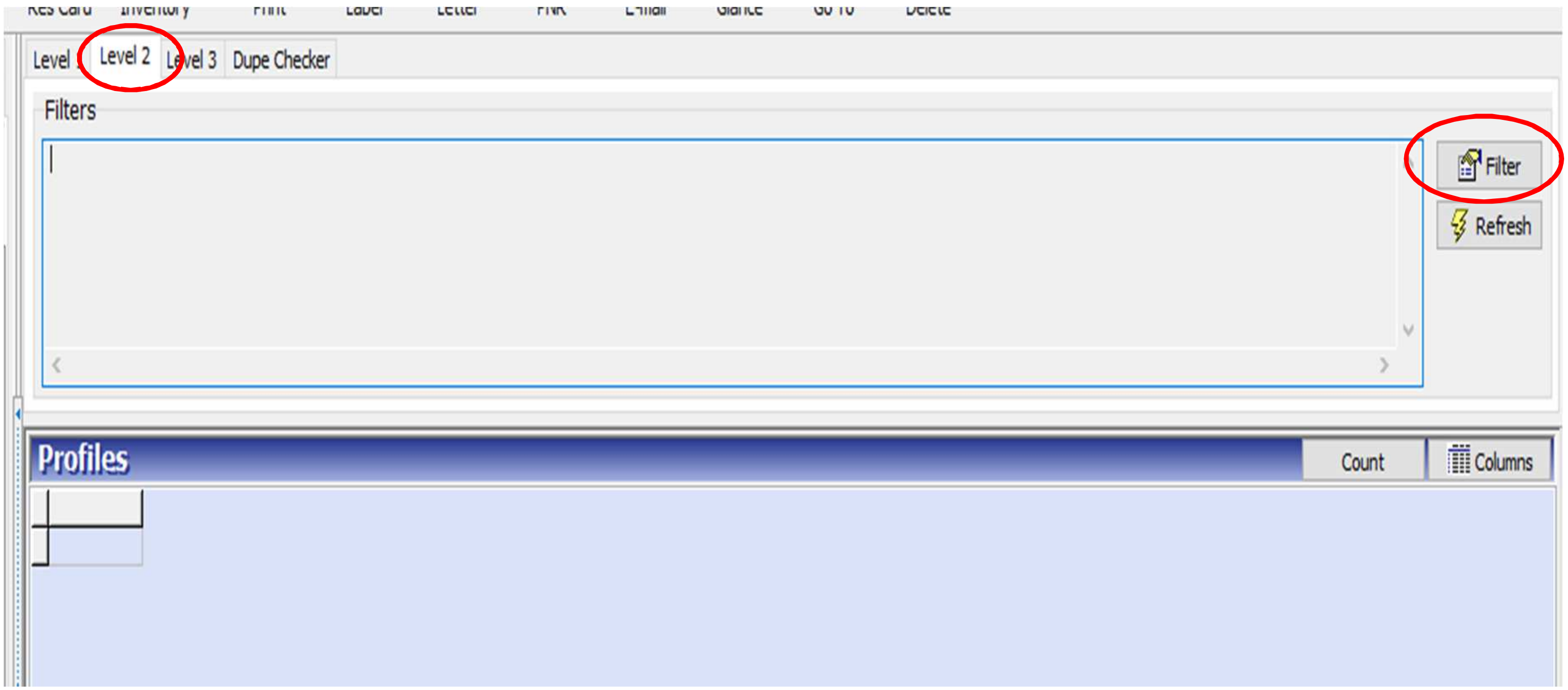
