



WEISSMANN
REPORTS

QUICK START GUIDE

What. When. Where. Weissmann.

Welcome to Weissmann Reports! You now have access to the best destination research in the travel industry. Within just seconds you'll have fully customizable reports for your clients including suggestions on what to see and do, entertainment, dining, itineraries, weather and more! In this Quick Start Guide you'll learn 1) how to create a report 2) how to use the site to its full potential and 3) how to take advantage of some other great features on Weissmann. Enjoy!

HOW TO CREATE A REPORT

1. Open your Internet browser



In the Address field, type: www.weissmann.com and press Enter.

Type in your User Id and Password and click  .



Tip: Check the remember me button (and never log out) to skip future logins.

2. Search for a destination

There are 3 ways to search for a destination.



1. Type in the name of the destination. You can choose from the drop-down list or click  .
2. Select the destination tab and type in the name of the destination and click  .
3. Search by map by clicking on the map image.

3. Customize/Select the content in your report

Select the destination you would like to customize by clicking on the destination name. The destination name will be highlighted in gray. You can expand or collapse the subcategories by clicking  or  next to the subcategory.

Check the boxes next to the categories you want to include in the report (). Uncheck the categories you do not want included (). Click on any category to preview the text before adding it to your report.

4. Save the content in your report


To temporarily save the information, click  .
To permanently save your report, click  .




CREATING A REPORT (CONTINUED)

FROM THE REPORT PAGE, YOU CAN SELECT FROM THE FOLLOWING OPTIONS:

DESTINATION TOOLBOX


Apply an Outline: Save time by using an outline. Clicking  will automatically apply an outline for that type of traveler. You can select an existing outline for business or leisure travel or you can create your own.

Save Content Selections: Click  to save the customizations.

Add a Comment: Create even more personality by adding a comment. Click . A pop-up will appear so that you can add comments. The comments will appear at the top of the completed report.

REPORT TOOLBOX

Start a New Report: Need a fresh start? Click .



Add a Destination: Click . You can then choose if you would like to add destinations related to the destination you are currently on or from a search. Destinations will appear on the report in the order in which they were added.

For example, if you are building a report for England and would like to include information on London, you would select "From Destinations Related to England". You will then be able to choose which cities you would like included in your report.

DELIVER

There are 3 ways to deliver a report to your client:

E-mail a Report: Click .


Print a Report: Click  to print a report with a customizable header or click  to print a report with no header.

Download a Report: Click  to download the report into a Word document.

MORE OPTIONS

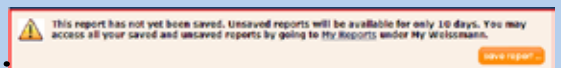
Save a Report: Click .

Remove a Destination: Click  next to the destination you'd like removed.

Add Destination to Favorites: If you create reports on a destination often and don't want to have to continue to create a new report each time, click  to add the destination to your favorites.



From Destinations Related to Rome ...
From Search



OTHER GREAT WEISSMANN FEATURES YOU SHOULD TAKE ADVANTAGE OF

ACCESS THE MY WEISSMANN PAGE:


Track a Report: Know when you e-mailed the report and when your client viewed it. For more details, click on the report name.

Create & Manage Folders: Click **manage** to create folders by client name, destination, cruise itinerary and more! To add folders, click  .


Manage your Clients: It's simple to use and great to have at your fingertips. Click **manage** to add to or edit your client list.



Update your Business Card/Contact Information: Be sure to market yourself! Click **view** to update your photograph, address, phone number, company logo, suggested retail price and more.


ACCESS THE REPORTS PAGE:

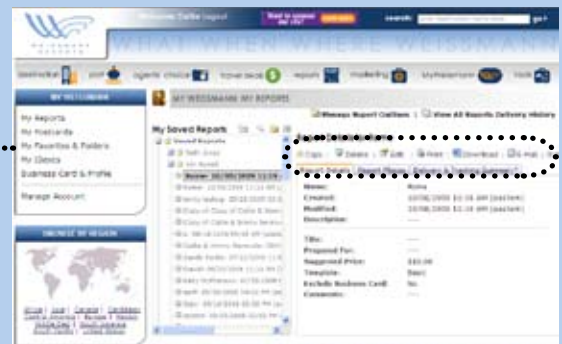
View Saved Reports: See every detail on the report you've designed. Select the report name and click  Print .

Redeliver a Saved Report: Want to resend a report to your client? Select the report you would like to deliver and click  Print ,  E-Mail or  Download .

Delete a Saved Report: Clean up unwanted reports by selecting the report name and clicking  Delete .

Modify a Report: Select the report you would like to modify and click  Edit . You will be taken to a screen where you can modify the content. From here you can save your report by clicking  . Or you can choose a delivery option from which you will be able to modify your template, report title, suggested retail price and especially prepared for sections.

Copy a Report: Want to give that amazing report you've created and saved to someone else? Select the report you would like to duplicate and click  Copy . You will then need to create a new report name. Follow the steps to "Modify a Report" above to modify the report content and template.



TRAVEL DEALS FOR AGENTS

Weissmann Reports and STAR Service Online Subscribers are the first to know about exclusive travel agent deals!

To see these fantastic deals, click on the Travel Deals tab. You will then be taken to a page where you can select from the “Find Travel Deals by Location” drop-down menu.

Select the offer you are interested in learning more about.

When you're ready to book, click the **Check it out!** button and follow the instructions.



Questions? Contact us via e-mail at:
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