

## Quick Start Guide 1

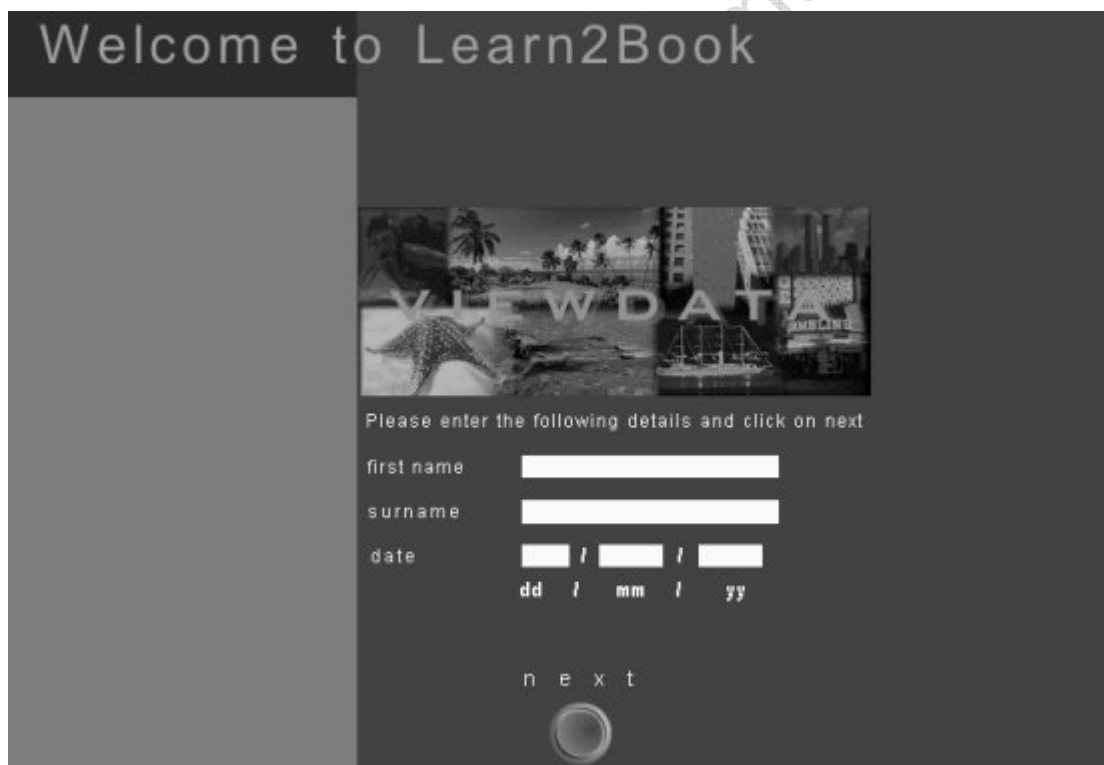
### Quick Start Guide to Learn2Book

Welcome to Learn2Book. This Quick Start Guide contains all you need to know to get you up and running with the training programme.

To begin, ask your tutor which computers in your college have Learn2Book and how you access it. When you begin Learn2Book you will then be shown our licensing agreement, and you will have to click on 'I Agree' to continue.

#### Learn2Book's Entry Screen

You will then be taken to Learn2Book's entry screen, shown below:



Welcome to Learn2Book

VIEW DATA

Please enter the following details and click on next

first name

surname

date  /  /   
dd / mm / yy

next

You are asked to complete some details on this screen and we will consider all of these in turn. Firstly, you are asked to complete your first name:

## AIRPORT CODES

Each airport in the world has a 3-letter code, which is used when making a reservation, quoting fares and ticketing.

The 3 letter codes required for Learn2Book are:

**BHX - BIRMINGHAM**

**BRS - BRISTOL**

**CWL - CARDIFF**

**EDI - EDINBURGH**

**GLA - GLASGOW**

**LGW - LONDON GATWICK**

**LTN - LONDON LUTON**

**MAN - MANCHESTER**

**NCL - NEWCASTLE.**

**STN - LONDON STANSTED**

**PMI - PALMA DE MALLORCA (MAJORCA)**

The airline code for Mondrago Airways is MDG

**MDG - MONDRAGO AIRWAYS.**

## Supplements and Reductions

### Introduction

Under Accommodation Pricing Panels found in your brochure, you will find **Supplements** and **Reductions**. Supplements are additional costs your customer will be charged on the basic cost of their holiday, reductions are subtracted from the basic holiday cost.

**Supplements** are generally charged for **additional services** requested by your customer. It can be for such things as single rooms, full board, sea views or superior rooms. Supplements are charged per person per night.

**Reductions** are generally given when three or four adults are willing to share a twin hotel room. Like supplements, reductions are per person per night.

### Single Room Supplements

Let's have a look at the supplements found in the brochure. Take a look at the pricing panel for Hotel Ponent Playa in Magaluf. This pricing panel can be found on page 7 of your Parasol Holidays' brochure. The supplements and reductions can be found at the bottom of the pricing panel. The first supplement we encounter is a **single room supplement**.

SUPPLEMENTS PER PERSON PER NIGHT	SINGLE ROOM £12.70 FULL BOARD £5.00
REDUCTIONS PER PERSON PER NIGHT	3RD ADULT ONLY SHARING £4.75

A single room supplement is charged when your customer requests a single room which only one person can occupy. The single room supplement is £12.70 per person per night.

### Board Supplements

The second supplement at Hotel Ponent Playa is for **Full Board**. If we look at the top of the pricing panel, we can see the basic cost is based on a half board basis (breakfast and one other meal, usually dinner).

Name	<b>HOTEL PONENT PLAYA</b> HALF BOARD
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Therefore, if your customer wants to upgrade to full board (breakfast, lunch and dinner) they will have to pay a supplement. This supplement is £5.00 per person per night.