

KARISMA

HOTELS & RESORTS

# INSTAQUOTE

A SIMPLE TOOL FOR THE KARISMA HOTELS SALES TEAM  
AND TRAVEL AGENTS, DESIGNED TO GENERATE GROUP  
QUOTES IN MINUTES.

The screenshot displays the Karisma Travel Agent portal interface. At the top left, the logo reads "KARISMA FOR TRAVEL AGENTS". The main navigation bar includes links for "Agent Programs", "Sales & Marketing", "Learning Center", "My Bookings", "Sales Team", and "Book Now". On the right side of the header, there are "Login" and "Search" buttons, a "Contact Us" link with an envelope icon, and a "BOOK NOW" button. Below the navigation bar, a sidebar on the left contains a vertical menu with items: "Sales & Marketing", "Brand Center", "Sales & Marketing Collateral", "E-Brochures", "Video Spots", "Social Media", and "Digital Marketing". A dropdown menu is open under "Sales & Marketing", listing: "Brand Center", "Sales & Marketing Collateral", "E-Brochures", "Video Spots", "Social Media", "Digital Marketing Solutions", "Customer Booking Tools" (highlighted in brown), "Consumer Show Kits", "Weddings", and "Promotions & Incentives". The main content area features a "BREAKING" banner with a "News and Info in the Press" section and a "2014 GIVC Awards - Save the date Date 3 -" announcement. Below this, a "Customer Booking Tools" section is visible, with the heading "9% commission on all your bookings" and a sub-heading "Book online!". The text in this section states: "Easier than ever for you to increase your bookings and earn more commission. The booking widget on our website is a new page, that allows guests to book directly through you, online, and you receive the commission. Karisma Hotels & Resorts Travel Agents can login to individual accounts to view and manage all reservations, allowing for customized follow up and customer retention. Check out our tutorial - and start earning more commission today!". A link for "Booking Widget Tutorial" is provided, along with a button for "Booking Widget Banner Options - CLICK HERE".


After you log onto your Karisma Travel Agent portal. Click on Sales & Marketing and Customer Booking Tools.

## Group InstaQuote

Time is of the essence. With Insta Quote, in just a few clicks of the mouse and a few short moments, generate a custom quote for your potential group clients.

In an age where search engines rule, today's consumers are accustomed to insta-everything. They do not want to wait in vain... for anything! So, enter our Group Insta Quote. As a Karisma Hotels & Resorts Travel Agent, you have exclusive access to an incredibly detailed yet user-friendly system that will allow you to easily quote and manage your group customers. Simply enter desired travel dates, budget, property and room information and other criteria in order to quickly and accurately quote the vacation of their dreams... and close the deal.

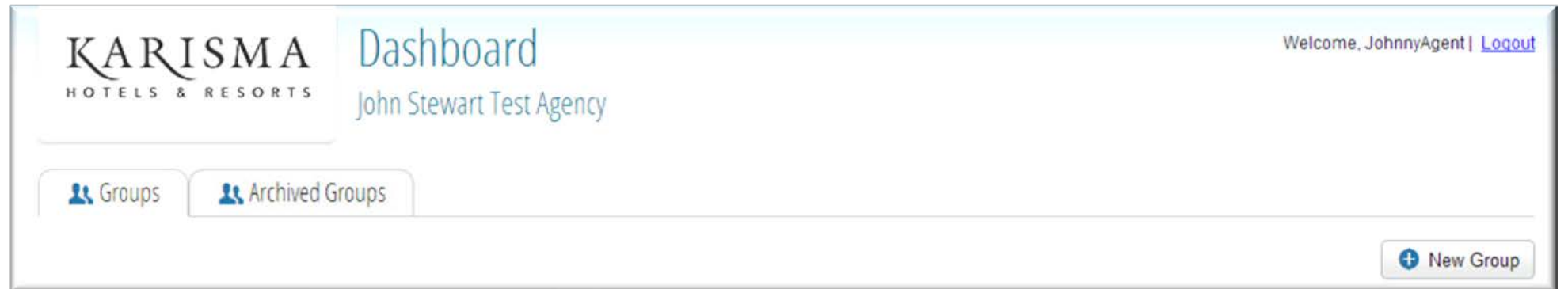
 [Take the tutorial and begin using InstaQuote today.](#)

