Goway Sydney Groups Training Manual

September 2019

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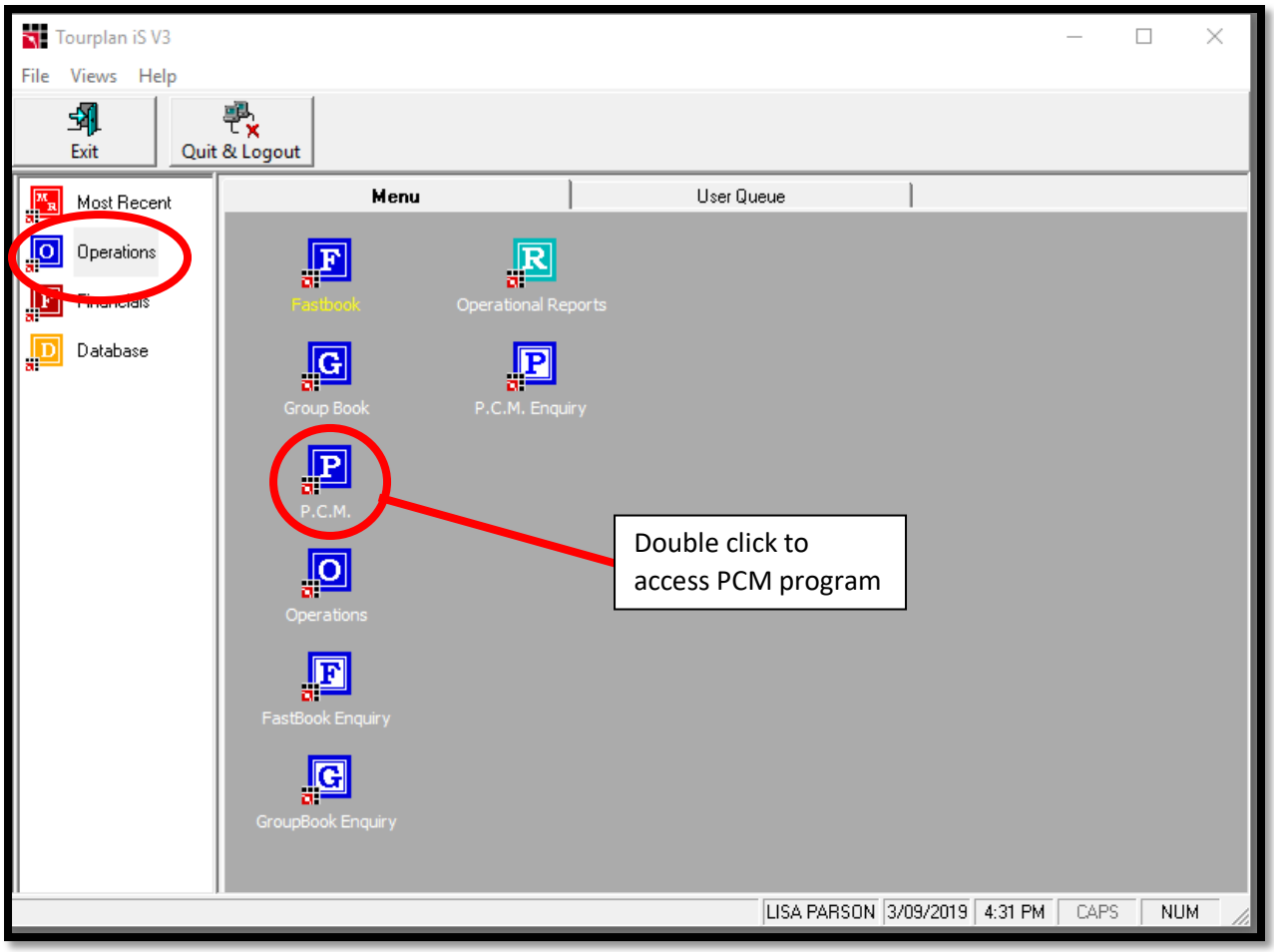
PCM's

Selecting PCM.

To enter into **PCM's** for the first time, select **Operations** and then double click on **PCM**. After selecting for the first time, PCM will then appear in your **'Most Recent'** application.



