GOCCL NAVIGATOR: CREATING AN FIT BOOKING

Quick Tips for Creating an FIT Booking Using GoCCL Navigator

1. Visit GoCCL Navigator: Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.



Figure 1: GoCCL Navigator

2. Create Booking: Select Individual Stateroom from the Booking drop down menu (Figure 1).

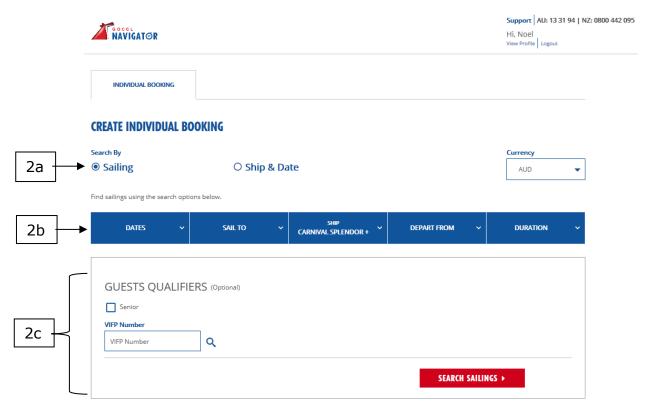


Figure 2: Search By Sailing Page

- **3. Choose Search Type:** Pick Search by Sailing or by Specific Ship & Date [if you know it] (Figure 2a).
- **4. Enter Search Criteria:** Choose from dropdown choices for Date, Sail To, Ship, Depart From and Duration. The default selection will be Australia and South Pacific destinations. When booking in NZD Currency only Australia and South Pacific sailings are available in this currency. North America sailings are only available in AUD Currency (Figure 2b).
- **5. Add Guest Qualifiers:** Select Senior (if guest is over 55) and add or lookup VIFP Number. Special offers, if available, will display when guest's VIFP number is added (Figure 2c).

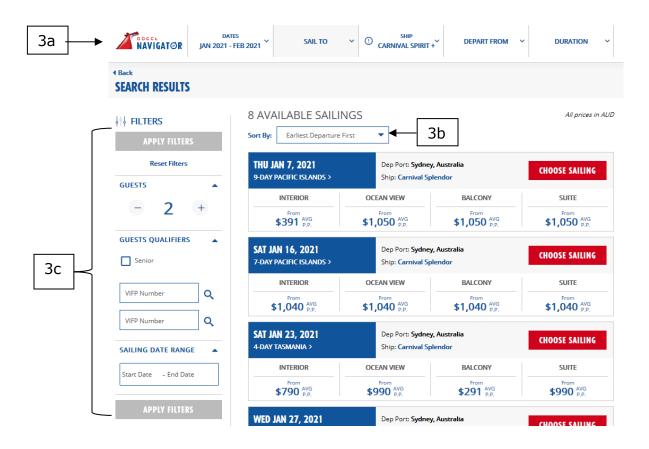


Figure 3: Search Results Page

6. Choose Sailing: Based on client preferences. Here you can modify your search results with the search bar on the top of the page (Figure 3a). In addition, you can sort available sailings by Departure Date, Length of the cruise/duration and price (Figure 3b). The default is Earliest Departure Date. In addition, we have search filters available on the left hand side of the screen (Figure 3c). Here you can add guest/remove guest, add/remove guest qualifiers and narrow your search by a specific sailing date range (for example a particular week in February). Select apply filters to update your search results when a new filter is added.

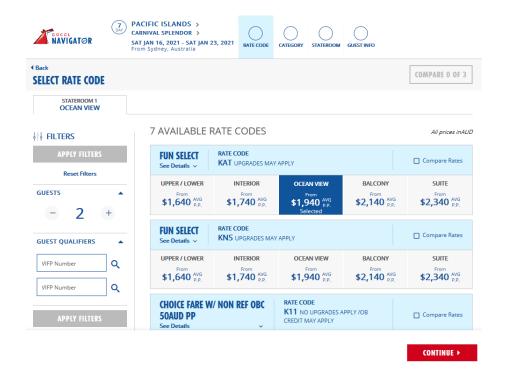


Figure 4: Rate Code Page

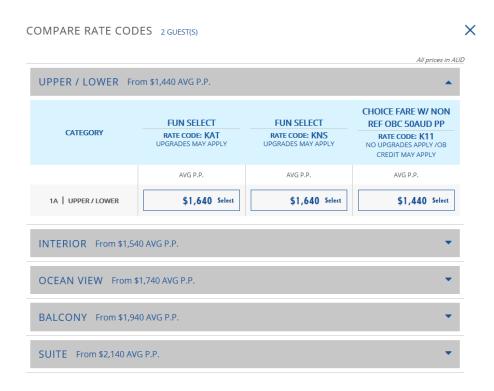


Figure 5: Compare Rate Code Page

7. Select Rate Code: Under each rate code you will see the lead rate by stateroom type (Figure 4). You can compare up to three rate codes (Figure 5).

