

THE BONOTEL PROMISE

- Partnership
- Innovation
- Expertise
- Strategy

As your **partner**, we are fully invested in your success. Our passion for **innovation** continuously unlocks new opportunities. Our **expertise** and integrity keep you safe and secure. Our **strategic** approach to your business ensures that all efforts are both purposeful and productive.

WE EMPOWER POSSIBILITY

ARE YOU A SUPPLIER?

LEARN MORE

Click Here to Reach More Travelers >

Partner with Bonotel to gain access to the most favorable market segment of travelers with promotional and marketing options.

ARE YOU A TOUR OPERATOR?

LEARN MORE

Click Here to Request a New Account >

If you work for a Tour Operator and need a new account, please have your supervisor add you to the existing account.

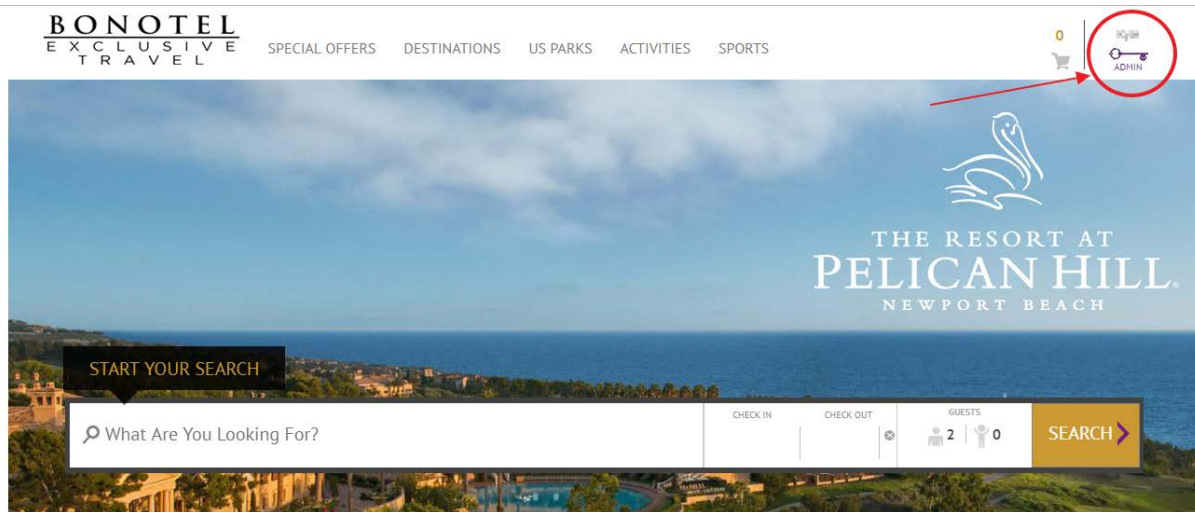
BONOTEL.COM 2.0

Administrator Functions

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ACCESSING THE ADMIN AREA

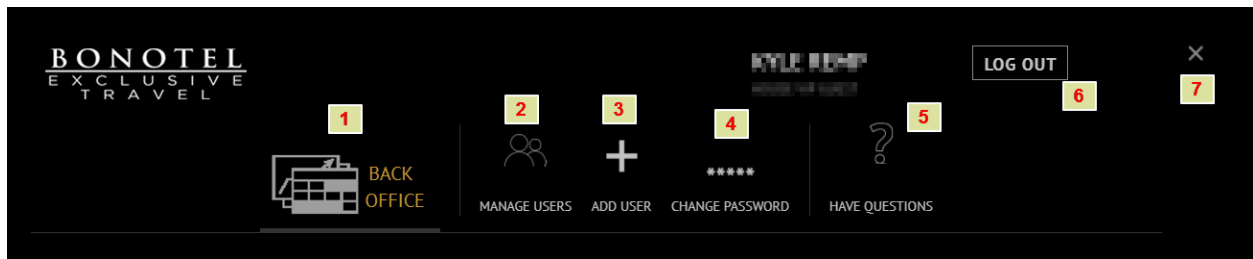


To access the admin functions of the website, click the key icon in the upper right area of the screen. Your first name will display above the key, and the word: “Admin” will display beneath.

The admin area allows users to run reports, modify and cancel reservations, and manage users (if the current user has admin permissions).

“The admin area allows users to run reports, modify and cancel reservations, and manage users...”

