



PROCEDURES FOR THE UPDATE VERSION OF SIREV

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Last modified on April, 2016 by Valérie Goyette



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LOGIN PAGE

Welcome to the new version of Sirev!

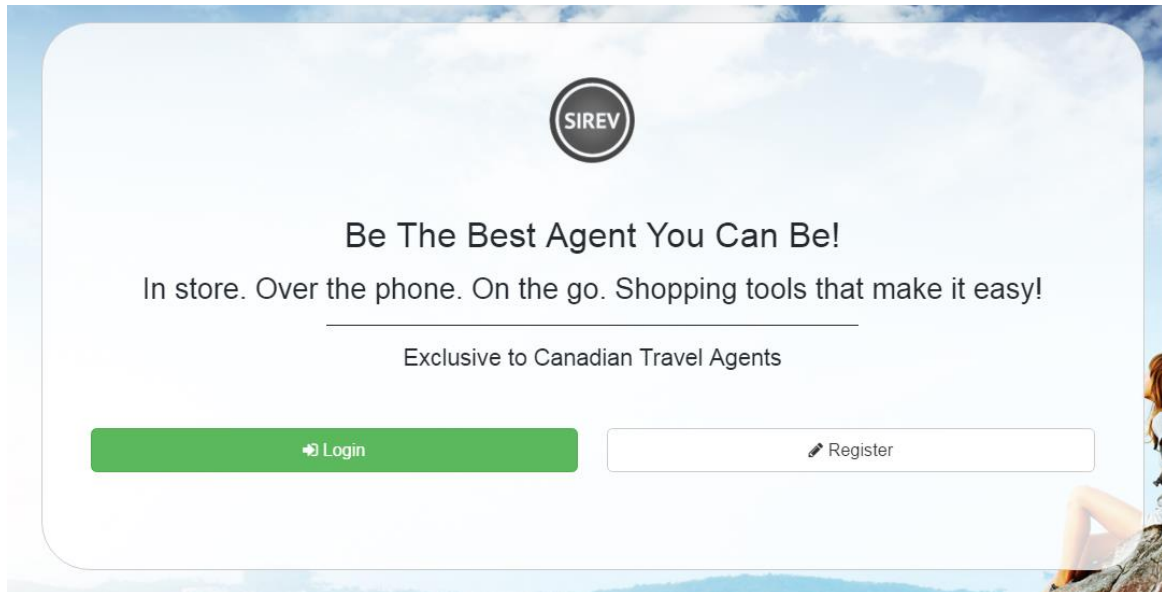
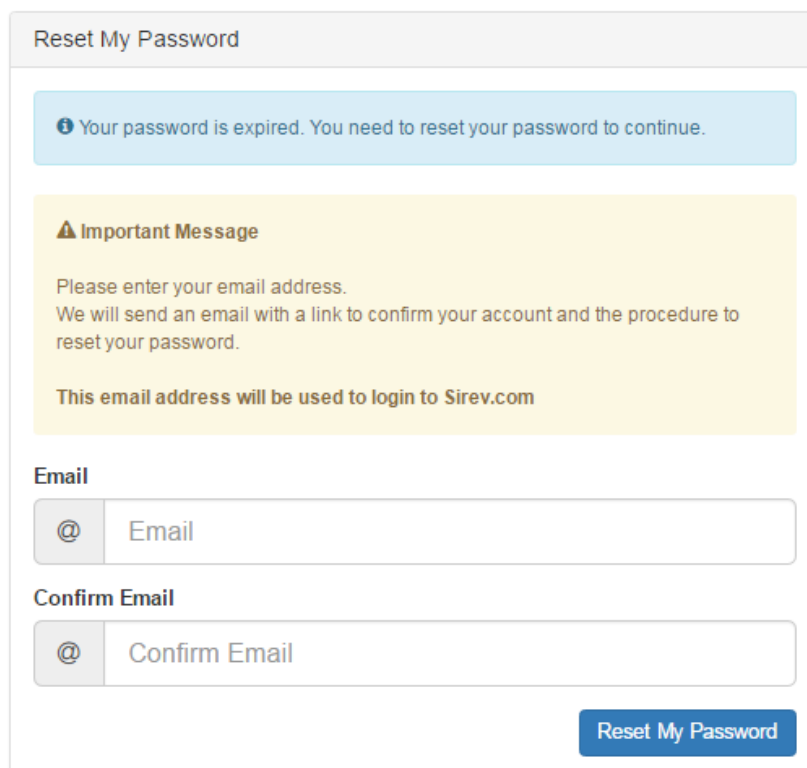