[Get Started](#) 



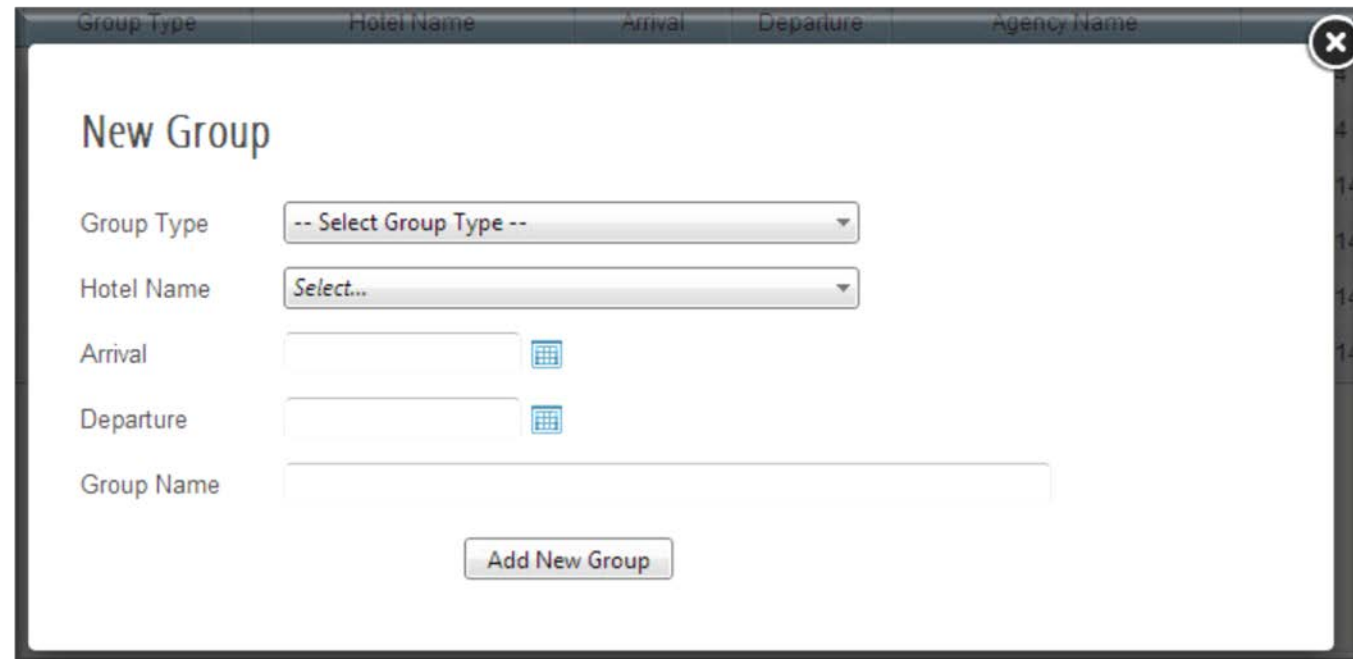
Click on get started to go to  
instaquote.Karisma.com

# STEP 1: CREATE A NEW GROUP



Start the quote by choosing “New Group” on the first page after logging in.

# STEP 2: ADD BASIC DETAILS



The screenshot shows a web form titled "New Group" with a dark header bar containing the labels "Group Type", "Hotel Name", "Arrival", "Departure", and "Agency Name". The form fields are as follows:

- Group Type:** A dropdown menu with the text "-- Select Group Type --".
- Hotel Name:** A dropdown menu with the text "Select...".
- Arrival:** A text input field followed by a calendar icon.
- Departure:** A text input field followed by a calendar icon.
- Group Name:** A wide text input field.

