



## HOW TO USE SMILE'S NEW RESERVATIONS SYSTEM?

We would like to welcome you Smile Reservation System, where you can manage all of your group's activities.

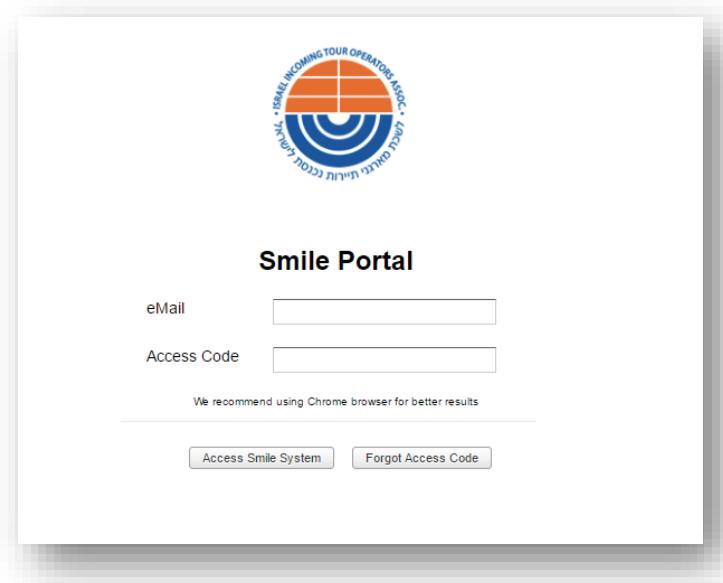
Please click [here](#) to access the system and use your email address and your phone number (no blanks or dashes) as your code In order to login.

(You can update your access code by clicking on 'Forgot Access Code' button)

Please do not hesitate to contact us with any question or issue regarding the Smile system

Best Regards,

The Smile Team



Once you logged-in to the system you will have 2 main options to choose from the top menu:

- Reservation list
- New Natbag Order





'Order List' is your default page. It will list all your orders in the system ordered by service time.

Order List										
For TESTING AGENCY (Noa)										
Order/Service	By	Product/Service	Qty	Service time	Flight	Total (Ex VAT)	Pax/Group Name (Docket)	Service Confirmation	Status	Action
50593/465240 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax) TLV-NATBAG 7 seater TRANSFER by Tel Limo (Pax)	11 Pax	31-01-2017 01:55	6H 34Z	47.00 USD Test 250117 - 10		Submitted	[On Hold] [Add Service]	
50593/465241 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax) TLV-NATBAG 7 seater TRANSFER by Tel Limo (Pax)	5 Pax	31-01-2017 01:55	6H 34Z	68.00 USD Test 250117 - 10		Submitted	[On Hold] [Add Service]	
50593/465233 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax) Late order charge - under 5 days booking, over 15pax	6 Pax	28-01-2017 10:40	6H 70Z	32.00 USD Test 250117 - 6		Submitted	[On Hold] [Add Service]	
5054/3465222 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax) Late order charge - under 5 days booking, over 15pax	1 Late order	27-01-2017 03:20	6H 14Z	20.00 USD Test 250117 - 5		Penalty_Submitted	[On Hold] [Add Service]	
50873/465256 Amit Zamirly		NATBAG- BEER SHEVA 7 seaters TRANSFER by Tel Limo (Pax)	50 Pax	26-01-2017 08:00	6H 25Z	58.00 USD Test 250117 - 36		Submitted	[On Hold] [Add Service]	
50673/465258 Amit Zamirly		NATBAG- BEER SHEVA 7 seaters TRANSFER by Tel Limo (Pax)	7 Pax	26-01-2017 08:00	6H 25Z	174.00 USD Test 250117 - 36		Submitted	[On Hold] [Add Service]	
50873/465259 Amit Zamirly		NATBAG- BEER SHEVA 7 seaters TRANSFER by Tel Limo (Pax)	7 Pax	26-01-2017 08:00	6H 25Z	174.00 USD Test 250117 - 36		Submitted	[On Hold] [Add Service]	
50673/465257		Late order charge - under 5 days booking, over 15pax	1 Late order	26-01-2017 08:00	6H 25Z	20.00 USD Test 250117 - 36		Penalty_Submitted		
4899/3465023 Amit Zamirly		Smile DEPARTURE service (Terminal 3) (Pax)	5 Pax	26-01-2017 03:10	6H 72Z	37.00 USD Test 220117 - please discard (45345)		3465023	Canceled	
4899/3465024 Amit Zamirly		CAESARIYA- NATBAG 7 seaters TRANSFER by Tel Limo (PAX)	5 Pax	26-01-2017 03:10	6H 72Z	134.00 USD Test 220117 - please discard (45345)		3465024	Canceled	
4899/3465025 Amit Zamirly		Sabatul by Tel Limo (Bus's)	2 Bus(s)	26-01-2017 03:10	6H 72Z	70.00 NIS Test 220117 - please discard (45345)			Canceled	
4245/3464346 Noa Henderly		HERZLIYA- NATBAG 7 seaters TRANSFER by Tel Limo (PAX)	4 Pax	26-01-2017 11:05	6H 58Z	83.00 USD Test 2 - please discard		11354	Canceled	
5051/2465227 Amit Zamirly		Smile DEPARTURE service (Terminal 3) (Pax)	5 Pax	26-01-2017 05:40	6H 25Z	37.00 USD Test 250117 - 1		3465227	Approved [Add Service]	
5051/2465228 Amit Zamirly		Late order charge - under 5 days booking, over 15pax	1 Late order	26-01-2017 05:40	6H 25Z	20.00 USD Test 250117 - 1		Penalty_Submitted		
50593/465234 Amit Zamirly		Smile DEPARTURE service (Terminal 3) (Pax)	20 Pax	26-01-2017 05:40	6H 25Z	69.00 USD Test 250117 - 7		Submitted	[On Hold] [Add Service]	
50593/465235 Amit Zamirly		Late order charge - under 5 days booking, over 15pax	1 Late order	26-01-2017 05:40	6H 25Z	20.00 USD Test 250117 - 7		Penalty_Submitted		
50573/465237 Amit Zamirly		Late order charge - under 24H booking, up to 15pax	1 Late order	25-01-2017 06:15	A9 69Z	30.00 USD Test 250117 - 8		Penalty_Submitted		
50593/465239 Amit Zamirly		Late order charge - under 24H booking, over 15pax	1 Late order	25-01-2017 04:00	6H 91Z	45.00 USD Test 250117 - 9		Penalty_Submitted		
1/3465033		Smile ARRIVAL service terminal 3 (Pax)	5 Pax	24-01-2017 06:55	6H 22Z	32.00 USD test			Canceled	
5063/3465249 Amit Zamirly		Late order charge - under 24H booking, up to 15pax	1 Late order	24-01-2017 06:55	6H 22Z	30.00 USD test 250117 - 23			Penalty_Submitted	
6/3465028 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax)	3 Pax	23-01-2017 10:15	4D 05Z	27.00 USD TEST20			Canceled	
4916/3465065 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax)	5 Pax	23-01-2017 09:50	6H 16Z	32.00 USD Test 230117 - 20 (4355A)		3465065	Canceled	
4916/3465067 Amit Zamirly		TLV-NATBAG 7 seater TRANSFER service by Tel Limo (PAX)	3 Pax	23-01-2017 09:50	6H 16Z	68.00 USD Test 230117 - 20 (4355A)			Canceled	
4916/3465068 Amit Zamirly		Late order charge - under 24H booking, over 15pax	1 Late order	23-01-2017 09:50	6H 16Z	45.00 USD Test 230117 - 20			Penalty_Submitted	
5/3465032 Amit Zamirly		Smile ARRIVAL service terminal 3 (Pax)	20 Pax	22-01-2017 08:00	6H 25Z	58.00 USD TEST 21			Canceled	
4517/3464619 Amit Zamirly		Late order charge - under 5 days booking, over 15pax	1 Late order	21-01-2017 08:05	4D 05Z	20.00 USD Test 100 - please discard			Canceled	
4231/3464332 Amit Zamirly		Late order charge - under 24H booking, over 15pax	1 Late order	18-01-2017 10:15	4D 05Z	45.00 USD Test 170117 - please discard			Canceled	
5064/3465250 Amit Zamirly		Smile DEPARTURE service (Terminal 3) (Pax)	5 Pax	01-01-2017 03:30	6H 72Z	37.00 USD Test 250117 - 25			Submitted [Add Service]	
5064/3465251 Amit Zamirly		Late order charge - under 24H booking, up to 15pax	1 Late order	01-01-2017 03:30	6H 72Z	30.00 USD Test 250117 - 25			Penalty_Submitted	