Image 1 : Sirev Login page

- If you are already registered, you will need to click on LOGIN.
- The same username/password as before is used on the new version.
- *Note that the password is case sensitive after it is reset.*

RESET MY PASSWORD

If your password is expired, you will be prompted with this page to follow the new procedure in Sirev.



Reset My Password

i Your password is expired. You need to reset your password to continue.

⚠ Important Message

Please enter your email address.
We will send an email with a link to confirm your account and the procedure to reset your password.

This email address will be used to login to Sirev.com

Email

@ Email

Confirm Email

@ Confirm Email

Reset My Password

Image 2: Confirm email window

- Enter a valid email address and confirm by clicking on *Reset My Password*.
- You will receive a confirmation by email, also verify your spam folder if needed.
- By following the instructions provided, you will reset your password.

After that, your username will be your email address, used each time you will log in Sirev.

Note: An email may be associated to one account only, which means you cannot associate the same email address to multiple agents.

SIREV HOME PAGE

Here is the new display of the home page.

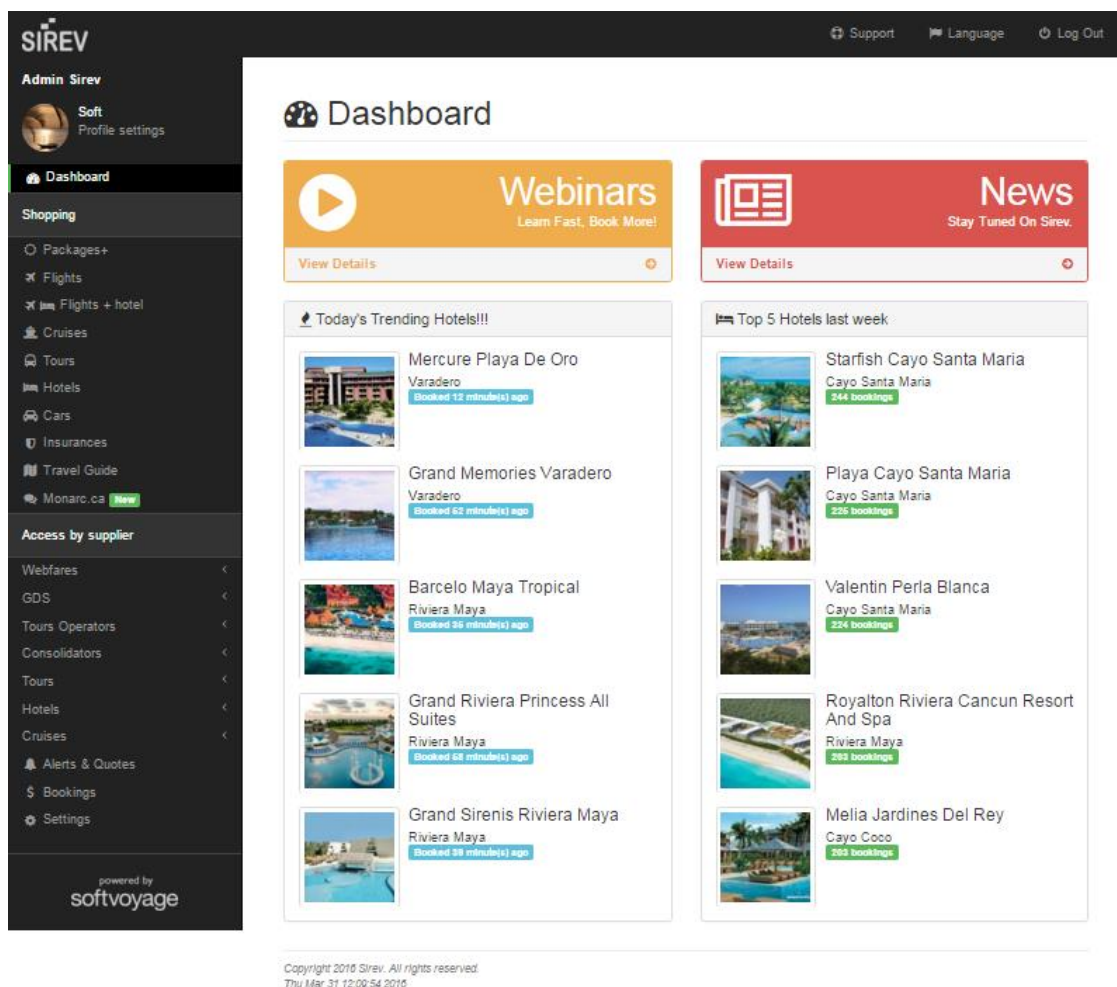


Image 4: Sirev home page

- All suppliers are now hidden under their respective category title. They will be displayed when you click on the category title.
- Click on Support in the top menu to open an email window. You can use this tool to send an email to Support.
- Under the menu language, you may now select your preference between English and French.
- Use the Log out menu to disconnect from Sirev.

- Webinars and News are now in separate clickable sections under Dashboard. To access their content, click on the View Details link for each section.

For your information, the reservation flow remains the same as before.

A pop-up page will display after connection. If you have already reset your password, please ignore this page.