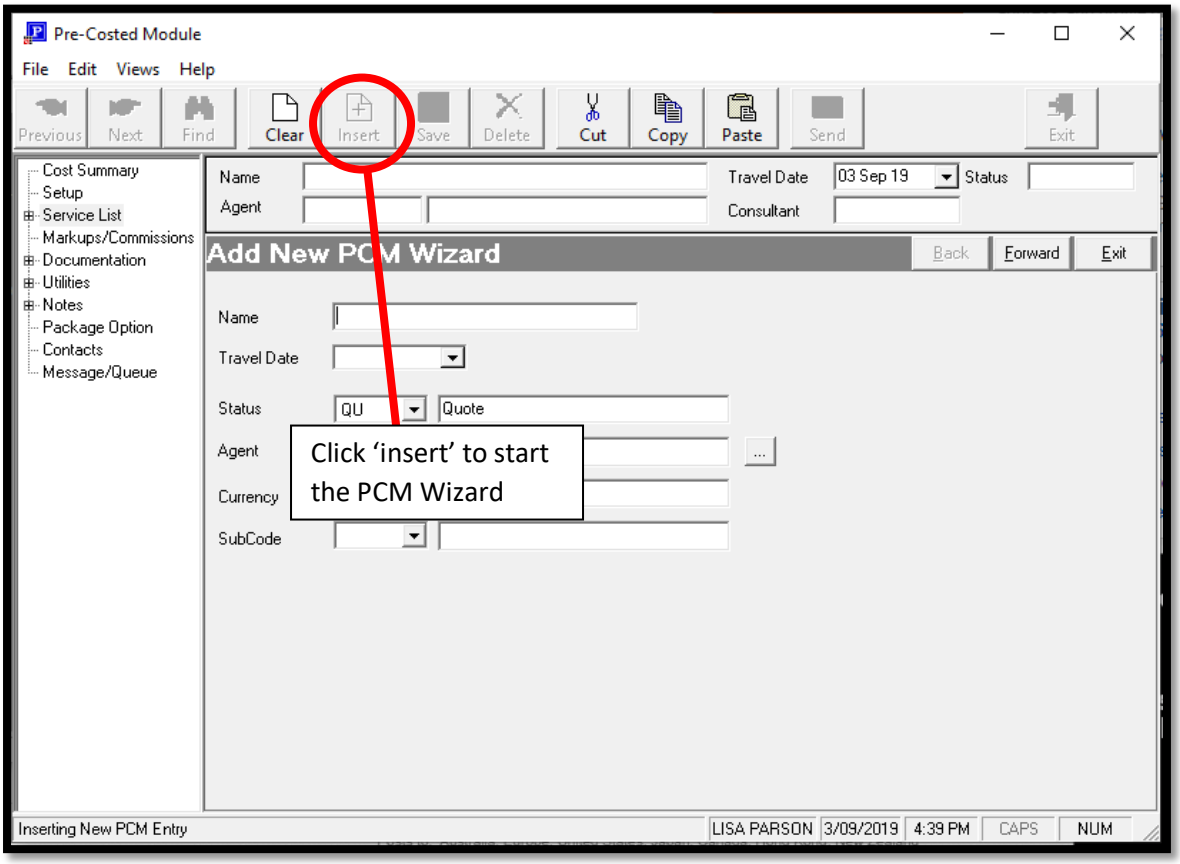
NOTE: In Tourplan, it is possible to have more than one application open at one time, which is very useful. You can be working in PCM and have Database Enquiry and Group Book open at the same time, so you can refer to these if need be.

Entering a new PCM

PCM Header

To enter a new PCM, click INSERT on the top button bar to start the 'PCM Wizard'.

The Wizard will guide you through the three sections of the Booking Header, which need to be completed before any services can be entered. The Booking Header contains all the information about the booking eg: Booking Name, Agent, Consultant, Pax Travelling, etc.



After clicking **INSERT**, the 'Add New PCM Wizard' Screen above will appear.

Name	Type in the PCM Name (If ROW, use the name of the agent and the group name)
Travel date	The date they first arrive in OZ or NZ
Status	This automatically defaults to QU and you can leave it like that on quote status
Agent	Agent North America bookings use **GGCAUD** for Australia & **GGZNZD** for New Zealand ROW bookings use **GROAUD** for Australia and **GRONZD** for New Zealand
Currency	This will default to AUD or NZD depending on the agent you choose so double check you have the right agent code for the right country.
Subcode	Leave blank.

Click **FORWARD** to go to the next screen.