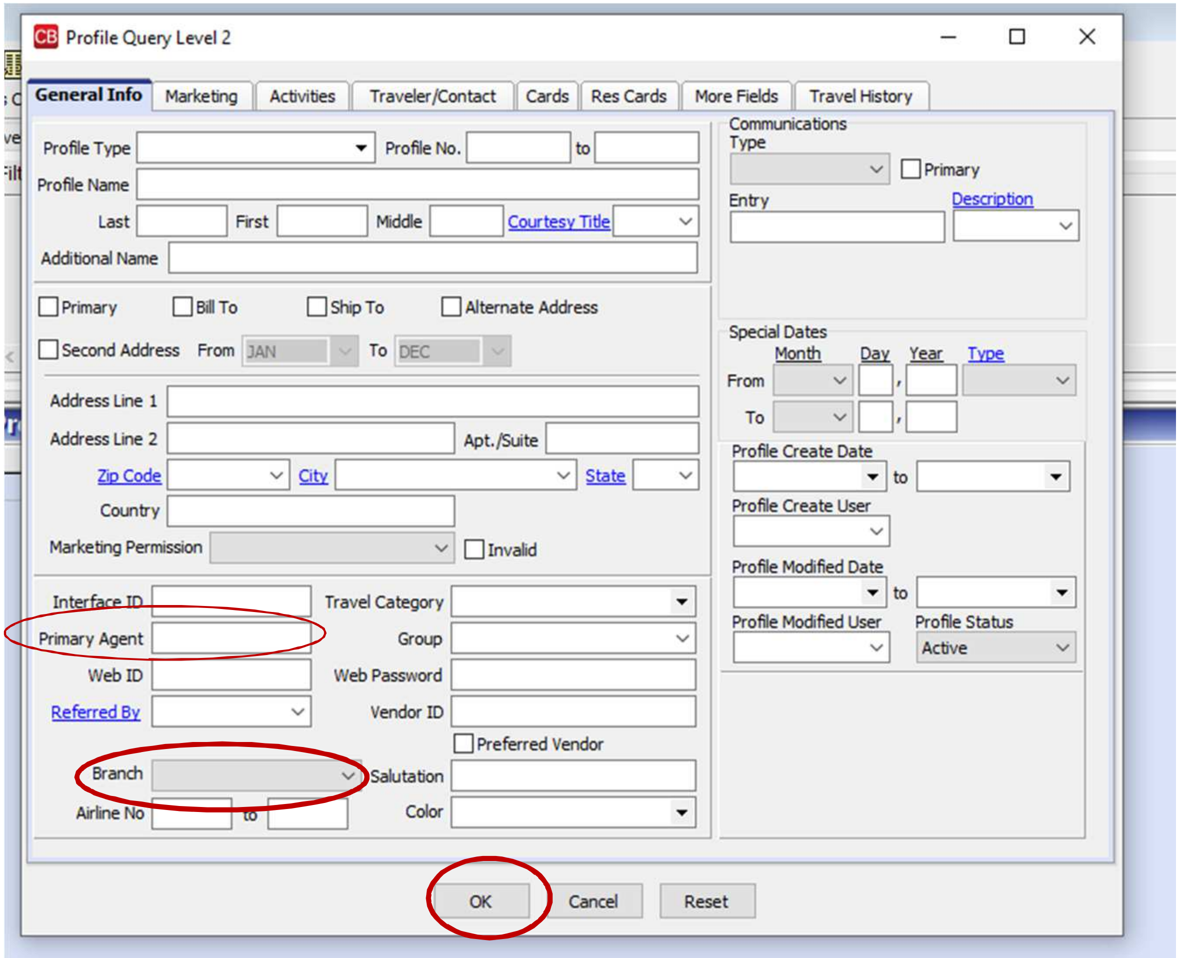
Level 2 query