OVERVIEW

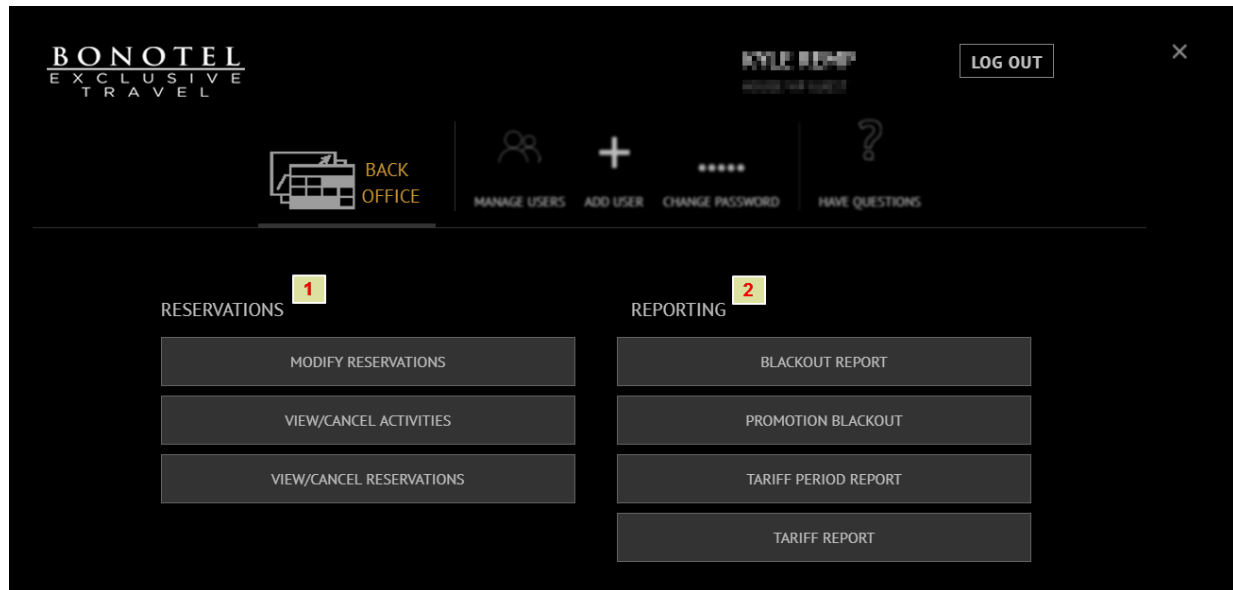


The admin area is composed of a menu of icons that allow users to navigate to different screens. Each menu item will be summarized below.

1. Back Office
This screen is shown by default when a user clicks the “key” icon on the homepage. The controls on this screen allows users to view and modify existing reservations, and run various reports.
2. Manage Users
If a user has the permission: “Bonotel.com Admin,” he or she will be able to access the “Manage Users” screen. This screen allows administrators the ability to view and modify user accounts. Primary tasks include changing a user’s active account, and modifying a user’s permission.
3. Add User
This screen allows admins to add new users to their organization. This is probably the most significant action an admin will perform.
4. Change Password
This screen allows a user to change his or her **own** password.
5. Have Questions
This screen contains a simple contact form that allows a user to submit a help request.
6. Logout
This button allows a user to log out of the website. It is recommended that users log out when they are finished using the site, however it is not mandatory that they do so.
7. “X”
This button closes the “admin” section of the site and returns the user to the “main” section of the site – where that user may continue to search and view content, and make reservations.

INDIVIDUAL SCREEN DETAILS

BACK OFFICE



1. Reservations

This section allows users to view and modify reservations based on permissions assigned to those users. There are three actions in this section.

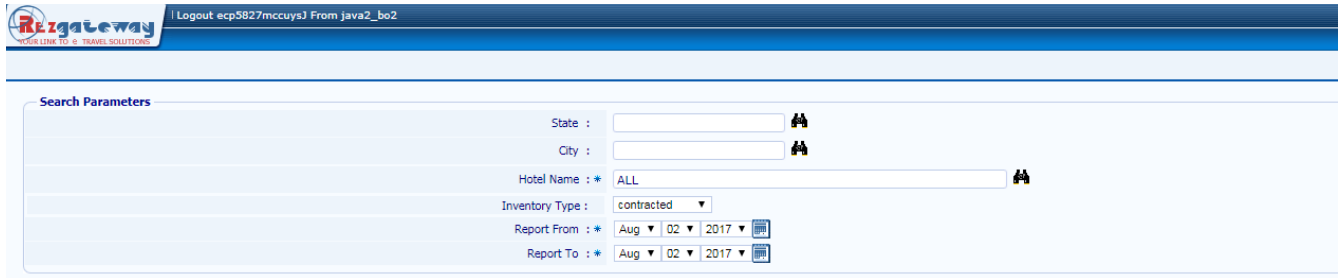
- a. Modify Reservations – opens Rezgateway Back Office (shown in Exhibit A) to the reservation search screen.
- b. View/Cancel Activities – opens Rezgateway Back Office (shown in Exhibit A) to the activity reservation search screen.
- c. View/Cancel Activities – opens Rezgateway Back Office (shown in Exhibit A) to the reservation search screen.

