TradeUnipoint.com
Make Holiday Memories

TradeUnipoint.com
Back End Manual
(Operator)

TradeUnipoint.com is a Website offering the public superb self-catering holiday accommodation on a Rental basis. Our slogan at TradeUnipoint.com is 'Make Holiday Memories', and we truly abide by this slogan, to ensure all clients enjoy a well-deserved holiday and build unforgettable memories with loved ones.
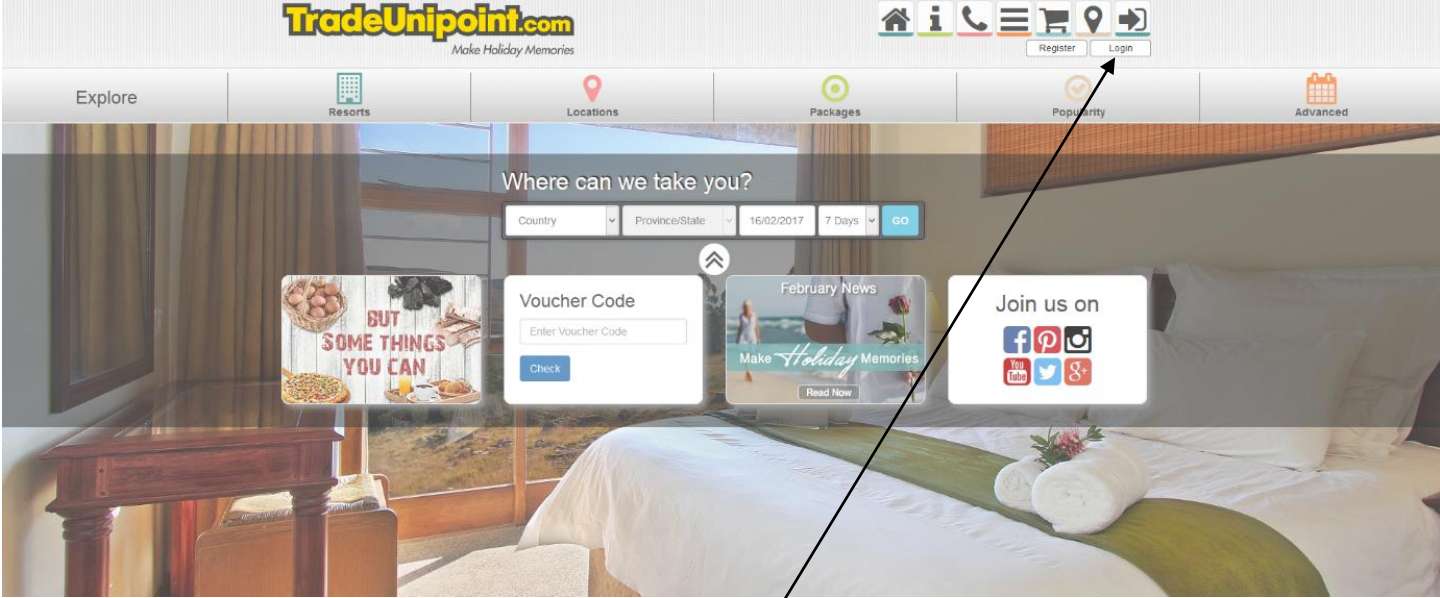
Our members get to enjoy first-class holiday breakaways to some of South Africa's favorite destinations, as well as places outside of SA like Mozambique, Botswana and Kenya. Membership is free, our rental rates are excellent and you can browse and book online anytime, making it really convenient and hassle-free.
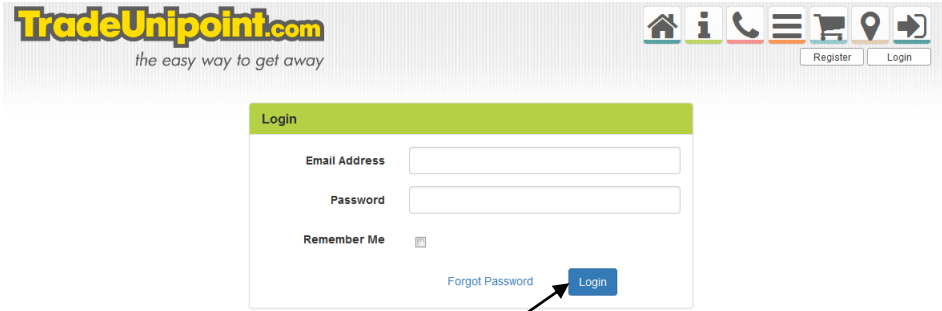
Table of Contents

