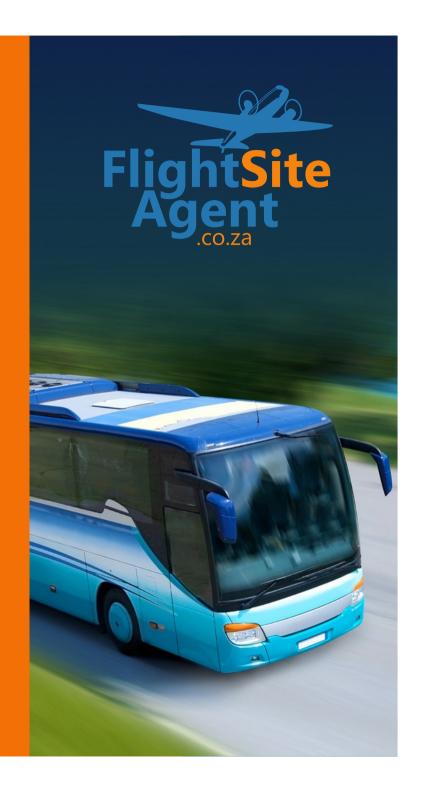
FSA WORKSHOP

DURBAN | 22ND JULY 2015

BUSES



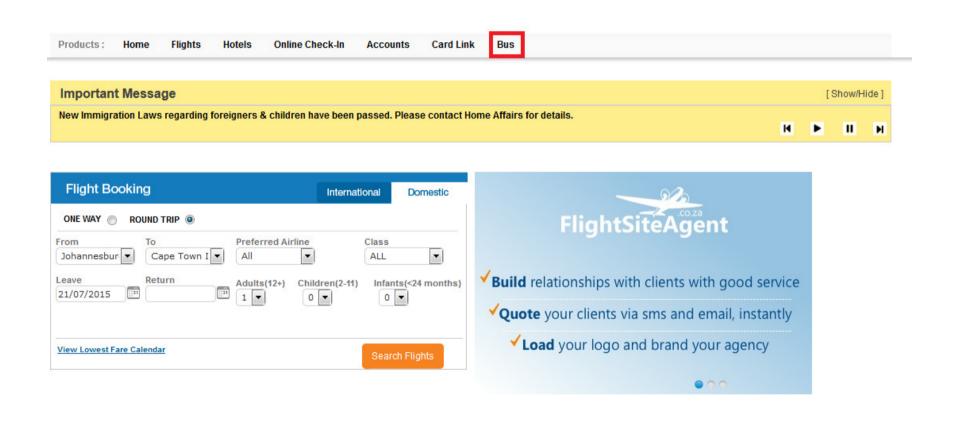
FlightSiteAgent BUSES



Contents

- How to access buses
- Bus search page
- How to search buses
- Bus results
- Forward and return trips
- Booking summary and traveller/payer details
- Payment options

How to access buses



Bus Search Page



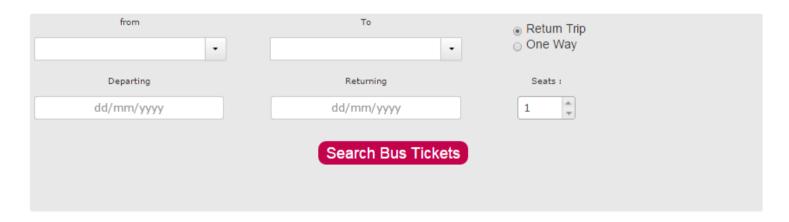
BUSSES



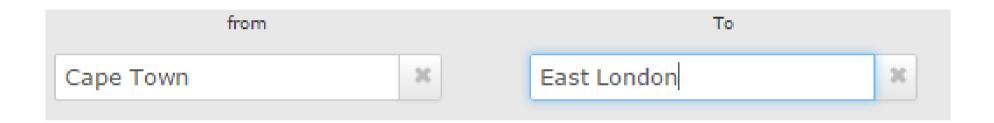
0861 33 33 92

Book a bus ticket for your customer in 3 easy steps!

