## **SIGNET HOW TO GUIDE: SENDING A CRUISE COMPARISON**

Cruise offers are one of many content items that can be customized and emailed to clients. You can send a comparison of up to 6 different cruise offers in one email.

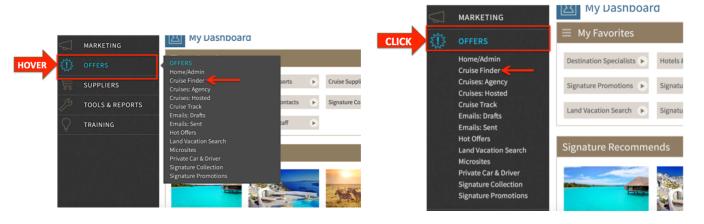
FOLLOWING ARE STEP BY STEP ILLUSTRATED INSTRUCTIONS ON HOW TO EMAIL A CUSTOMIZED, CRUISE COMPARISON.

## Step by Step Instructions

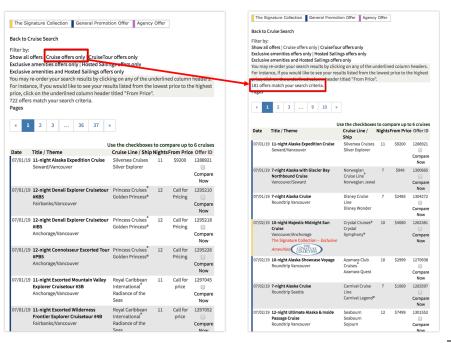
1. Access SigNet, www.signaturetravelnetwork.com, and sign in using your login credentials.



2. Hover over the **Offers** menu item to reveal submenus OR Click the Offers menu item to cascade the submenu and select **Cruise Finder.** Using the Custom or Advanced Search tools, locate the cruises you want to compare. For example, client wants to go to Alaska in July but isn't sure which cruise line. In the Custom search you would just enter Alaska and July 2015.



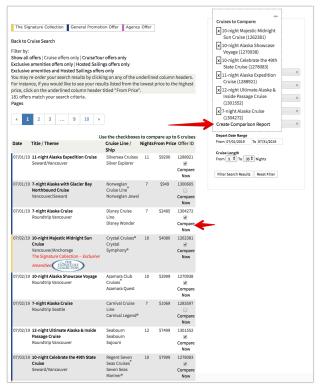
This vague search criteria results in 722 cruise matches and includes Cruise Tours. You can further narrow the results by clicking on the link to view Cruise offers only which lessens the results to 181.



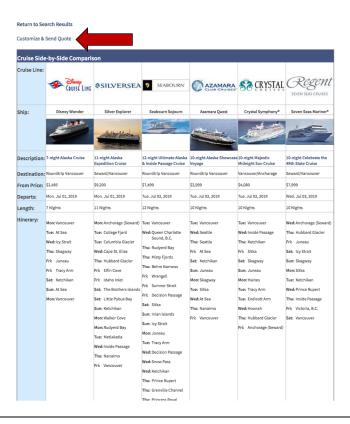
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QUESTIONS: CRUISES@SIGNATURETRAVELNETWORK.COM REVISED: 04/10/18

1. Next, select the cruises you want to include in the comparison by checking the box to the right of the details. Once you have selected up to 6 cruises, click on any of the "Compare Now" links or click the "Create Comparison Report" link within the "Cruises to Compare" box.



2. This creates a side by side comparison of your selected cruises which includes the pricing details, itinerary, exclusive amenities, etc. If you are happy with the cruises you've selected, click the link at the top to customize and send quote



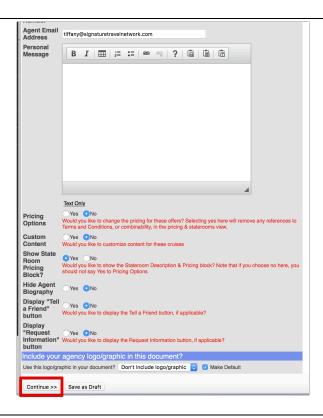
3. At the bottom of the comparison click **View Details** to see the completed details of the cruise offer. If you decide you want to remove one of the cruises from the comparison report, just click **Remove Cruise**. If you want to send the comparison to clients in a personalized email, you can copy the URL from the bottom and paste it into the body of your email.



4. If you selected the link to customize and send quote at the top, a fill in form will be displayed. First, determine how you want to share the comparison. At the top of the form you have 3 options: **Email, Print or Share Link** 

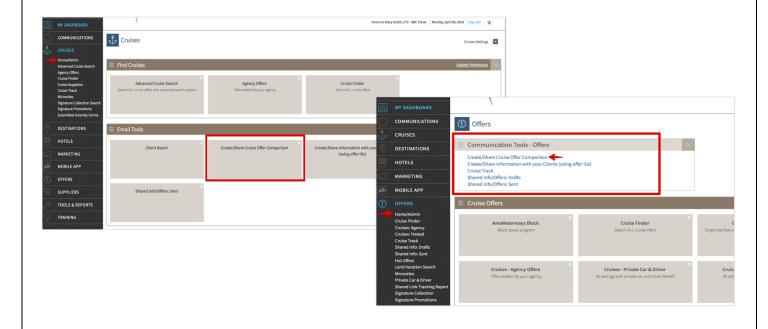


Follow the onscreen instructions and complete the required fields for Client Email (This field is required if you choose Email as your Quote type) Client Name, Email Subject and Personal Message. In the next section, you can determine what optional items are to be included by selecting the Yes or No radio dial buttons. Examples of optional items include pricing, custom content and Agent biography. Once you have selected these options click on the **CONTINUE** button at the bottom.

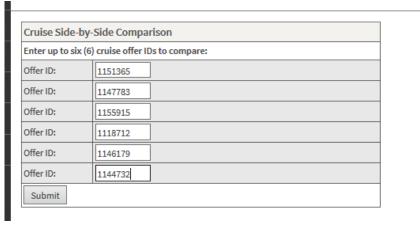


5. You can also create a comparison when you know the Offer ID numbers by either clicking the Cruises menu item and then selecting the Home/Admin submenu. Within the Emails Tools section is a box to Create/Share Cruise Offer Comparison.

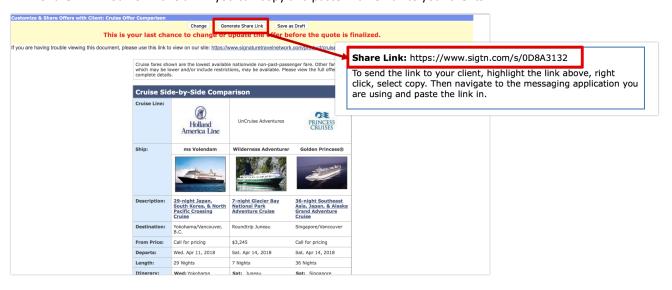
OR from the Offer menu select Home/Admin and then in the top box for Click on Email Cruise Offer Comparison.



6. Whichever way you choose, the next step is the same. Enter in the offer ID numbers and click Submit. The same fill form as above with then be displayed.



7. A preview of your customized offer will be displayed. You can click the **Change** button to make modifications, **Save as Draft** to save it for later OR in this example we chose the quote type Share Link so if you are happy with the offer, click **Generate Share Link**. You now have a link you can copy and paste in an email to your clients.



- 8. If you chose to send the quote using the **Email Quote type**, the customized email is sent to your clients and you will receive a copy of it in your email box.
- 9. View all of your sent Emails and generated links under the Offers menu.