U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments & Schedules

1 | P a g e

HOME PAGE

To access the Backend system, please use the website link: www.tradeunipoint.com

- To access the Backend, click on 'Login'

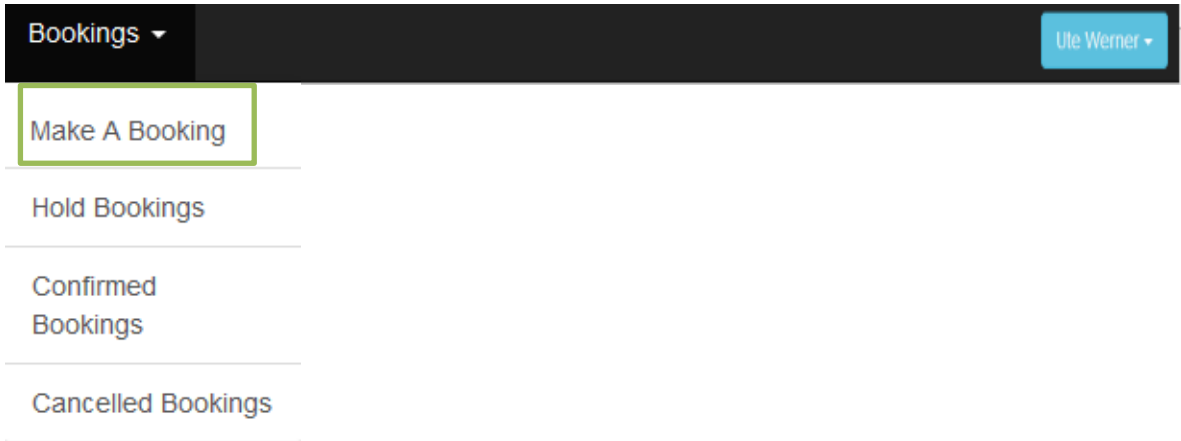
- Enter E-mail address & Password to login.

The Home Page of the Backend will open:

U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments & Schedules
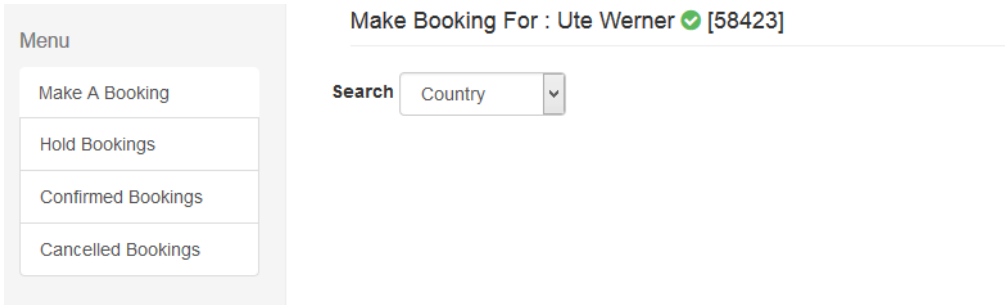
2 | P a g e

BOOKINGS

Make a Booking:

- To make a Booking for a client, click on 'Make a Booking'.

- Complete all relevant Search Criteria: and select your resort

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3 | P a g e

- To confirm the Reservation, click on 'Book', and select the Interval the client wishes to confirm.