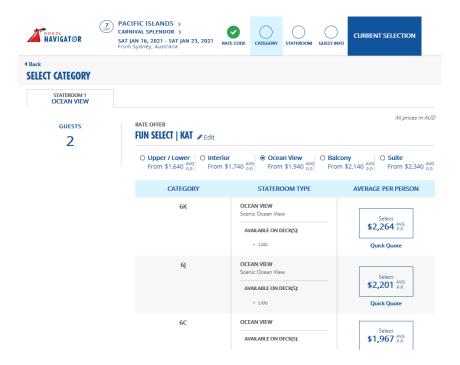


Figure 6: Select Stateroom Type Page

8. Select Stateroom Type: You can switch between each stateroom type to view detail and pricing (Figure 6).

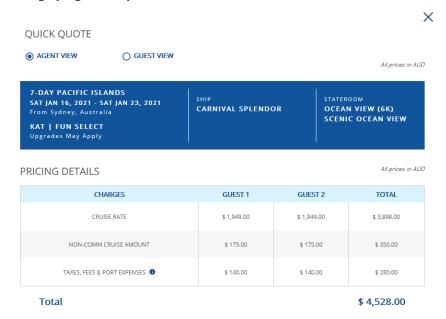


Figure 7: Quick Quote Page

9. Send Quick Quote (Optional): Under Average Price per Person, choose Quick Quote to email your guests a personalised quote with pricing and itinerary details.

If GST is applicable for the booking, it will be displayed on the Agent View of the quick quote under total commission (Figure 7).

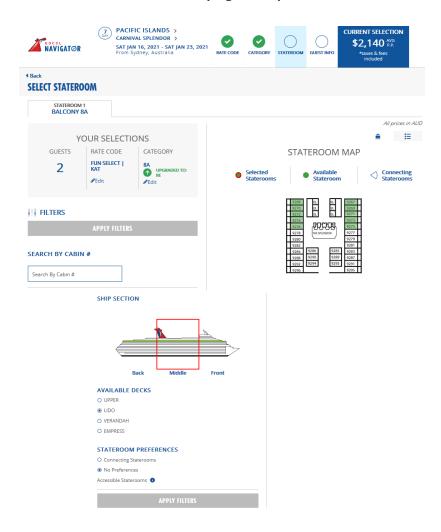


Figure 8: Select Stateroom Page - Stateroom Map

- **10. Select Stateroom:** Choose stateroom using the stateroom map or stateroom list. You can see up to 20 cabins at one time for each view.
 - a. Stateroom Map: you can see staterooms by a section of the ship, and view connecting staterooms available. Hover over a stateroom on the map to see the stateroom number, description and number of guests the cabin holds (Figure 8).

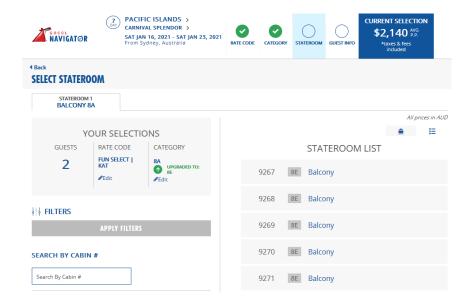


Figure 9: Select Stateroom Page - Stateroom List

b. Stateroom List: if you prefer a list view versus a map (Figure 9).

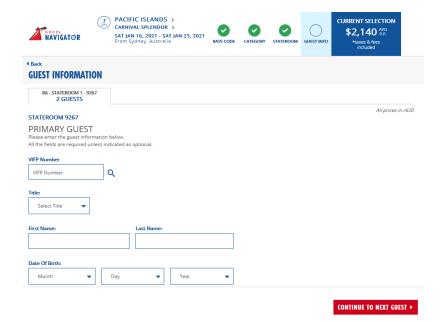


Figure 10: Guest Information Page

11. Add Guest Information: Complete guest details and VIFP number, if applicable (Figure 10).

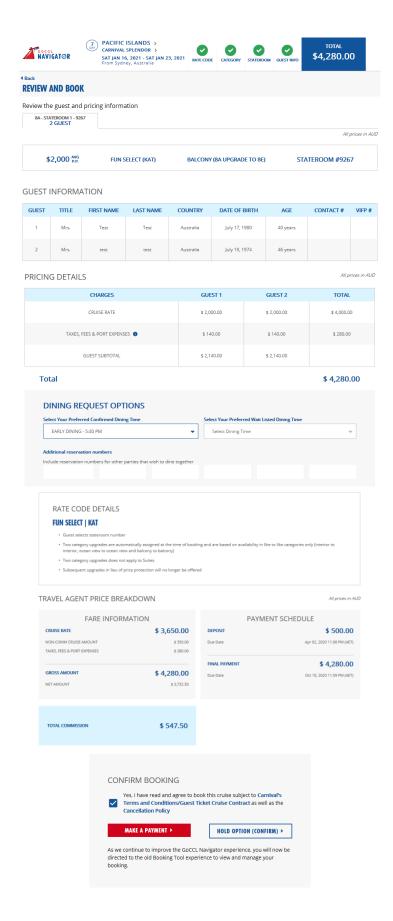


Figure 11: Review and Book Page

12. Review and book: Review final Fare Information and Payment schedule for the booking. In addition, select your dining options such as Early, Late or Your Time dining, and add any bookings you wish to link to the reservation for guest that might be traveling together. Accepting the terms and conditions for the booking and selecting either the Make a Payment button or Hold Option (Confirm) button (Figure 11).

If you wish to receive a booking confirmation, please see the Job aid on Managing FIT Bookings on GoCCL.com.au.