

## Setting Up MLT's WorldAgent Direct For Use With Live Connect

MLT's WorldAgent Direct includes the booking sites for both Worry-Free Vacations (also known as MLT Vacations) and Northwest Airlines WorldVacations. If you are not currently registered to book WorldAgent Direct on-line, go to [www.worldagentdirect.com](http://www.worldagentdirect.com) to register. Upon registering you will be provided a WorldAgent Direct User Name and Password. Upon receiving this information for each agent in your office, take the following steps:

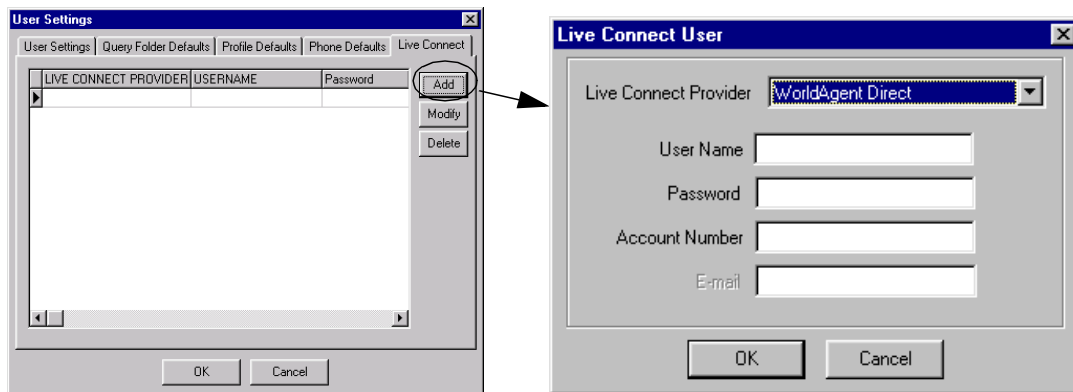
**Step 1)** Since WorldAgent Direct has come on board with ClientBase Plus Live Connect between releases (you must be on the current 2.07 release), you first need to add WorldAgent Direct to your list of Live Connect Providers. To do this go to your Utilities menu within ClientBase Plus and click on Live Connect Providers. Click *Add* to add WorldAgent Direct to your current listing:

**Provider Name:** Enter WorldAgent Direct

**URL:** Enter the following URL exactly: <https://www.worldagentdirect.com/trams.do>

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

**Step 2)** Log into ClientBase Plus as the SYSDBA and click on **Utilities|User Logins|User List**. For each User Login, add a Live Connect Login for MLT's WorldAgent Direct by first clicking on the *Live Connect Tab* under the User Settings and then on *Add*.



Complete the following fields (the other fields are grayed out as they are not applicable):

**Live Connect Provider:** Select WorldAgent Direct to connect to its booking engine.

**User Name:** Enter the user name provided to you by WorldAgent Direct.

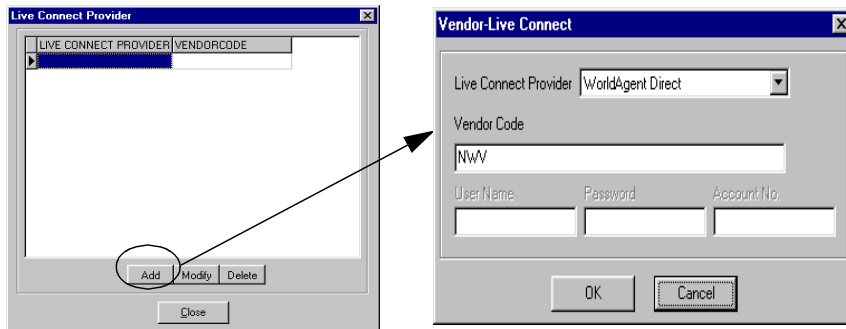
**Password:** Enter the password provided to you by WorldAgent Direct.

**Account Number:** Enter the account number provided to you by WorldAgent Direct.

Click *OK* to save.

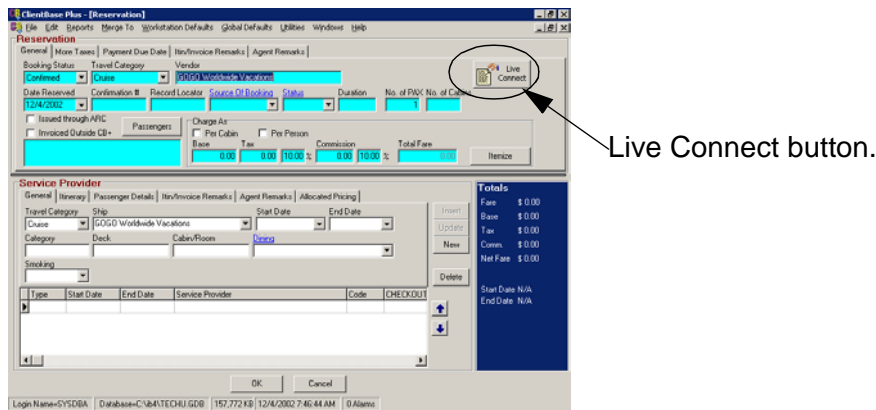
**Step 3)** Next, you need to setup two vendor profiles - one for Worry-Free Vacations, and one for Northwest Airlines WorldVacations. From the Profile Manager, retrieve the vendor profile for Worry-Free Vacation (or create the Vendor profile if it is not in your database). From the General Info Tab, click on the Live Connect Providers button. From here, click *Add*, then select the WorldAgent Direct booking engine from the drop down list. The Vendor Code is MLT. Click *OK* to save.