Make Booking For : Ute Werner ✅ [58423]

Menu
- Make A Booking
- Hold Bookings
- Confirmed Bookings
- Cancelled Bookings

| Search | South Africa ▾ | Mpumalanga ▾ | 24/08/2016 | 31/08/2016 | Search ▾ |

Crystal Springs [Mpumulanga] 80

Arrive	Depart	Unit	R A K	D F W M S	Price	Source	Book
19/08/2016	26/08/2016	+ 130	2 4 2	7 ✔ ✔ ✔ R	R13,214.41 +	Crystalsprings Canyoncreek Two	Book ▾
19/08/2016	26/08/2016	+ 131	1 2 2	7 ✔ ✔ ✔ R	R12,465.97 +	Crystalspring	Full Week [19/08/2016 - 26/08/2016]
19/08/2016	26/08/2016	+ 132	2 4 2	7 ✔ ✔ ✔ R	R13,214.41 +	Crystalspring	Weekend [19/08/2016 - 22/08/2016]
19/08/2016	26/08/2016	+ 133	1 2 2	7 ✔ ✔ ✔ R	R12,465.97 +	Crystalsprings Canyoncreek Two	Mid-Week [22/08/2016 - 26/08/2016]
19/08/2016	26/08/2016	+ 134	2 4 2	7 ✔ ✔ ✔ R	R13,214.41 +	Crystalsprings Canyoncreek Two	Book ▾
19/08/2016	26/08/2016	+ 135	1 2 2	7 ✔ ✔ ✔ R	R12,465.97 +	Crystalsprings Canyoncreek Two	Book ▾
19/08/2016	26/08/2016	+ 136	2 4 2	7 ✔ ✔ ✔ R	R13,214.41 +	Crystalsprings Canyoncreek Two	Book ▾

- The rates applicable on the UNTU agreement, will be applicable to the weeks not highlighted.
- Should a week be highlighted, the advertised rate will apply.

Make Booking For : United National Transport Union (Mr) ✅ [75237]

Menu
- Make A Booking
- Hold Bookings
- Confirmed Bookings
- Cancelled Bookings

| Search | South Africa ▾ | Mpumalanga ▾ | 21/04/2017 | 28/04/2017 | Search ▾ |

Crystal Springs [Mpumulanga] 80

Arrive	Depart	Unit	R A K	D F W M S	Price	Book
17/04/2017	21/04/2017	+ 138	2 4 2	4 ✖ ✖ ✔ R	R1,180.80	Book ▾
17/04/2017	21/04/2017	+ 147	2 4 2	4 ✖ ✖ ✔ R	R1,180.80	Book ▾
17/04/2017	21/04/2017	+ 157	2 4 2	4 ✖ ✖ ✔ R	R1,180.80	Book ▾
14/04/2017	21/04/2017	+ 019	1 2 2	7 ✔ ✖ ✖ R	R4,500.00	Book ▾
14/04/2017	21/04/2017	+ 072	2 4 2	7 ✔ ✖ ✖ R	R11,000.00	Book ▾
14/04/2017	21/04/2017	+ 117	1 2 2	7 ✔ ✔ ✔ R	R3,365.00 +	Book ▾
14/04/2017	21/04/2017	+ 129	1 2 2	7 ✔ ✔ ✔ R	R3,365.00 +	Book ▾
14/04/2017	21/04/2017	+ 130	1 2 2	7 ✔ ✔ ✔ R	R3,365.00 +	Book ▾

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4 | P a g e

- Once the Interval has been selected, the system will confirm that the correct selection has been made:

Booking Details ✕

Product	**Crystal Springs**
Unit	**130**
Arrival	**19/08/2016**
Depart	**26/08/2016**
Price	**R** **13214.41**

Continue   Close

- Should you be happy with the selected, click on 'Continue'

- Should the incorrect reservation was booked, click on 'Close'

-

Once clicked on 'Continue' the booking details will be displayed:

Menu

Make A Booking
Hold Bookings
Confirmed Bookings
Cancelled Bookings

Complete Booking For : Ute Werner

Bookings for Payment

Item	Price
Crystal Springs from 19/08/2016 until 26/08/2016 for 4 Adults and 2 Kids [Outstanding R13,214.41]	R13,214.41 ⊟
	Total : **R13,214.41**

Download Quote   Make another booking   Proceed to Payment

- The system will then display the booking details for payment, to continue click on 'Proceed to Payment' or click on 'Make another booking' if the member wishes to make another booking.
- A quote of the booking can also be downloaded and be emailed to member if they wish.