At the bottom center of the form is a button labeled "Add New Group".

The following slide indicates all necessary information that needs to be included.

**New Group**

Group Type: Family Reunion

Hotel Name: -- Select Group Type --

Arrival: Family Reunion

Departure: Special Occasions

Group Name: Test Group Type

Wedding Group

Add New Group

**New Group**

Group Type: Family Reunion

Hotel Name: Azul Beach

Arrival: Azul Beach

Departure: Azul Fives

Group Name: El Dorado Casitas

Generations Maroma

El Dorado Maroma

El Dorado Royale

El Dorado Seaside

Generations Riviera Maya

**New Group**

Group Type: Family Reunion

Hotel Name: Azul Beach

Arrival: 4/25/2014

Departure: 4/28/2014

Group Name: Smith Family Reunion

Add New Group

Groups should be given an easily identifiable name, for instance “Smith Family Reunion.” Once all details are added, choose “Add New Group”

**New Group**

Group Type: Family Reunion

Hotel Name: -- Select Group Type --

Arrival: Family Reunion

Departure: Special Occasions

Group Name: Test Group Type

Wedding Group

Add New Group

**New Group**

Group Type: Family Reunion

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Arrival: Azul Beach

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# STEP 3: CHOOSING ROOM CATEGORIES

Smith Family Reunion

Hotel: Azul Beach

Arrival: 4/25/2014 Departure: 4/28/2014 Refresh Save

RACK

Status: Active Min Days: 1 Book: 10/10/2012-10/31/2014 Travel: 7/1/2013-12/31/2019

Category	Fri 04/25	Sat 04/26	Sun 04/27	Total
<input checked="" type="checkbox"/> Deluxe Suite	10	10	7	27
Double	\$411	\$411	\$411	\$1,234
Single	\$495	\$495	\$495	\$1,485
Triple	\$411	\$411	\$411	\$1,234
Child 0-2	\$0	\$0	\$0	\$0
Child 3-12	\$250	\$250	\$250	\$750
<input checked="" type="checkbox"/> Jacuzzi Junior Suite	3	3	4	10
Double	\$479	\$479	\$479	\$1,436
Single	\$561	\$561	\$561	\$1,684
Triple	\$479	\$479	\$479	\$1,436
Child 0-2	\$0	\$0	\$0	\$0
Child 3-12	\$250	\$250	\$250	\$750

Create Quote ?

Verify all details of the party including hotel and travel date, then choose the room categories.

The numbers on the top of the columns indicate inventory availability. Prices are per person based on indicated occupancy.

Once all details are verified, create the quote.

# STEP 4: FINALIZE DETAILS

Group Name: Smith Family Reunion  
Agency IATA: 123456789  
Travel Agency: John Stewart Test Agency  
Client Name: Samantha Smith  
Client Email: test@gmail.com  
Sales Agent: John Tester Agent  
Agent Phone: 77263157871234  
Number of Rooms: 10  
Quote Valid To: 4/22/2014  
Agent Email: JohnnyAgent

There are currently no user defined amenities...