1. Click on Level 2



2. Click on filter

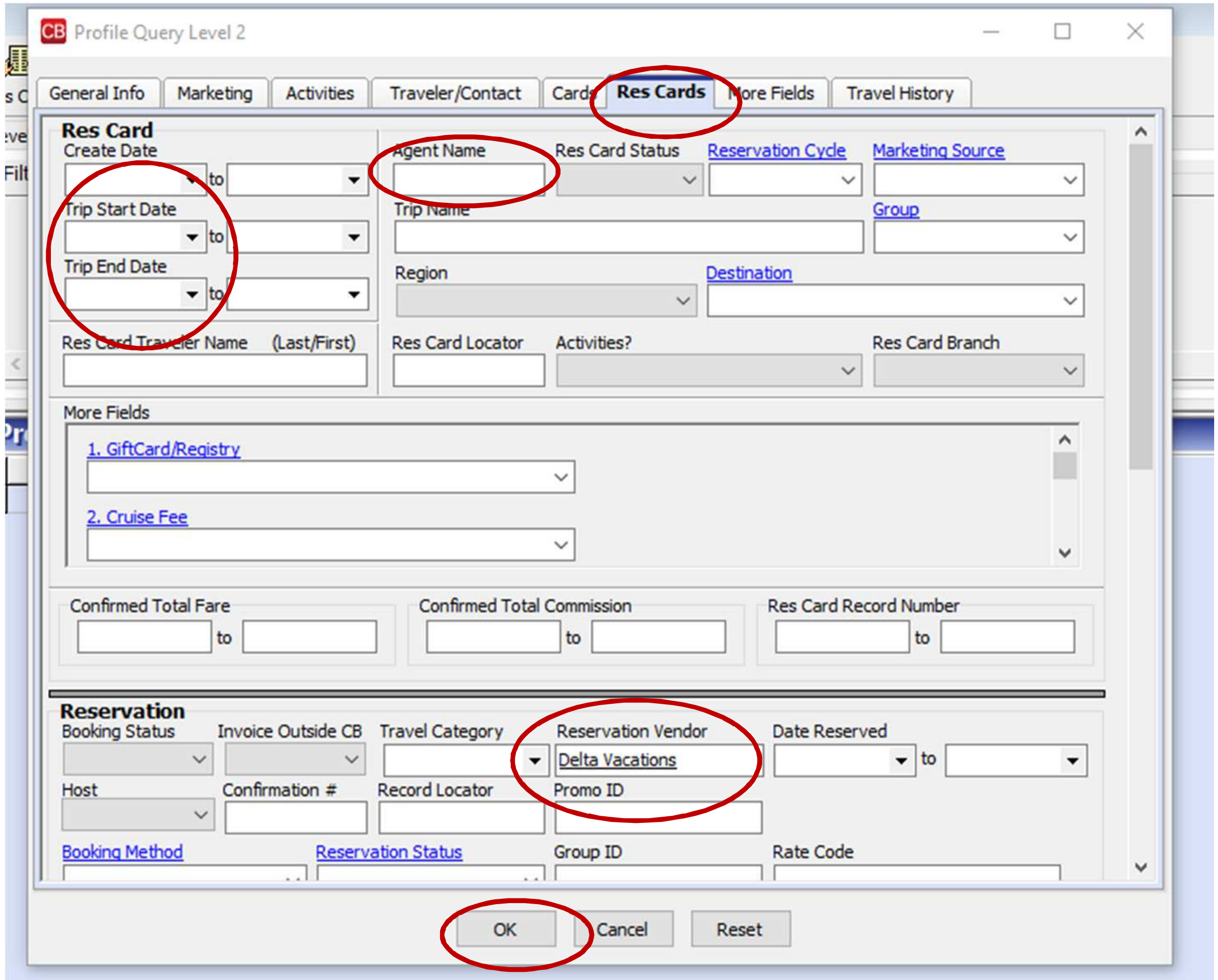
Once you get to this point you can click on any tab you want and fill out as much or as little as you want. The most important things are agent sine and branch number.