2. Reporting

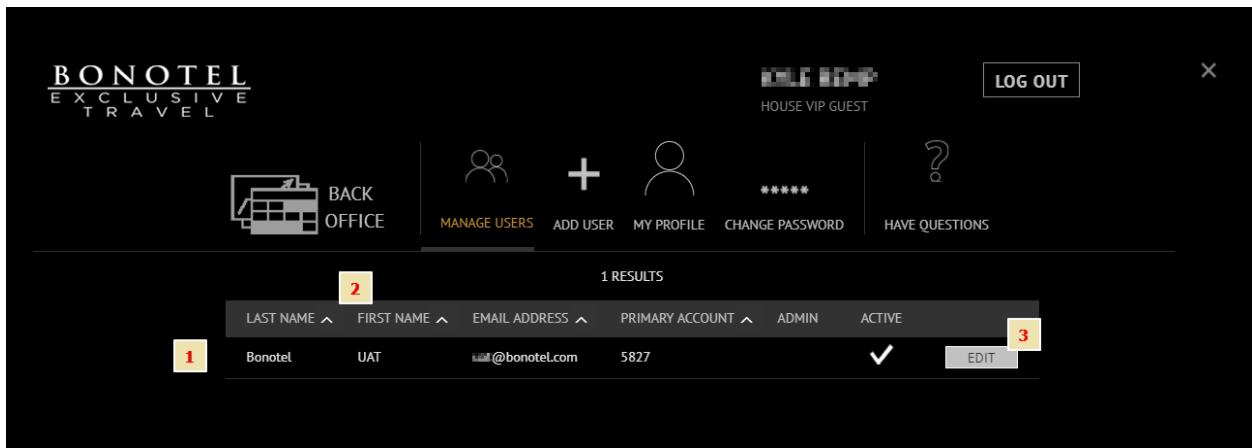
This section allows user to run various reports. Clicking a button opens the report in Rezgateway Back Office where a user may enter report parameters. The available reports are:

- a. Blackout Report
- b. Promotion Blackout
- c. Tariff Period Report
- d. Tariff Report

(Exhibit A: a sample view of Rezgateway Back Office that opens when a user clicks any of the controls on the “Back Office” screen.)

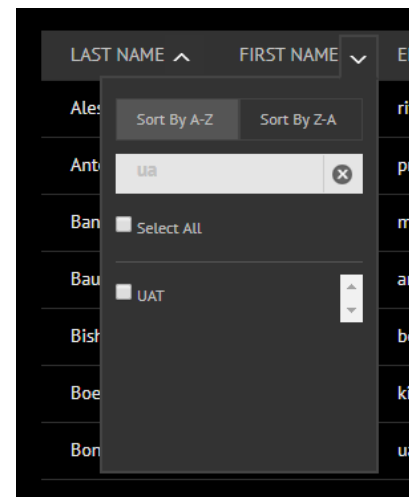


MANAGE USERS





If the current user has administrator privileges, he or she will have access to this screen. The screen


1. User Records
Each row shows a separate user account.
2. Table Columns
These columns show summary information for each user. Records may be filtered, and sorted. To access this functionality, click on the “arrow” to open the control
3. Edit
When a user clicks the “Edit” button the edit user screen opens.





EDIT USER


 **BACK OFFICE**

 **MANAGE USERS**

 **ADD USER**

 **MY PROFILE**

 **CHANGE PASSWORD**

 **HAVE QUESTIONS**

USER STATUS

ENABLED 1 **DISABLED**

* Required

* Last Name x

2 * First Name x

* Email Address x

ASSOCIATED ACCOUNTS: 1

	PRIMARY	ACTIVE
<input checked="" type="checkbox"/> House VIP Guest 3	<input type="radio"/>	<input checked="" type="checkbox"/>

MANAGE ACCESS LEVEL

4

Please select from the permissions below the specific level of access you wish to grant this user.

Set permissions below

Bonotel.com Standard Access

Bonotel.com Readonly Access 5

Bonotel.com Admin

View BackOffice

View Edit BackOffice

1. Enabled / Disabled

This control allows an admin to instantly toggle an entire account to an enabled or disabled status. The user must click “Submit” to save the changes.

2. User Information

This section contains field that accept basic user information. All fields are required. They are: “Last Name,” “First Name,” and “Email Address.” It’s very important that this email address is accurate, as the system will generate an invitation and send it directly to this address.

