

# Trafalgar

If you are not currently registered to book Trafalgar, register to make bookings as a new agency set-up, by visiting <https://www.trafalgar.com/agents/registration/step-1>. Upon completion of the registration you will receive a User ID and Password and can take the following steps to setup *ClientBase*.

## Set Up Trafalgar Live Connect

Upon receiving User ID and Password, take the following steps to setup *ClientBase* for Live Connect.

**Step 1)** Once you have obtained accurate login information, you need to make sure this Live Connect Provider is in *ClientBase* by going to **Tools|Settings|Live Connect Providers** and clicking *Add* if not present (make sure the URL below is correct).

**Provider Name:** Type Trafalgar.

**URL:** Type <https://book.itropics.com/BookingWizard/TramsLiveConnect.aspx?sc=TTUSAS>

**Travel Category:** Select *Tour* from the drop-down.

**Import XML from:** Select *HTML Source*.

**Step 2)** Each user can put in his own login information under **Tools|My Login|Live Connect** or enter one set of login information for a Live Connect provider for all agents by going to **Tools|Settings|Live Connect Login**. Click *Add* and enter the following information:

**User Name and Password:** Enter the necessary fields based upon the login information provided to you when you contacted Trafalgar. (The Agency Number and Code is not applicable.)

**Step 3)** Retrieve the Trafalgar vendor profile from the Profile Manager (or create one if not in your database). From the General Info link, click the *Live Connect Providers* button. Click *Add*, and select *Trafalgar* booking engine from the drop-down list. There is no Vendor Code. In the *Travel Category* profile field, select *Tour* from the drop-down menu.

## Live Connect Features Supported by Trafalgar

Trafalgar 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.

## Import a Trafalgar Reservation into ClientBase

**Step 1)** To import a reservation previously made in Trafalgar, retrieve the desired client profile, create a new Res Card and after entering basic Res Card info (no need to enter travelers), launch Live Connect by clicking *Live Connect* on the menu bar. (You can also launch Live Connect from the Profile action gear.)

Cancel

Import Existing Reservation

Create New Reservation

**Live Connect Settings**

Vendor

Connect To

User Name

Password

Account No.

Branch [0]Travel With the Stars

Agent Sharon Meyer

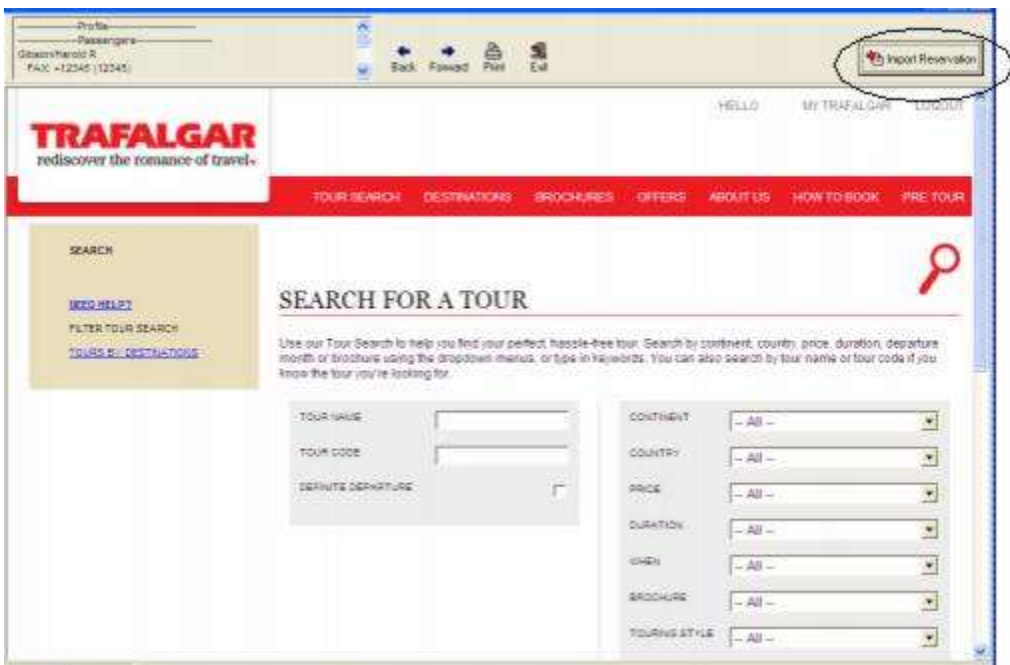
**Import Existing Reservation**

Confirmation No.

**Step 2)** Complete the Live Connect settings by identifying the vendor, the Live Connect Provider and appropriate Login information. Enter the confirmation number of the reservation to import into ClientBase.

**Step 3)** Click *Import Existing Reservation*.

**Step 4)** Although still in *ClientBase*, you are now on-line at the Trafalgar booking site and you will see your reservation. Click *Import Reservation*. All reservation data booked on-line is now located in the reservation fields in *ClientBase*.



If you need help using the Trafalgar booking site, go to [contactus@trafalgartours.com](mailto:contactus@trafalgartours.com).