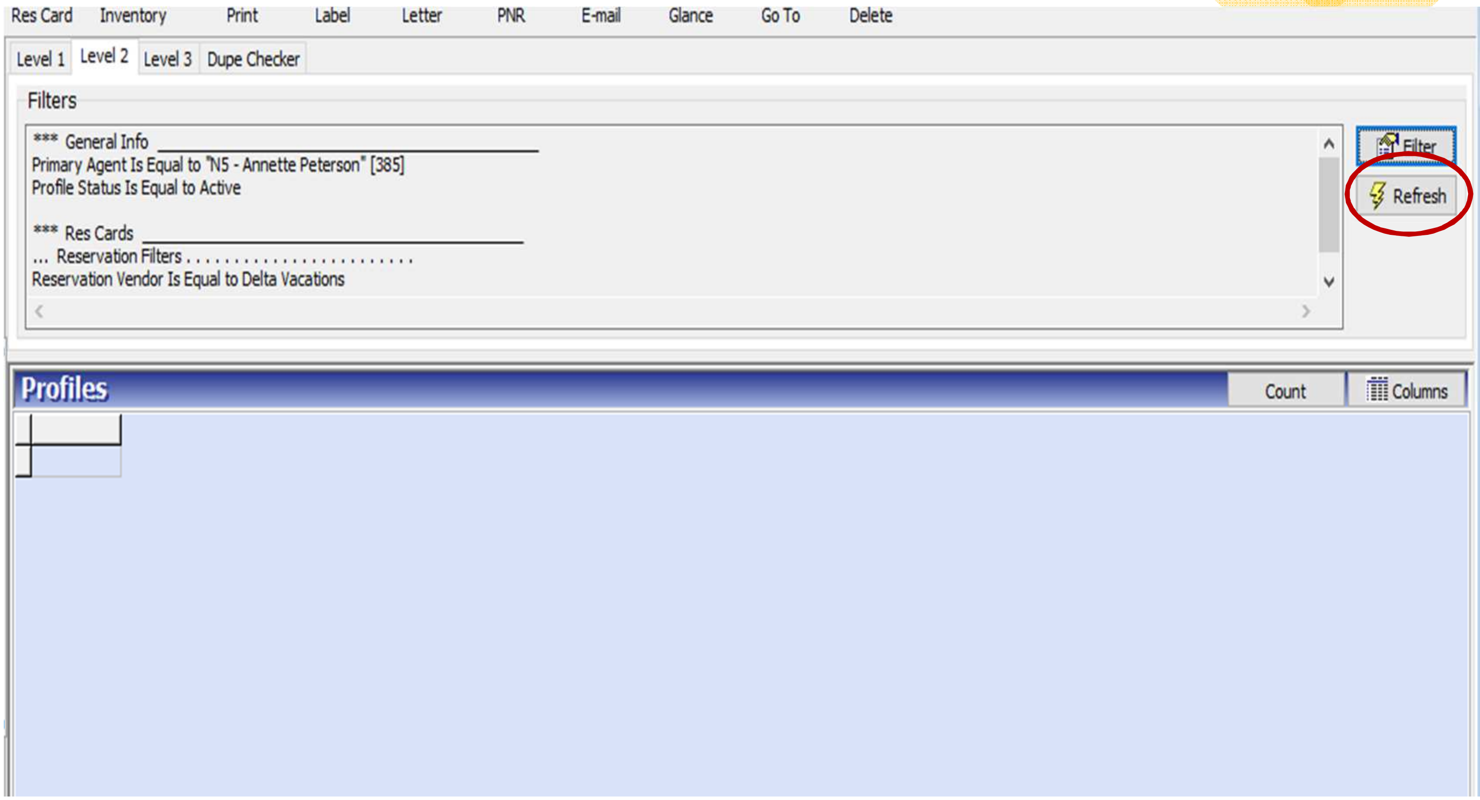
3. Click ok at the bottom or add more information.

You can click on the Res Cards tab and get information such as reservation cycle, trip start date, or end date. You can also find out all of your reservations for a specific vendor.

