menu.

Merit Trip Live Connect Features

Merit Trip supports the following Live Connect features if checked:

☒ **CREATE NEW RESERVATION (Launch, Book & Import New Reservation)**

- ☒ Automatically logs you in to booking engine with User Login data from *ClientBase*.
- ☒ Populates booking engine with profile data from *ClientBase*.
- ☒ Sends reservation details from booking engine's confirmation page to *ClientBase* reservation record.

☐ **IMPORT EXISTING RESERVATION (Imports new reservation booked outside of *ClientBase*)**

- ☐ Uses confirmation number to automatically pass all reservation details from booking engine to *ClientBase* reservation record.
- ☐ Allows user to browse for reservation and upon retrieval sends reservation details from booking engine's confirmation page to *ClientBase* reservation record.

☐ **RETRIEVE RESERVATION** - Retrieves existing reservation previously imported via Live Connect for viewing or editing. Upon editing, imports updated reservations details.

Create New Merit Trip Select Reservation

Step 1) When ready to book on-line, create a client Res Card and fill in the Reservation Cycle, Trip Name fields, Region/Destination, and select the Travelers.

Step 2) Use the Add Reservation button to start a new reservation. Enter Merit Trip as the vendor, and the Live Connect dialog box pops up for you to select Create new reservations.

Step 3) Select any customer information to use to book the Travel Express reservation. Click Connect.

Live Connect

☒ Select All Options

Profile <input checked="" type="checkbox"/> Select All	Traveler <input checked="" type="checkbox"/> Select All	Branch <input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Phone +1 (213) 738-9219 <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> vaion@earthlink.net <input checked="" type="checkbox"/> Bill To Address <input checked="" type="checkbox"/> 507 Esplanade Apt C. Redondo Bea <input checked="" type="checkbox"/> Additional Addresses <input checked="" type="checkbox"/> 507 Esplanade Apt C. Redondo Bea	<input checked="" type="checkbox"/> Allison/Vicki <input checked="" type="checkbox"/> Passport <input checked="" type="checkbox"/> 1234555 Expire Date: 05/01/20 <input checked="" type="checkbox"/> Credit Card <input checked="" type="checkbox"/> AT 5279-XXXX 01/14 <input checked="" type="checkbox"/> Allison/Alan	<input checked="" type="checkbox"/> Phone 408-555-1234 <input checked="" type="checkbox"/> FAX 408-555-4321 <input checked="" type="checkbox"/> Res Card <input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Region Belgium <input checked="" type="checkbox"/> Reservation <input checked="" type="checkbox"/> Select All

Step 4) Although still in ClientBase, you are now on-line at the Merit Trip booking site. Complete the reservations using instructions supplied to you upon registration. When on the confirmation page, click *Import Reservation* on top right of screen.

Live Connect

Phone: Phone +1 (310) 641-8726
 E-mail: trans.chsupport@sabre.co
 Bill To Address: 5777 Century Blvd
 Additional Address: 5777 Century
 Credit Card: VI 41-XXXX-1111 04/14

Travelers:
 Sellers/Jeremiah David
 Age: 39
 Birth Date: 06/27/1977
 Phone: +1 (310) 555-9999
 E-mail: jeremiah@testingtesting.
 Credit Card: VI 41-XXXX-6666 01/14
 Frequent Flyer: DL 3453453454

Branch:
 Phone: (310) 111-2222
 Res Card:
 Reservation:

View Full Number

Merit_Digital_Trip

Welcome back, Trans | My Account | Sign Out | Language: English | Share: f t g+ in

Home | Test Dropdown | About Us | Contact Us | Destinations | Special Offers | Mega Menu

Booking Ref 2241

Important Information

There is no important information to display

Congratulations You're On Your Way!

This confirmation will also be sent to the email address you supplied.

Please Note: In the very unlikely event that the tour operator refuses to accept your booking, we will contact you as soon as possible and discuss the alternatives with you.

Flight Total						\$549.00
Outbound Flight	Depart	Arrive	Stops	Class	Flight No	
YYZ - MIA	17 Mar 2018 10:55	17 Mar 2018 14:17	0	Economy	42	
Inbound Flight	Depart	Arrive	Stops	Class	Flight No	
MIA - YYZ	24 Mar 2018 06:40	24 Mar 2018 09:54	0	Economy	41	
Price Breakdown			Unit Price	Quantity	Total	
Canada ATSC			\$12.10	1	\$12.10	
Goods and Services Tax			\$20.71	1	\$20.71	

Welcome, You have 0 of 5 items added to your quotation

Expand Agent Menu

All reservation data booked on-line is now located in the reservation fields in ClientBase. Need help with Merit Trip reservation site? Go to <http://support.digital-trip.co.uk> for answers.