Next, retrieve the vendor profile for Northwest Airlines WorldVacations. From the General Info Tab, click on the Live Connect Providers button. From here, click *Add*, then select the WorldAgent Direct booking engine from the drop down list. The Vendor Code is NWV. Click *OK* to save.

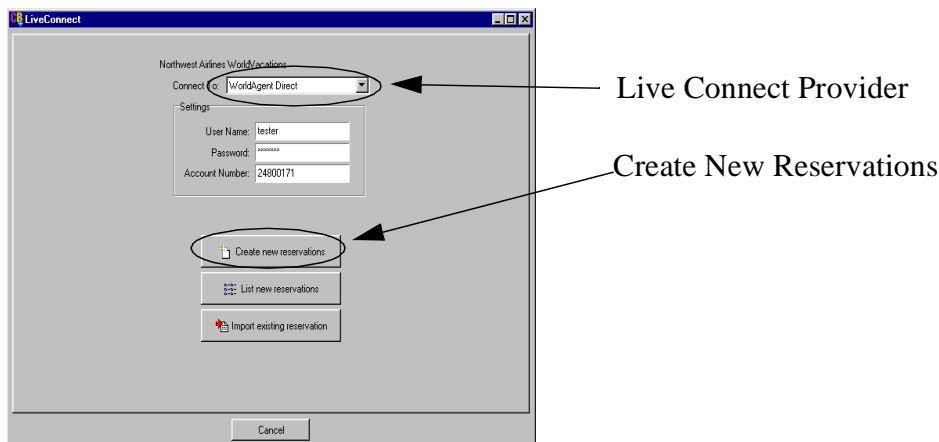


Add appropriate Live Connect Provider, WorldAgent Direct, (selected from drop-down menu) and type in the Vendor Code.

**Step 4)** Click on the *Reservation* Tab and *Add* in the Res Card. Fill in the *Travel Category* and *Vendor* fields and then click on the *Live Connect* button.



**Step 5)** Select MLT Vacations or Northwest Airlines WorldVacations from the drop-down menu by *Vendor* and *Live Connect*, then click *Create New Reservations*.



**Step 6)** Select any customer information you want to use to book the reservation. This data is automatically passed to WorldAgent Direct and saves you time during the booking process, as

less fields need to be completed manually. Click on *Next* to continue.

The screenshot shows the LiveConnect software interface with three main sections: Profile, Passenger, and Branch. The Profile section includes fields for Phone (+1 (213) 471-2208), E-mail (steve@aol.com), and Address (519 Arizona Ave. Santa Monica). The Passenger section includes a checkbox for 'First Passenger is Primary and Adult', a name field (Amaral/Gail), a checkbox for 'Credit Card', and a VI number (44567887300202 02/03). The Branch section includes a checkbox for 'Phone' and a number field (3106130703). At the bottom, there are buttons for 'Cancel', '<< Previous', and 'Next >>'. An arrow points to the 'Next >>' button with the label 'Next.'

**Step 7)** Although you are still in ClientBase Plus, you are now on-line at the booking site. Complete the reservations and when the reservation is confirmed, click on *Import Reservation*.

The screenshot shows the WorldAgentDirect website interface. At the top, there is a navigation bar with links for 'Booking', 'Specials and Sales', 'Resource Center', 'Marketing Materials', 'Agent Incentives', 'Seminars', and 'Destination Info'. Below this, there is a 'BOOK A VACATION' section with fields for 'Origin Code', 'Dest. Code', 'Promo Code/MLT E-Cert', 'Depart Date', '# of Nights', and 'Return Date'. There are also radio buttons for 'Air and Hotel (car optional)', 'Hotel Only (car optional)', and 'Air by Price'. On the right side, there is a 'BOOKING MAINTENANCE' section with a 'Log out' button and an 'Import Reservation' button circled in red. An arrow points to the 'Import Reservation' button with the label 'Import Reservation'.

All reservation data booked on-line is now located in the reservation fields in ClientBase Plus.

**Important Note:** Presently you can retrieve a reservation made outside of Live Connect for importing into ClientBase Plus. Do this by navigating through MLT's Website to the *Retrieve* feature, select the reservation you desire and click *Import Reservation*.