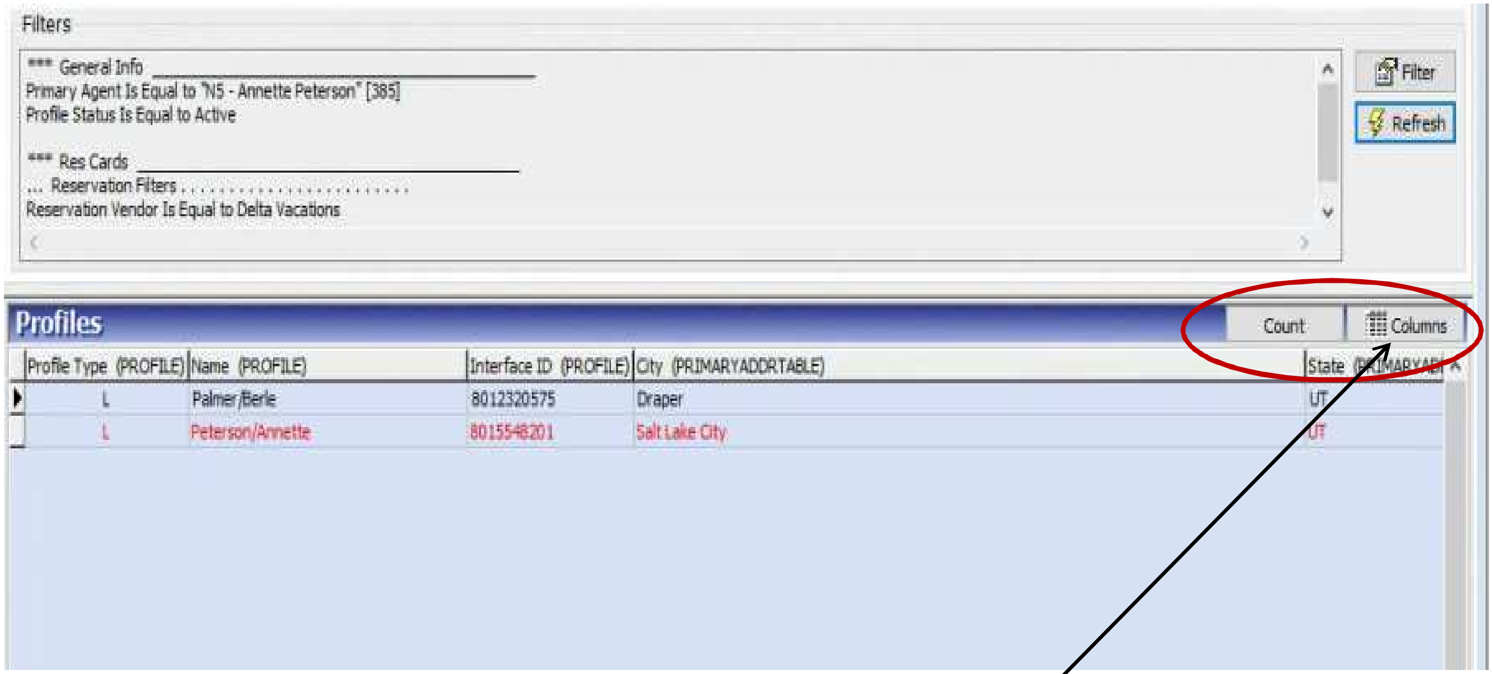
You must click ok on every page to save



4. Once you do this then you can click refresh.

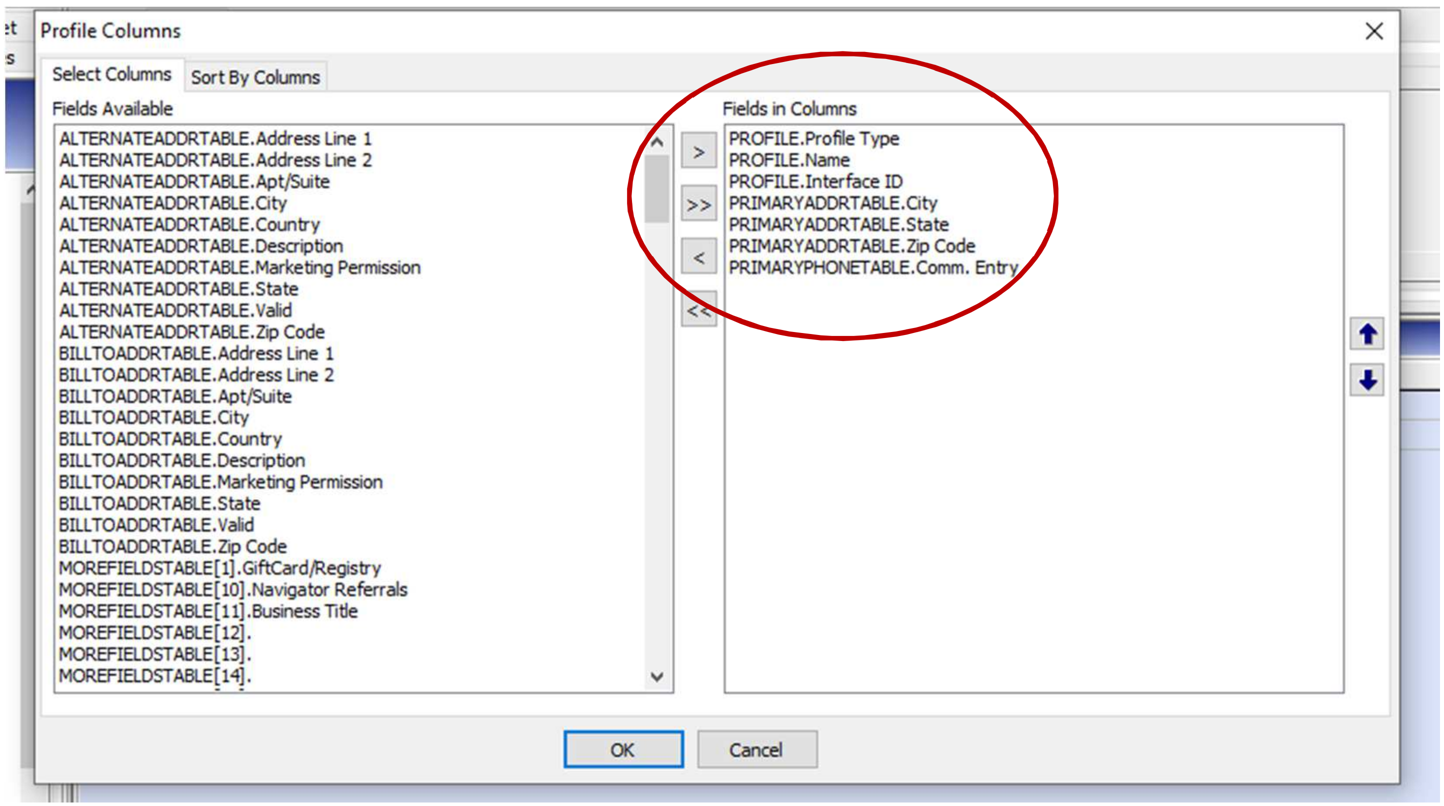


Once you get to this point you can click count to see the number of people in the query.



To change information in the columns, click on 'Columns'

