

# How to Set Up New Consultants

1. Log in to the website, and select Edit/Add users


The screenshot shows the 'Agent Home' interface. At the top left is the Stray logo. Navigation links for 'Passenger', 'Agent', 'Operator', and 'Logout' are at the top right. A 'Live!' status indicator is present. Below the navigation, there's a message about 'LAST MINUTE BOOKING?'. The main content area is divided into several sections: 'Favourites' (no tours selected), 'Reports' (External Agent and Operator reports), 'Quick Book' (with a search bar and 'Go!' button), 'Bookings' (with search and browse options), and 'System Maintenance' (with links for Edit Organisation Details, Edit / Add Favourites, **Edit / Add Users** (circled in red), Edit My Details, Help / Tutorials, and Logout). A 'Logout' button is at the bottom right. The footer contains contact information and the Stray slogan: 'FLEXIBLE GUIDED TRIPS WHICH GET YOU FURTHER OFF THE BEATEN TRACK // INTO LOCAL CULTURE // AMONGST REAL ACTION // BETTER VALUE FOR MONEY'.

2. Select New User

The screenshot shows the 'User List' page. At the top left is the Stray logo. Navigation links for 'Passenger', 'Agent', 'Operator', and 'Logout' are at the top right. Below the navigation, there's a 'New User' button (circled in red) and a 'Show Search' button. A table lists users with columns for User ID, Name, Email, Agency, and E. The first row of the table is circled in red. Below the table are 'Prev Page', 'Next Page', and 'Exit' buttons. The footer contains contact information and the Stray slogan: 'FLEXIBLE GUIDED TRIPS WHICH GET YOU FURTHER OFF THE BEATEN TRACK // INTO LOCAL CULTURE // AMONGST REAL ACTION // BETTER VALUE FOR MONEY'.

User ID	Name	Email	Agency	E
agent	J. As...	craig@straytravel.co.nz	TEST	yes
jschollumtesting	J. Schollumtesting	jono@straytravel.co.nz	TEST	no
otest	o. test	holly@straytravel.co.nz	TEST	no
atest	A. Test	holly@straytravel.co.nz	TEST	yes

### 3. Complete consultants details



GETTING YOU FURTHER OFF THE BEATEN TRACK

Passenger Agent Operator Logout

#### Edit User

First Name

Last Name

User is Enabled

Financial Owner

Mobile Phone

Email Address

Language Pref

User Login is Disabled

Login as Operator

Login as Crew

Login as Agent



Agency

User ID

email [support@straytravel.co.nz](mailto:support@straytravel.co.nz) | phone +64 9 526 2140 | web [www.straytravel.com](http://www.straytravel.com)

**stray** FLEXIBLE GUIDED TRIPS WHICH GET YOU FURTHER OFF THE BEATEN TRACK // INTO LOCAL CULTURE // AMONGST REAL ACTION // BETTER VALUE FOR MONEY

### 4. Generate UserID



GETTING YOU FURTHER OFF THE BEATEN TRACK

Passenger Agent Operator Logout

#### Edit User

First Name

Last Name

User is Enabled

Financial Owner

Mobile Phone

Email Address

Language Pref

User Login is Disabled

Login as Operator

Login as Crew

Login as Agent

Agency

User ID

email [support@straytravel.co.nz](mailto:support@straytravel.co.nz) | phone +64 9 526 2140 | web [www.straytravel.com](http://www.straytravel.com)

**stray** FLEXIBLE GUIDED TRIPS WHICH GET YOU FURTHER OFF THE BEATEN TRACK // INTO LOCAL CULTURE // AMONGST REAL ACTION // BETTER VALUE FOR MONEY