'New Natbag order' is where you make your new reservation:

**Natbag Order**

Pax or Group Name *	<input type="text"/>	Agency *	<input type="text" value="TESTING AGENCY (Noa)"/>
Nationality *	<input type="text" value="Select multiple values"/>	Agent *	<input type="text" value="Noa Henderly"/>
Docket/PNR	<input type="text"/>	noah@israeltravel.co.il 0544788515,	
Languages	<input type="text" value="Select multiple values"/>	Flight Code *	<input type="text"/>
Flight Date	<input type="text" value="dd-MM-yyyy"/>	Arrival/Departure *	<input type="text"/>
Listed Flight	<input type="text" value="Select-"/>	Terminal *	<input type="text"/>
Product *	<input type="text" value="Select-"/>	Flight Time *	<input type="text" value="dd-MM-yyyy HH:mm:ss"/>
Qty *	<input type="text" value="0"/>	Service Time *	<input type="text" value="dd-MM-yyyy HH:mm:ss"/>
First Destination *	<input type="text" value="Select-"/>	Price (Ex VAT) *	<input type="text" value="0.00"/>
Notes (Visual Identification)	<input type="text"/>	Currency *	<input type="text" value="Select-"/>
PAX Mobile Phone	<input type="text"/>	Total (Ex VAT)	<input type="text" value="0.00"/>
Guide name/phone	<input type="text"/>	Pax List	<input type="text" value="אנו בחרנו בלבוב"/>
Driver name/phone	<input type="text"/>	Logo/Sign	<input type="text" value="אנו בחרנו בלבוב"/>
Another Service?	<input type="checkbox"/> Add another service to this order after Submit		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

All fields marked with \* is mandatory. Please make sure you provide all the information needed for us to give better service to your customers.



In PRODUCT field: you can type few letters in order to choose the product/service you wish to order. The system will list all services that match your selection.

In NOTES field: you can write important information you'd like us to know (including specific destination).

Based on information entered by you the system will provide you with flight details and cost.

You can upload signs and/or Customer list as an attachment.

### **Add service to Reservation**

If you wish to add another service to the same reservation, please select the checkbox Add another service to this order and press Submit. After submission, the system will open another service order for you (such as portage, transportation etc.) and will link everything to one order.

For example: in the same reservation, you can transfer some people to one location and others to another location – just by adding a separate service to each location.

### **Email Reservation in Excel format**

You can email us your reservation using Excel format

**Please Note- reservations details can't be sent by email anymore.** Please submit the reservations by using the online system or email us the Excel file.

**In case you ordered the reservation less than 24 hours before the service time, you will be asked to call Smile to confirm the reservation: 03-9754020.**

Please do not hesitate to share with us your experience. We want to ensure that our reservation system is simple and easy to use.

The Smile Team