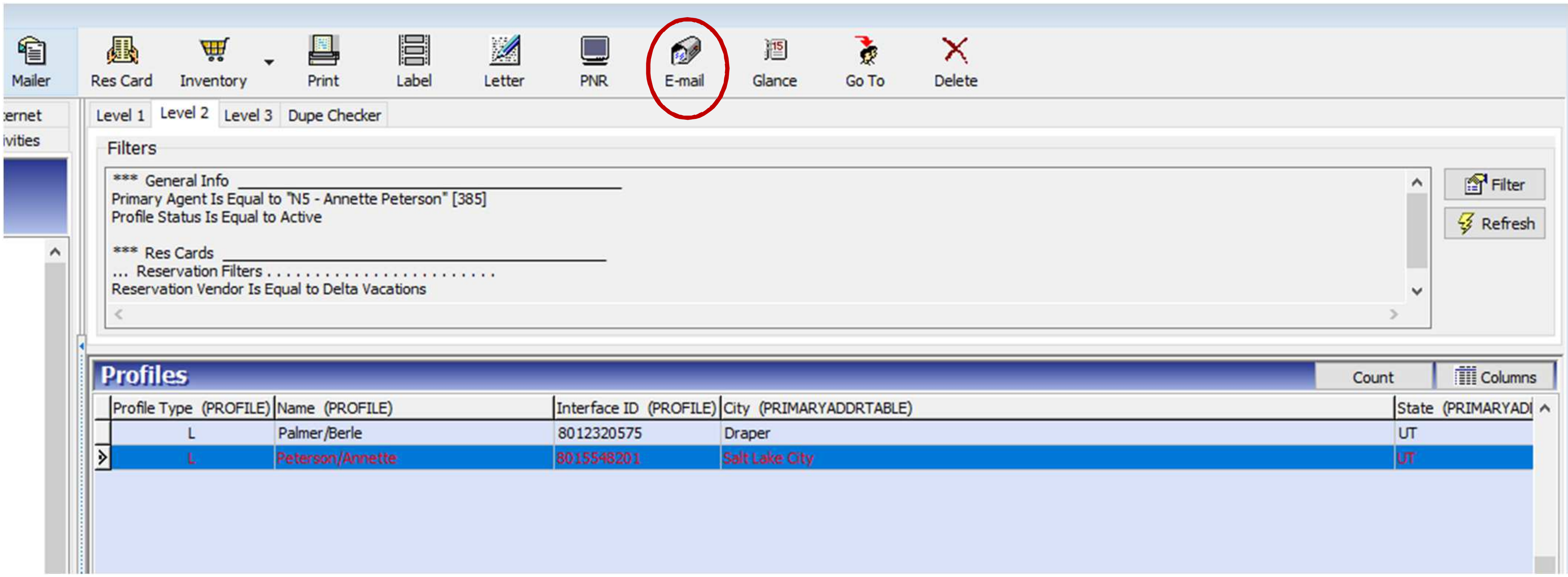
The fields circled red are the fields that come up automatically. You can use the arrows to move anything out that you don't want or add anything from the other column that you would like.



When you want to email to a group of clients you will the Document to your computer. Saving to your Desktop can make it easy to find.
** Delete it from your desktop after using it.

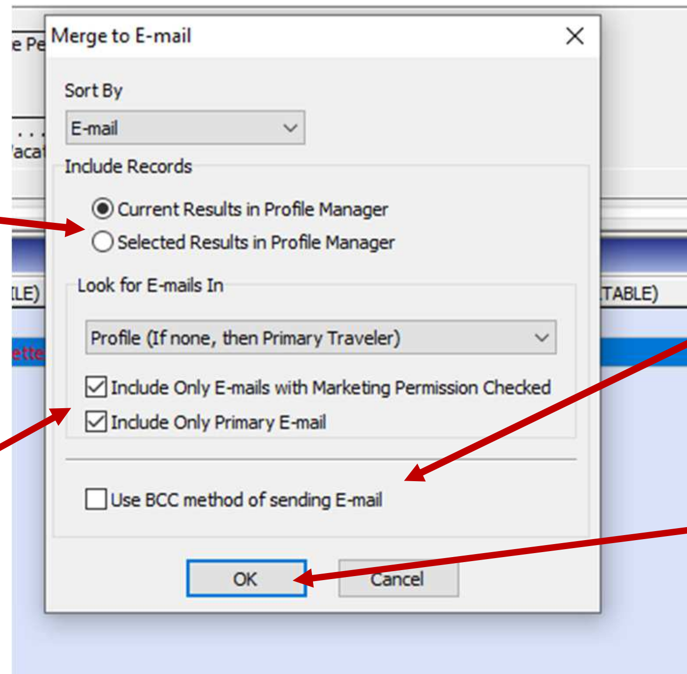
You can either send to the whole query list or you can highlight the ones you want by clicking on it.

