

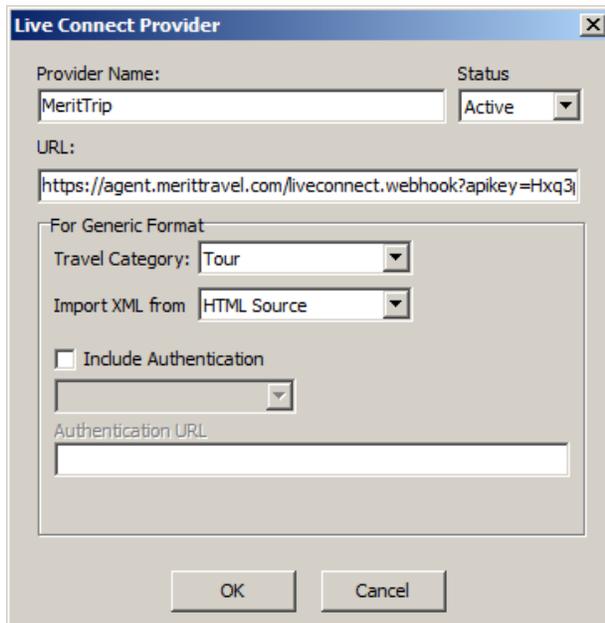
Merit Trip c/o DigitalTrip

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 dialog box titled "Live Connect Provider" with the following fields and options:

- Provider Name:** MeritTrip
- Status:** Active (dropdown menu)
- URL:** https://agent.merittravel.com/liveconnect.webhook?apikey=Hxq3
- For Generic Format:**
 - Travel Category:** Tour (dropdown menu)
 - Import XML from:** HTML Source (dropdown menu)
 - Include Authentication**
 - Authentication URL:** (empty text field)
- Buttons:** OK, Cancel

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:

<p><input checked="" type="checkbox"/> CREATE NEW RESERVATION (Launch, Book & Import New Reservation)</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Automatically logs you in to booking engine with User Login data from <i>ClientBase</i>.<input checked="" type="checkbox"/> Populates booking engine with profile data from <i>ClientBase</i>.<input checked="" type="checkbox"/> Sends reservation details from booking engine's confirmation page to <i>ClientBase</i> reservation record. <p><input type="checkbox"/> IMPORT EXISTING RESERVATION (Imports new reservation booked outside of <i>ClientBase</i>)</p> <ul style="list-style-type: none"><input type="checkbox"/> Uses confirmation number to automatically pass all reservation details from booking engine to <i>ClientBase</i> reservation record.<input type="checkbox"/> Allows user to browse for reservation and upon retrieval sends reservation details from booking engine's confirmation page to <i>ClientBase</i> reservation record. <p><input type="checkbox"/> RETRIEVE RESERVATION - Retrieves existing reservation previously imported via Live Connect for viewing or editing. Upon editing, imports updated reservations details.</p>
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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.

ClientBase - Sabre, Inc. - [Res Card]

File Edit Reports Merge To Workstation Defaults Global Defaults Utilities Windows Help

Res Card Res Total Invoiced Total Balance
No. 424 0.00 0.00 0.00

Invoice Proposal Itinerary Statement Go To Remind Letter E-mail Label

Create Date Agent Status Reservation Cycle Marketing Source Group Branch No.
5/12/2017 Sharon Meizer Active Under Deposit [0] Around the World Travel

Prepared for: Trip Name Locator No. Region Destination Trip Start Date Trip End Date
Allison/Vicki Getaway 2017 Europe Belgium