- 1. Search for a bus
- 2. Make payment via credit card
- 3. 10% commission will be paid back into your FRAG ID within 24 hours

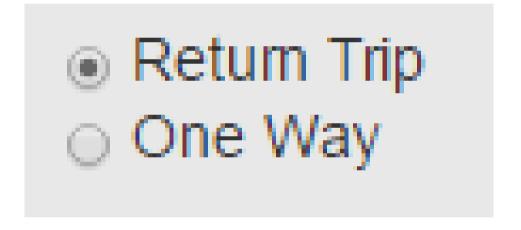


From where to where?



Select departure point and arrival point from the drop down menus

Return or One Way?



Choose whether it is a one way or a return trip

Dates?

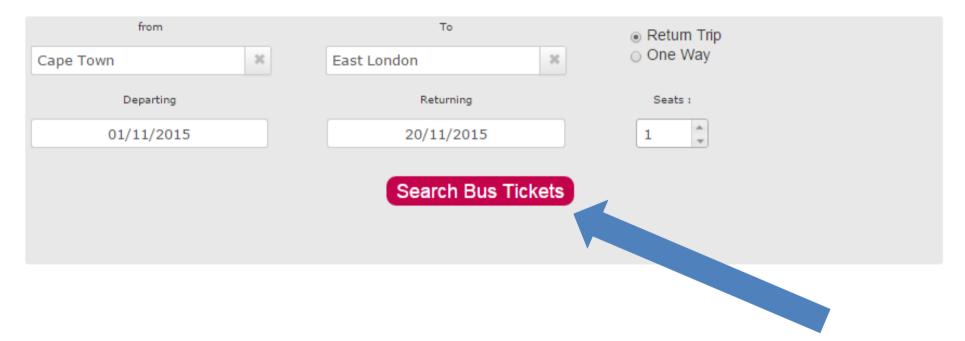


 When you click in the date box, a calendar will drop down so you can select the dates. If you've selected one way, the returning box will not appear

How many?

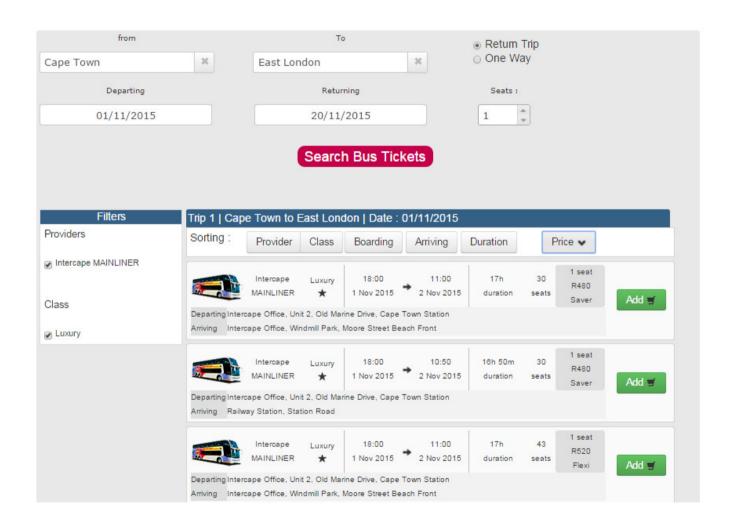


- Select how many people are travelling on these dates
- Infants under the age of 18 months can travel for free, provided they do not occupy a seat and stay on the parent / guardian's lap (InterCape rule)



 Once all details are inserted, click on the search bus tickets button

Bus Results

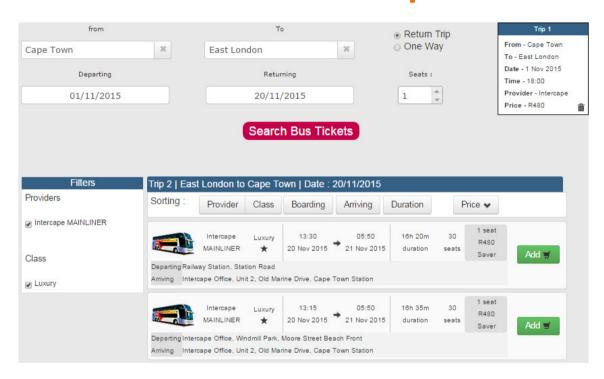


Forward Trip



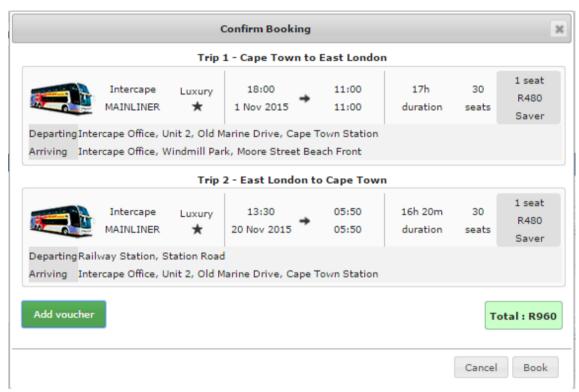
- The forward and return journeys are split up and priced separately
- To select the option you want, click "Add" and it will populate the return options