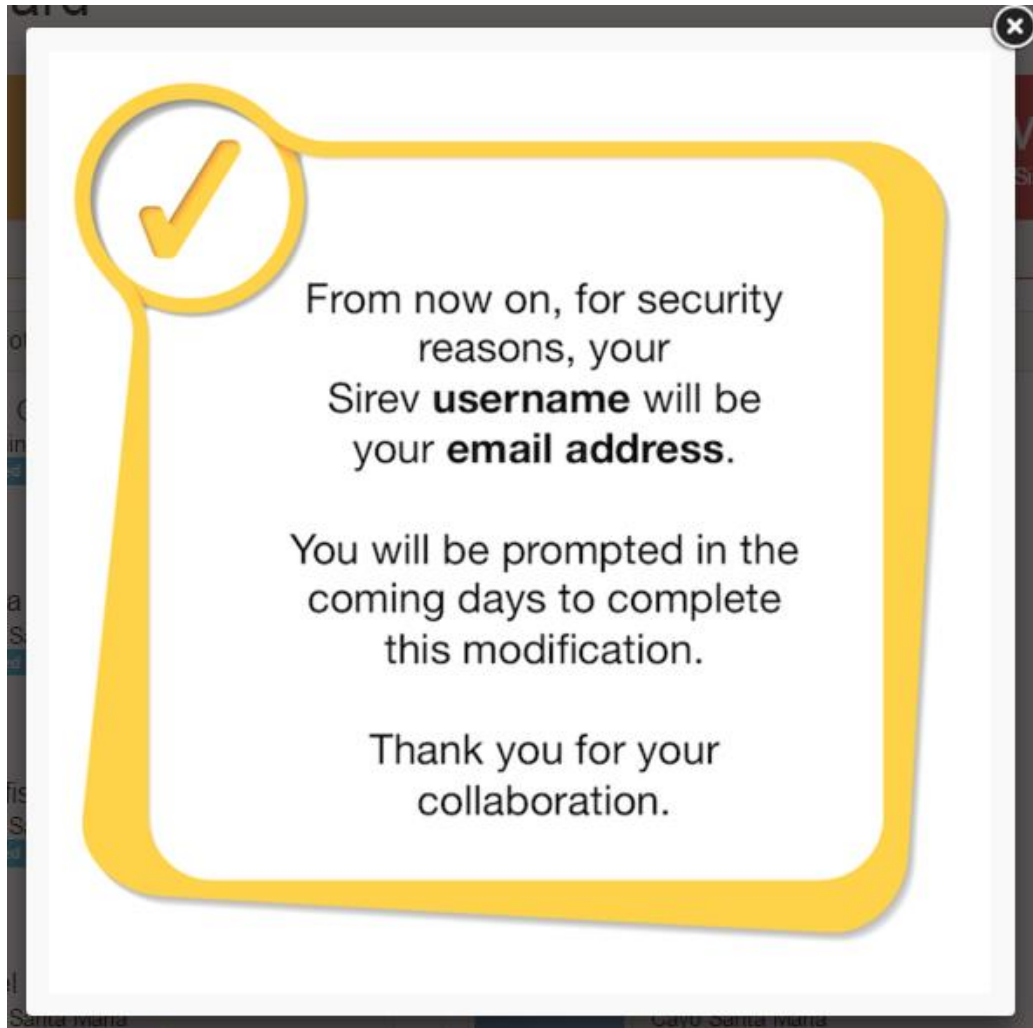


Image 5: Splash page (pop-up)

AGENTS MANAGEMENT


Agents Management							
Name	Email	Telephone Number	Picture	Username	Last Change	Agent PcVoyages	Account Locked
Manager				TESTS	166 day(s)		

Image 6: Agents Management page

This section is for the manager only. You may manage your agents under Settings on the left menu. The procedure remains the same but as you can see, you no longer have access to your user's password anymore.

For the creation of a new account, you will need a valid email address. You will create a temporary password, at the first connection your agent will have to change it.

To reset an agent's password, you will need to create a new temporary password.


Modify an Agent		
Username :	<input type="text" value="TESTS"/>	Update your agent profile picture. This picture will be displayed on the Personalized Brochure you will send to your clients.  Filename : <input type="text"/> <input type="button" value="Choisissez un fichier"/> <input type="button" value="Aucun fichier ch"/> <input type="button" value="Add picture to your profile"/> <input type="button" value="Delete picture from your profile"/>
Temporary Password :	<input type="text"/>	
<small>The password will need to be changed by the agent at the first connection.</small>		
Name :	<input type="text"/>	
Email :	<input type="text"/>	
Telephone Number :	<input type="text"/>	
Extension :	<input type="text"/>	
Agent PcVoyages :	<input type="text"/>	
Access to ALL agency bookings	<input checked="" type="checkbox"/>	
Leave empty to access ONLY this agent bookings :	<input checked="" type="checkbox"/>	