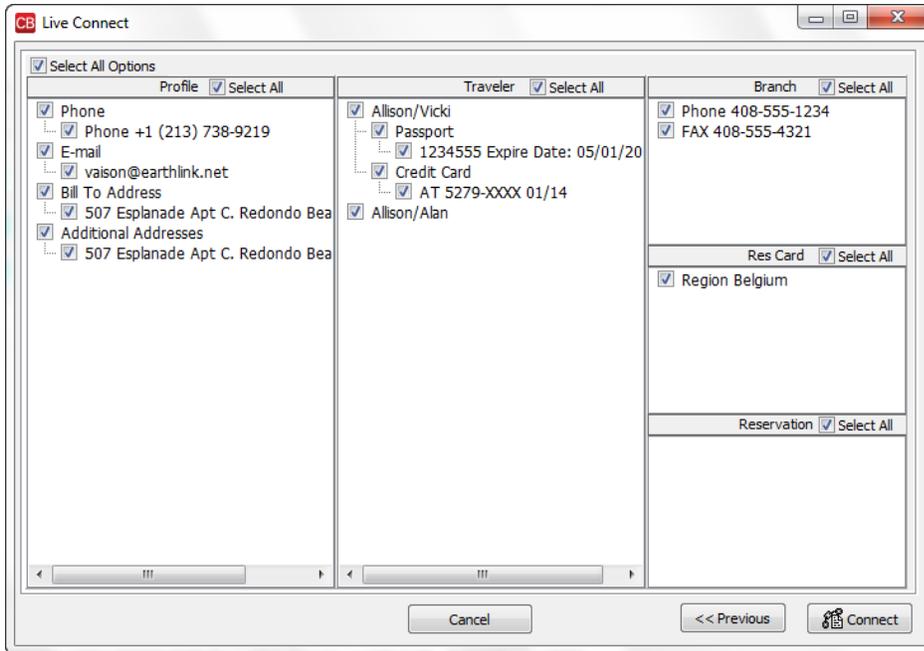
Addresses
Client Ship To Address Use Profile Ship To Client Bill To Address Use Profile Bill To
Ms Vicki Allison 507 Esplanade Apt C, Redondo Beach, CA 90277
Ms Vicki Allison 507 Esplanade Apt C, Redondo Beach, CA 90277

Travelers
Allison/Vicki
Allison/Alan

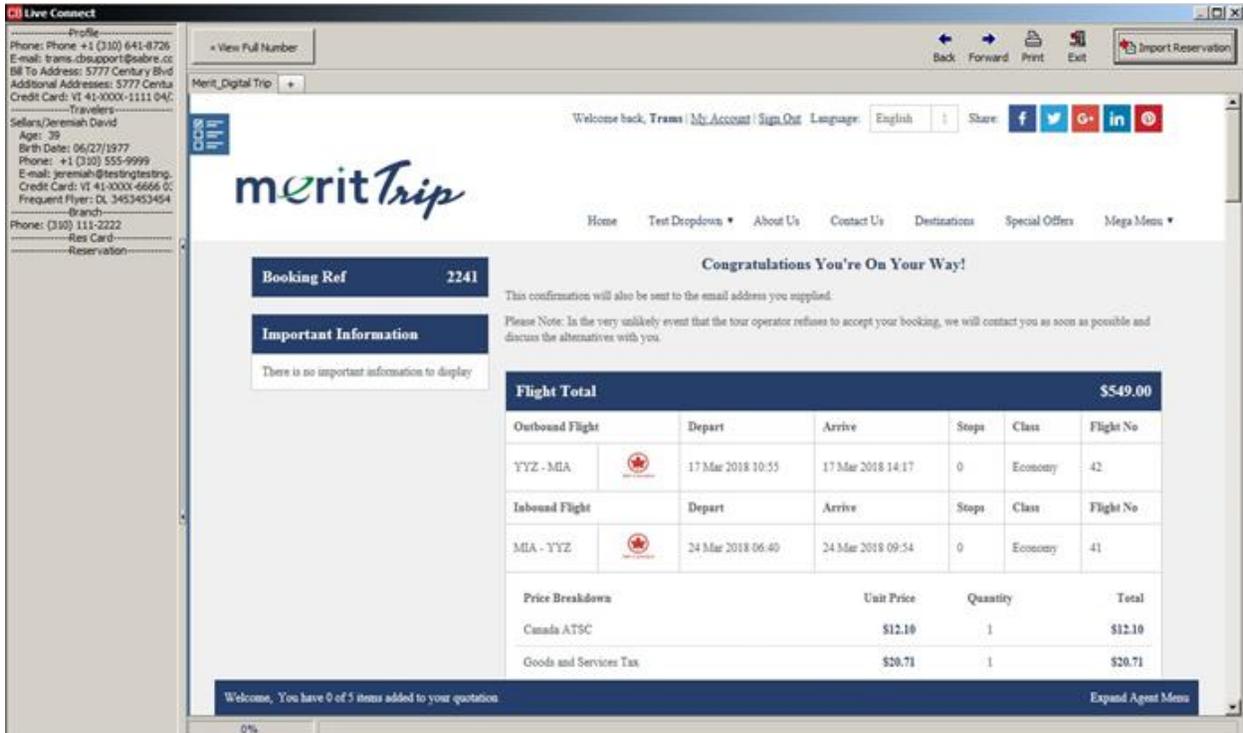
Select Res Cycle, Trip Name, Region/Destination and Travelers.

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.



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.



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.