U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments & Schedules

5 | P a g e

Example of quote:

Quotation

Dr Jaco Cloete
jacocloete71@gmail.com

Quote Date : 15/08/2016

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Tel : +27 (0) 12 996 5120
Fax : +27 (0) 12 996 0556
Email : info@tradeunipoint.com
www.tradeunipoint.com

Item				Price
Crystal Springs from 12/08/2016 until 19/08/2016 for a Maximum of 2 Adults and 2 Kids		Booking No : 33281		R12,466.00
	Fun on Wheels	Adult : 2 x R300.00	Kid : 1 x R150.00	R750.00
	Breakfast	Adult : 1 x R75.00	Kid : 1 x R55.00	R130.00
	Basket filled with daily specials and a bottle of wine		Adult : 1 x R897.00	R897.00
			Sub Total :	**R12,494.00**
			Vat @ 14% :	**R1,749.00**
			Total :	**R14,243.00**

Payment Rules :

- Click on 'Proceed to Payment' or to 'Cancel' to go back to previous page.

Payment Confirmation

Are you sure you want to make a payment for **R13,214.41**?

Cancel   Proceed to Payment

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6 | P a g e

- VCS page will then appear to complete the payment proses

This is a sample page - no actual money is involved and no products will be delivered.

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Payment to Uni-Point Reservations Test

Booking Fee, Ref: UNI1171_1171

Payment Total	**R 14243.00** (ZAR)

Payment by card reset | cancel payment

Test Card No.	4242424242424242	VISA
Expiry Date	08	2016
Name on Card	Visa Test Card 001	
CVC Number	000	
Email Address	jacocloete71@gmail.com	
Budget Period	00	

PAY

Terminal-Id: 9579 | Tel: 0878052500 | MasterCard VISA
Mooikloof, Pretoria, GP, South Africa 0059
Merchant acquiring bank: FNB South Africa
Transactions processed by Virtual Card Services | Privacy statement

Virtual card services PCI DSS Secured by thawte click to verify 2016-08-15

- Once payment has gone through successfully, the reservation will be confirmed and the client will be able to print the confirmation letter.