Can view and modify alerts and quotes saved by any agent in the agency	<input checked="" type="checkbox"/>	
Leave empty to view and modify alerts and : quotes saved by ONLY this agent	<input checked="" type="checkbox"/>	
<input type="button" value="Update"/>		

Image 7: Creation/modification of an agent

Note: Even if the username is an email address, your agents won't receive any confirmation that you've just created their Sirev account, you must advise them.

AGENT PROFILE SETTINGS

You will notice that the parameters are the same as before. A new section is added in the Profile settings, at the bottom.

Each user now has the possibility to reset their password. By clicking on the Reset My Password button, your password will automatically expire, and an email will be sent to you.

You need to follow the instructions provided in the email received to update your password.

Profile settings

Name : Valérie Goyette

Telephone : 514-273-0008

Extension :

Please check the items to be displayed in your client's TripBook :

- ☒ Button add payment
- ☒ Button e-docs
- ☒ Button cancel booking
- ☒ Location
- ☒ Tab travel guide
- ☒ Tab Monarc

Filename : Choisissez un fichier | Aucun fichier ch

Add picture to your profile

Delete picture from your profile

SAVE

Reset My Password

Your password will expire in 180 days(s).

You can reset your password at any time by clicking on the button bellow.

Reset My Password

Image 8: Agent profile settings

Reset My Password

ⓘ Your password is expired. You need to reset your password to continue.

Please verify your inbox, an email was sent with instructions to reset your password.

Image 9: Expired password message.