Return Trip



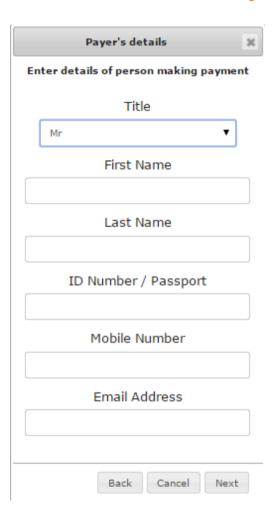
- The outbound trip is displayed in the top right hand corner of your screen
- Select your return trip to proceed

Booking Summary



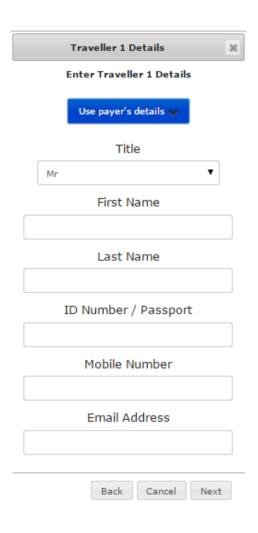
 Make sure all details are correct before you click on the book button

Payer's Details



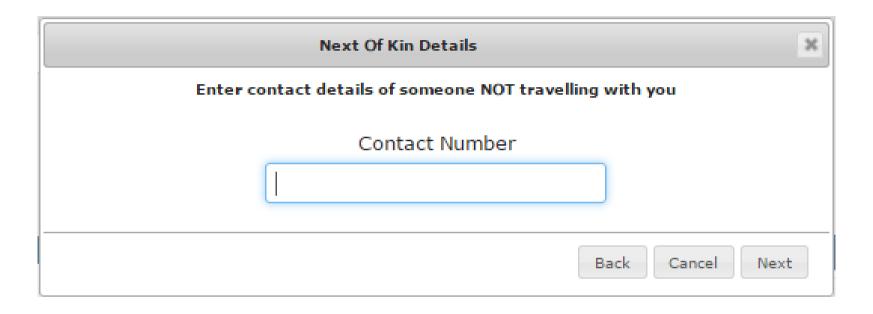
- To make the booking, add all of the card holder's details
- I would suggest that the agent's email address is inserted
- Once you have completed all details, you can click on "Next" to proceed

Traveller Details



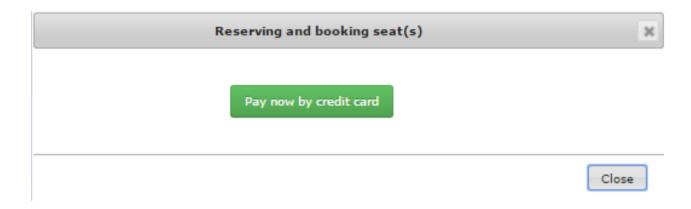
- Insert the traveller's details here
- If the card holder is also the traveller, click on "Use payer's details" and the details from the previous page will be auto-filled

Next Of Kin Details



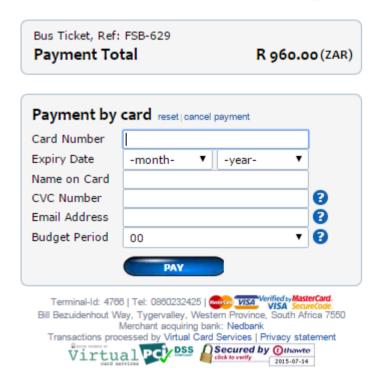
Insert next of kin contact number in this section

Payment Options



- Payment can only be done via credit card. Either the clients or the agents
- 10% commission is included in the rates
- Send us the bus confirmation for us to allocate the funds to your wallet

Payment Page



 Payment is 3D secure and will be processed like any other payment on the FlightSite Agent system