5. Click on the email button.



1. Once you click on email this box will come up. If you leave it marked to current results in profile manager it will send to the whole list.

OR If you only want to send to the clients you selected you will click on "selected results in profile manager"



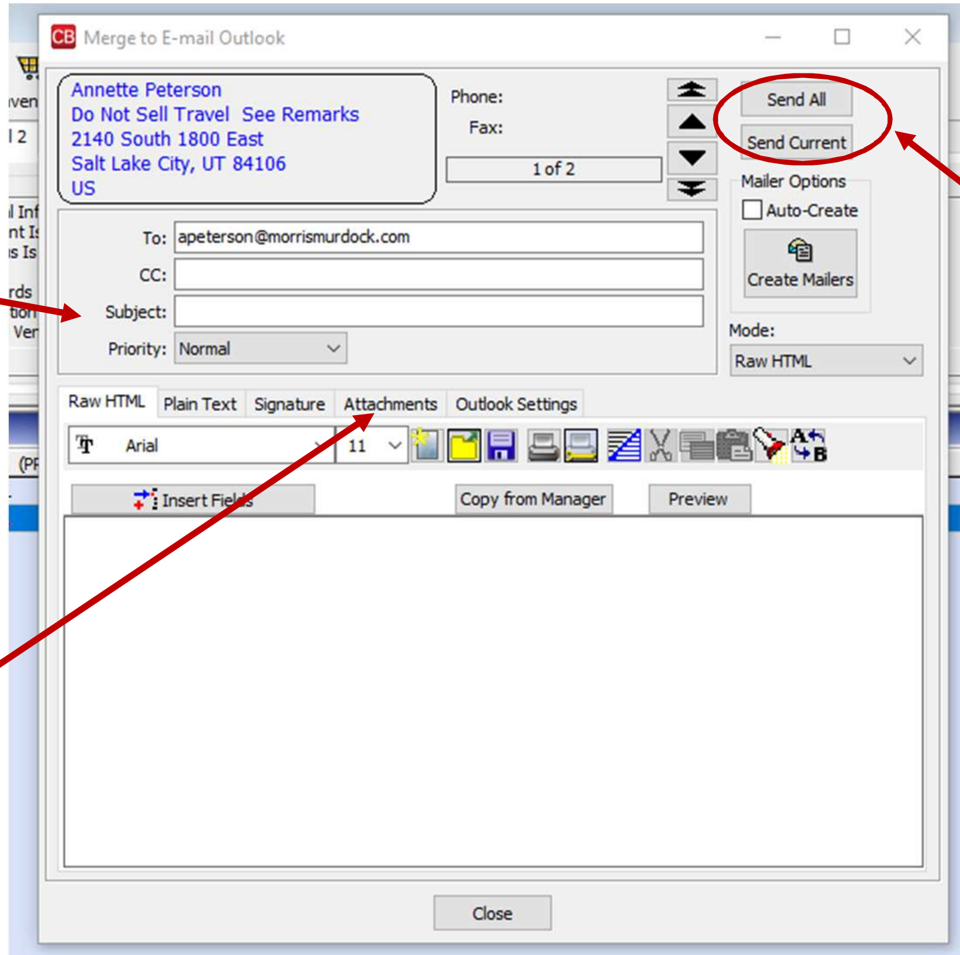
3. It's always wise when sending to a big group to check use BCC method so it doesn't show everybody's email.

4. Click ok.

2. Verify checked boxes are what you want.

1. This screen will come up next. You will type in the subject.

2. You can either copy and
Paste into the body of the email
Or you can use the attachment button and attach from your desktop.



3. Now you can click on either send all or send current. If you click on create mailers it will send it and it will show that it is sent in your activities tab. It will just be a record that you sent it.