U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments & Schedules
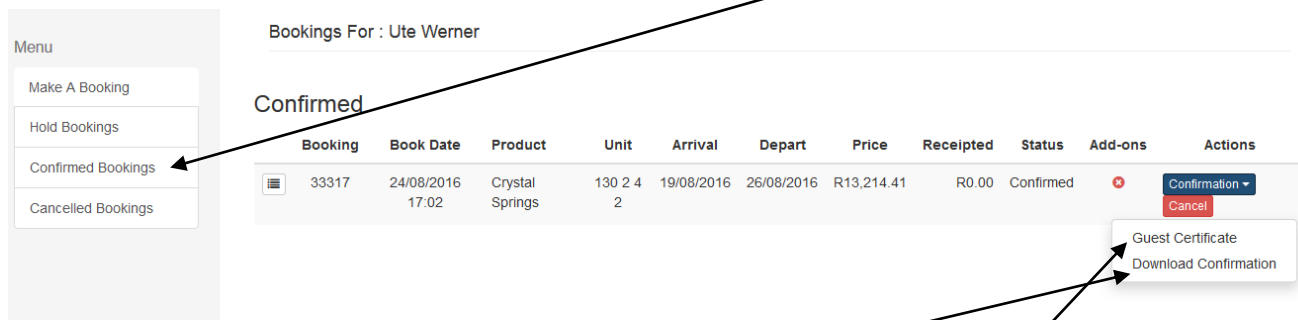
7 | P a g e
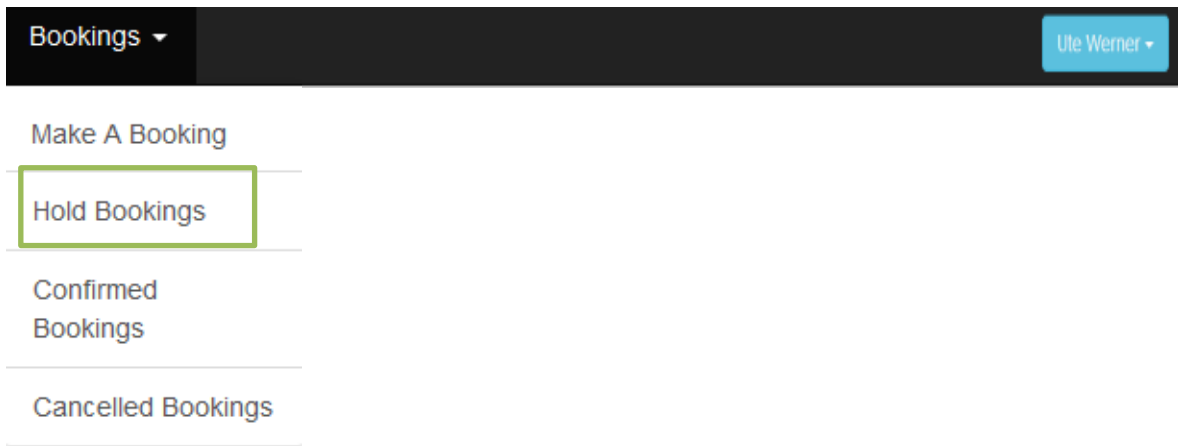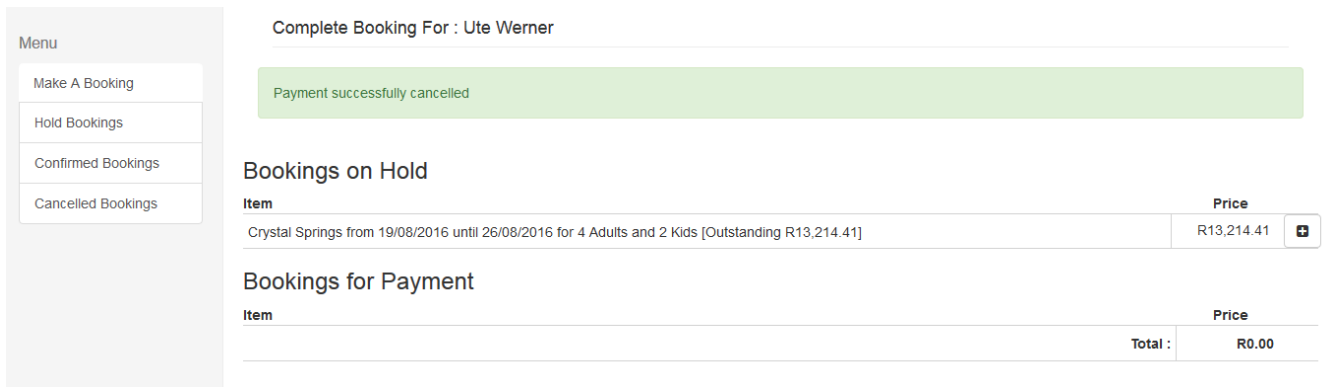
Hold Bookings

All the members On-hold bookings will be listed on this page:

- Consultant can assist the member to make payment for an on-hold booking.

Once a booking has been paid it will fall under 'Confirmed Bookings':

- Under 'Confirmation' the user has the option to make out a 'Guest Certificate' or to 'Download Confirmation'

U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments & Schedules

8 | P a g e

- Click on 'Guest Certificate' to make out a Guest Certificate to someone else.

Guest Details Here   ✕

First Name	
Surname	
Document	Select ▾
Email	
Cell/Mobile	
Comment	

Create   Cancel

- Complete the details and click on 'Create' to complete the step.

Confirmation   ✕

Would you like to download the confirmation letter?

Include Directions From :   None ▾

Yes   No

- Should the member wish to download the confirmation letter click on 'Download Confirmation' and click on 'Yes' to complete the step.

The confirmation letter will then open in PDF, save and email It to the member.

- Should the member wish to cancel their confirmed booking, click on 'Cancel'

- When cancelling a Reservation, the following message will come up, to accept:

- Should the member accept the Cancellation fee, click on 'Yes' or 'No' to go back to the previous step.

- Once a members booking has been cancelled it will fall under 'Cancelled Bookings'
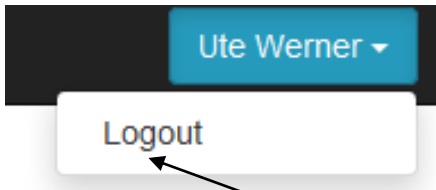
U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments & Schedules

10 | P a g e

LOG OUT

- Click on your User Name, and 'Logout' to log out of the system.

U:\All of Unipoint\All of Lizelle Knoesen\All of Procedural Documents & Training Manuals\All of 2016 Manuals, Assessments &

Schedules

11 | P a g e