Add new user defined amenity

Requesting all ocean front rooms, depends on availability

Add

Preview Quote Return

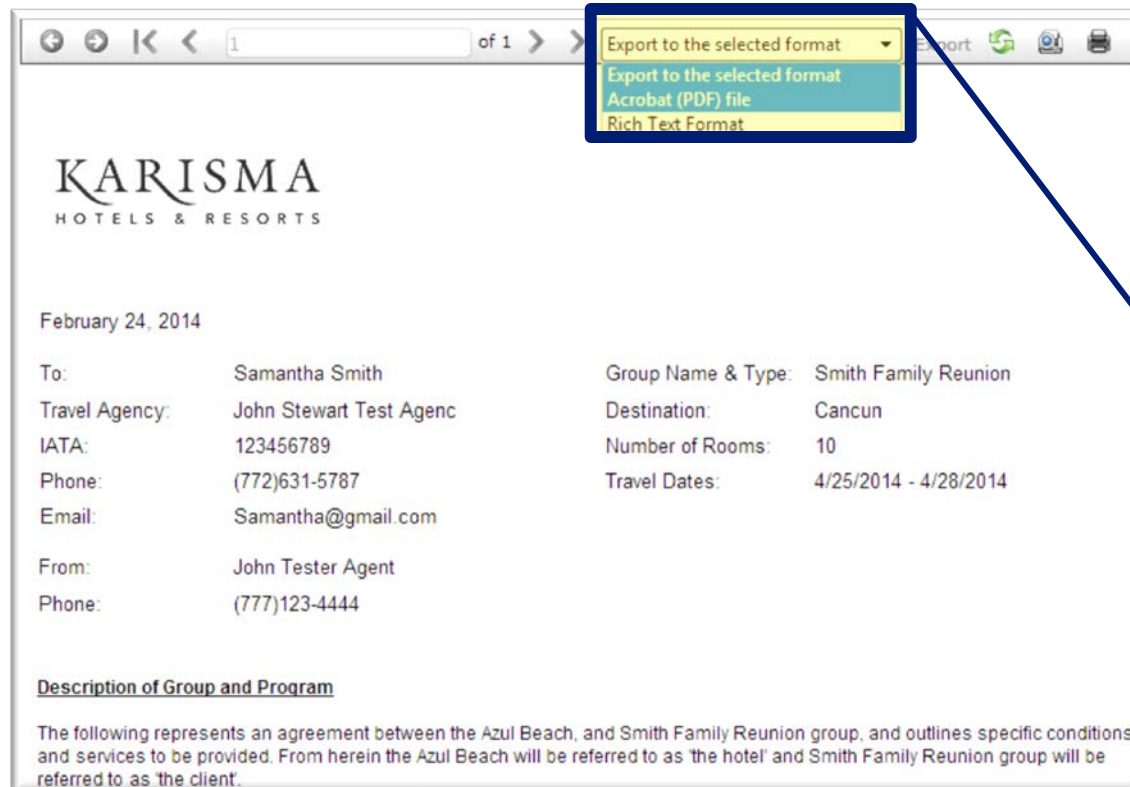
Enter in the following pieces of information:

Client name and number of rooms. The email address is optional and is not saved in the Insta Quote system.

Optional user defined amenities can also be added, for instance “Requesting all ocean front rooms, depends on availability”

When all information is added, preview quote.

# STEP 5: PREVIEW & SAVE FINAL QUOTE



All custom information populates in the final screen.

The drop down menu on the top allows the user to export a PDF of the full quote.



# MANAGING GROUPS

Group Name	Group Type	Hotel Name	Arrival	Departure	Agency Name	Created		
Testing group for Agents		Azul Fives	6/1/2014	6/4/2014	John Stewart Test Agency	2/3/2014 11:04:47 AM		
The PK Group		Azul Fives	8/3/2014	8/6/2014	John Stewart Test Agency	2/5/2014 4:39:52 PM		
Test Group		Azul Sensatori Jamaica	6/1/2014	6/4/2014	John Stewart Test Agency	2/11/2014 1:18:27 PM		
Smith Family Reunion	Family Reunion	Azul Beach	4/25/2014	4/28/2014	John Stewart Test Agency	2/21/2014 12:50:26 PM		

Groups can be managed on the first screen of the insta quote builder.

Click here to edit group details

Click here to delete group

# QUESTIONS?

PLEASE CONTACT  
[INFO@KARISMATRAVELAGENTS.COM](mailto:INFO@KARISMATRAVELAGENTS.COM)