## 5. Hit Save



**stray** [www.straytravel.com](http://www.straytravel.com)

GETTING YOU FURTHER OFF THE BEATEN TRACK

Qualmark endorsed visitor transport

Passenger **Agent** Operator Logout

### Edit User

First Name

Last Name

User is Enabled

Financial Owner

Mobile Phone

Email Address

Language Pref

User Login is Disabled

Login as Operator

Login as Crew

Login as Agent

Agency

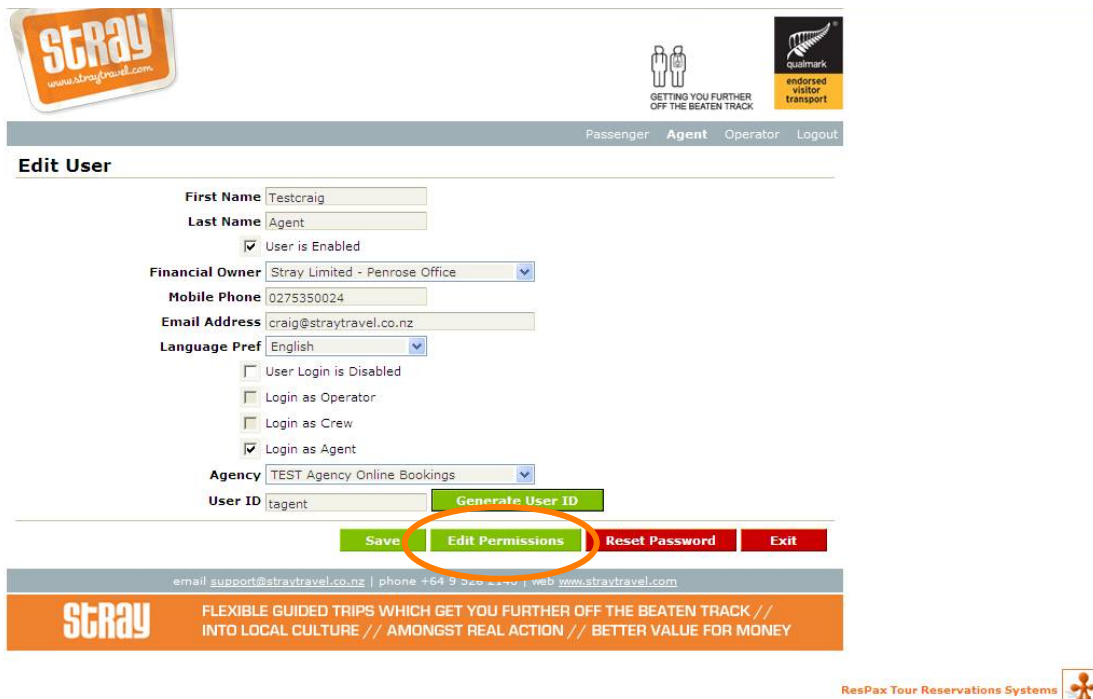
User ID

email [support@straytravel.co.nz](mailto:support@straytravel.co.nz) | phone +64 9 526 2140 | web [www.straytravel.com](http://www.straytravel.com)

**stray** FLEXIBLE GUIDED TRIPS WHICH GET YOU FURTHER OFF THE BEATEN TRACK // INTO LOCAL CULTURE // AMONGST REAL ACTION // BETTER VALUE FOR MONEY

ResPax Tour Reservations Systems 

## 6. Edit Permissions



**stray** [www.straytravel.com](http://www.straytravel.com)

GETTING YOU FURTHER OFF THE BEATEN TRACK

Qualmark endorsed visitor transport

Passenger **Agent** Operator Logout

### Edit User

First Name

Last Name

User is Enabled

Financial Owner

Mobile Phone

Email Address

Language Pref

User Login is Disabled

Login as Operator

Login as Crew

Login as Agent

Agency

User ID

email [support@straytravel.co.nz](mailto:support@straytravel.co.nz) | phone +64 9 526 2140 | web [www.straytravel.com](http://www.straytravel.com)

**stray** FLEXIBLE GUIDED TRIPS WHICH GET YOU FURTHER OFF THE BEATEN TRACK // INTO LOCAL CULTURE // AMONGST REAL ACTION // BETTER VALUE FOR MONEY

ResPax Tour Reservations Systems 

## 7. Select Permissions

- Login as Agent
- Search and view bookings
- Edit HOHO (Hop On/Hop Off) itineraries
- Add new booking

**stray** | HOP ON HOP OFF ADVENTURE TRAVEL NETWORK  
www.straytravel.com

Passenger **Agent** Operator Logout

### Edit User Permissions

Full Name: Lauren Kinghorn

Login as Operator  
 Login as Crew  
 Login as Agent

### Common Login Permissions

Search and View Bookings  
 Edit HOHO Itineraries  
 Edit and Add Organisations  
 Edit Existing Bookings  
 Edit and Add Users  
 Add New Bookings  
 Edit Financial Owners

### Agent Login Permissions

Edit Favourites  
 Edit Agency Profile  
 View External Agent Reports  
 View External Operator Reports

### Operator Login Permissions

View Operational Reports  
 View Accounting Reports  
 Edit Tours and Web Tours  
 View Performance Reports  
 Export Data  
 Advanced Tour Maintenance  
 View Sales Reports  
 View Availability Grid  
 Edit Lookup Tables

### Administrator Login Permissions

Login as Administrator

**Save** **Exit**

email [enquiries@straytravel.co.nz](mailto:enquiries@straytravel.co.nz) | phone +64 (0)9 309 8772 | web [www.straytravel.com](http://www.straytravel.com)

## 8. Save then Exit.

If you have any questions or need some help – contact Stray Reservations on 09-5262140 or email [support@straytravel.co.nz](mailto:support@straytravel.co.nz)