3. Associated Accounts

In some cases, a single organization will have multiple associated accounts. These accounts may represent different offices, different customer markets or some other variation. From here, an administrator may assign active accounts to other users in the organization, and select the “Primary” or current account that the user should transact against.

4. Manage Access Level

This section allows admins to modify the permissions for individual users. These permissions are explained below.

Bonotel.com Standard Access	<ul style="list-style-type: none">• This permission allows a user to make full use of the website. A user may search, view, add items to the cart, and confirm bookings.• Bonotel.com Admin: this permission allows a user to serve as an admin of the organization. An admin may add users and manage users. Non-admins do not have access to these functions.• View BackOffice: this permission allows a user to access Rezgateway BackOffice functions (shown earlier in this document). Note that users with this permission may run reports to view reservation information, but they may not modify or cancel those reservations.• View Edit BackOffice: this permission allows all the functions discussed in the previous point. In addition, users with this permission will be able to modify and cancel reservations.
Bonotel.com Readonly Access	<ul style="list-style-type: none">• This permission limits what a user may do on the site. This type of user may search, view, and add items to the cart. However, this user may not confirm bookings, or access reports or admin controls.

5. Buttons

- a. Reset User Password: this opens a screen that provides a control for an admin to reset a **user’s** password.
- b. Cancel: when a user clicks this button, all changes made to the screen will be discarded.
- c. Submit: when a user clicks this button, all changes made to the screen will be saved.

ADD USER

* Required

* Last Name

* First Name

* Email Address

ASSOCIATED ACCOUNTS: 0

	PRIMARY	ACTIVE
House VIP Guest	<input type="radio"/>	<input type="checkbox"/>

MANAGE ACCESS LEVEL

Please select from the permissions below the specific level of access you wish to grant this user.

Set permissions below

Bonotel.com Standard Access Bonotel.com Readonly Access

Bonotel.com Admin

View BackOffice

View Edit BackOffice

This screen shares almost identical functionality to that found in the “Manage Users” screen. The only exception is that there is no “Enabled / Disabled” control.

Once an admin completes all the required fields, he or she may click the “Add” button (it remains disabled until a user completes all the fields).

When the “Add” button is clicked, the application sends an email invitation to the new user. When the new user clicks the link in the email, and confirms his / her account by creating a password, that account will be set to “enabled.”

MY PROFILE

The screenshot shows a user interface for editing a profile. At the top, there is a navigation bar with several options: 'BACK OFFICE', 'MANAGE USERS', 'ADD USER', 'MY PROFILE' (which is highlighted in yellow), 'CHANGE PASSWORD', and 'HAVE QUESTIONS'. Below this, the main content area is a form with three input fields. The first two are labeled '* Last Name' and '* First Name', both with asterisks indicating they are required. The third field is labeled 'Email Address' and contains the text '@bonotel.com'. A purple button labeled 'SAVE' is positioned at the bottom right of the form area.

This screen is a basic one. It allows a user to edit his or her “Last Name,” and “First Name.” The email address, however, may not be edited. A user must click “Save” to commit the changes.

“When the “Add” button is clicked, the application sends an email invitation to the new user.”

CHANGE PASSWORD

BACK OFFICE

MANAGE USERS ADD USER MY PROFILE CHANGE PASSWORD HAVE QUESTIONS

CURRENT PASSWORD

Enter Current Password

NEW PASSWORD

Enter New Password

Must Contain at least: ✓ 8 Characters ✓ 1 Symbol ✓ 1 Number

UPDATE

The “Change Password” screen allows a user to change his or her password. The user must enter a current password before creating a new one. The password must contain:

- At least 8 characters
- 1 Symbol
- 1 Number

HAVE QUESTIONS

The screenshot shows a dark-themed user interface. At the top, there is a navigation bar with several options: 'BACK OFFICE' (with a building icon), 'MANAGE USERS' (with a group of people icon), 'ADD USER' (with a plus sign icon), 'MY PROFILE' (with a person icon), 'CHANGE PASSWORD' (with a password field icon), and 'HAVE QUESTIONS' (with a question mark icon). The 'HAVE QUESTIONS' option is highlighted in yellow. Below the navigation bar, the main content area is titled 'NATURE OF INQUIRY' and contains four radio button options: 'Sales', 'Marketing', 'Booking', and 'Other'. Below this is a section titled 'INQUIRY' with a large text input field labeled 'Message'. A purple 'SUBMIT' button is located at the bottom right of the input field. At the very bottom of the page, there is a link for 'FREQUENTLY ASKED QUESTIONS'.

This screen contains a simple contact form that can be used to reach Bonotel representatives in different departments. A user must select a department and enter his / her inquiry to have it sent to the appropriate department.