

Edit/Change travel - Searoad Ferries

Created by Floik - 30/09/2024

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1 Dashboard

From your Dashboard, select the travel you need to change.

Upcoming Travel

Reference	Status	Date	Product	Party
4479846 / 7250956	ACTIVE	21 Sep 2024	Queenscliff to Sorrento 10:00am Vehicle	TEST P

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2 Open/Close travel details using the Down/Up arrow.

You can expose more information on the travel by using the arrow.

Upcoming Travel

Reference	Status	Date	Product	Party
4479846 / 7250956	ACTIVE	21 Sep 2024	Queenscliff to Sorrento 10:00am Vehicle	TEST P
21 SEP 2024				
Adult Vehicle Passenger		1	\$19.00	
Vehicle Including Driver 5.5m or Less		1	\$83.00	
Test Portal				
2 x Promotion - Gold Traveller Discount x2			\$-31.55	
Receipt - Member Card Transfer			\$-70.45	

3 Click ellipsis next to travel you want to change.

Product	Party	Qty	Amount	
21 Sep 2024	Queenscliff to Sorrento 10:00am Vehicle	TEST PORTAL	2	\$70.45

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TRAVEL ALERTS

4 Click on Edit

Product	Party	Qty	Amount	
21 Sep 2024	Queenscliff to Sorrento 10:00am Vehicle	TEST PORTAL	2	\$70.45

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TRAVEL ALERTS

- Print Agent Confirmation
- Print Ticket

5 Click on CHANGE DATE/TIME

TRAVEL SEARCH MY PROFILE TOP UP BALANCE CHANGE PASSWORD SIGN OUT

Queenscliff to Sorrento 10:00am Vehicle
 Vehicle Passenger 1 x 5.50m Vehicle Including Driver
 10:00

Booking Actions

CHANGE DATE/TIME
 SEND CONFIRMATION EMAIL
 SHOW TICKETS

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6 Click on new date and/or time

	Sat 21st Sep	Sun 22nd Sep	
Queenscliff to Sorrento 6:00am	Available	Available	
Queenscliff to Sorrento 7:00am	Available	Available	
Queenscliff to Sorrento 8:00am	Available	Available	
Queenscliff to Sorrento 9:00am	Available	Available	
Queenscliff to Sorrento 10:00am	Available	Available	
Queenscliff to Sorrento 11:00am	Available	Available	
Queenscliff to Sorrento 12:00pm	Available	Available	
Queenscliff to Sorrento 1:00pm	Available	Available	

7 Click on SAVE BOOKING CHANGES

Booking Ref:	#7250956
Product:	Queenscliff to Sorrento 10:00am Vehicle
Fares:	1 x Adult Vehicle Passenger 1 x 5.50m Vehicle Including Driver 5.5m or Less
change to:	Queenscliff to Sorrento 9:00am Vehicle
Date:	21 Sep 2024 10:00
change to:	21 Sep 2024 09:00
Status:	Confirmed
Names:	Test Portal
Total Paid:	\$70.45

This booking needs to be saved or undo changes

SAVE BOOKING CHANGES

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8 Note new travel details

Your Dashboard will be updated with new travel details.

Booking Portal

DASHBOARD PURCHASE FERRY TICKET TRAVEL SEARCH MY PROFILE TOP UP BALANCE

Party Reference 4479846

Booking Ref:	#7250956
Product:	Queenscliff to Sorrento 9:00am Vehicle
Fares:	1 x Adult Vehicle Passenger 1 x 5.50m Vehicle Including Driver 5.5m or Less
Date:	21 Sep 2024 09:00
Status:	Confirmed