

View the reservation:

clientbase online | Profiles | Activities | Res Cards | Tools | Help | Log Out

Global Saved Searches | Personal Saved Searches

Generate Invoice | Trip Proposal | PNR | Live Connect | Note | Mailer | Reminders

### Res Card - Maisel/Sarah

**Reservations**

Res Card No.: 3353246  
 Res Total: 1,109.18  
 Invoiced Total: 0.00  
 Balance: 1,109.18

Agent: Sarah Maisel  
 Status: Active  
 Res. Cycle:

Trip Name:  
 Trip Start Date: 01/05/14  
 Trip End Date: 01/09/14

More about this trip...  
 General Info  
 Passengers  
 Reservations  
 Invoices  
 Itinerary Report  
 Activities  
 Attachments  
 More Fields  
 Close Res Card

Type	Res Date	Vendor	Reservation Status	Conf #	Reservation No.	Base	Tax	Com.	Charge As	Source	Start I
Tour	10/25/2013	Disney Central Reservations		8UH43954	4820010	1,109.18	0.00	0.00		Disney Online - WDW	01/05/14

Expand Results

Scroll Down to the Charges:

clientbase online | Profiles | Activities | Res Cards | Tools | Help | Log Out

Edit | Close

Tour | Live Connect | Inventory

Booking Status: Confirmed  
 Vendor: Disney Central Reservations  
 Date Reserved: 10/25/2013  
 Duration:  
 Confirmation #: 8UH43954  
 Record Locator:  
 Booking Method: Disney Online - WDW

Reservation Status:  
 Promo ID:  
 No of PAX: 2  
 Invoiced Outside CB: No  
 Issued through ARC: No  
 Domestic/International:

Passengers  
 Maisel/Ryan  
 Maisel/Sarah

Charge As:

Base	Tax	Com	Total Fare
\$1,109.18	\$0.00	\$0.00	\$1,109.18

Tax

Tax 1: \$0.00 0.00%  
 Tax 2: \$0.00 0.00%  
 Tax 3: \$0.00 0.00%  
 Tax 4: \$0.00 0.00%

Payment Due Date  
 Deposit Due Date: Create Reminders

Select Itemize:

clientbase online | Profiles | Activities | Res Cards | Tools | Help | Log Out

Global Saved Searches | Personal Saved Searches

Generate Invoice | Trip Proposal | Note | Mailer | Reminders

### Res Card - Maisel/Sarah

**Itemize Amount**

Res Card No.:	3353246	Agent:	Sarah Maisel	Trip Name:	
Res Total:	1,109.18	Status:	Active	Trip Start Date:	01/05/14
Invoiced Total:	0.00	Res. Cycle:		Trip End Date:	01/09/14
Balance:	1,109.18				

Fare: 1,109.18 | Base: 1,109.18 | Tax: 0.00 | Com: 0.00 | Net Fare: 1,109.18

Start Date: 01/05/14 | End Date: 01/09/14

Buttons: Add Itemize Amount, Close

	Passenger	Description	Plus/Minus	Base	Tax	Commission	Tax Percent	Commission Percent	Quantity	Remarks	Travel Category
Edit		Disney's All-Star Sports Resort, included in package price	+	0.00	0.00	0.00	0.00		0.00	1	
Edit		Tickets, included in package price	+	0.00	0.00	0.00	0.00		0.00	1	
Edit		Discounted MYW Pkg + Quick Service Dining	+	1109.18	0.00	0.00	0.00		0.00	1	

Expand Results

Select and Edit the Main package:

clientbase online | Profiles | Activities | Res Cards | Tools | Help | Log Out

Fare: 1,109.18 | Base: 1,109.18 | Tax: 0.00 | Com: 0.00 | Net Fare: 1,109.18

Start Date: 01/05/14 | End Date: 01/09/14

Buttons: Save, Delete, Cancel

### Itemize Amount

Travel Category: [Dropdown]

Passenger: [Text] [ -- Passenger -- ] [Dropdown]

Qty: [Text] 1

Description: Discounted MYW Pkg + Quick Serv [ -- Description -- ] [Dropdown]

+	Base	Tax	Commission
+	1109.18	0.00	0.00 %

Remarks: [Text Area]

Enter in the taxes and Commissions:

Fare: 1,109.18      Base: 1,109.18      Tax: 0.00      Com: 0.00      Net Fare: 1,109.18  
 Start Date: 01/05/14      End Date: 01/09/14

Save    Delete    Cancel

**Itemize Amount**

Travel Category: [Dropdown]

Passenger: [Dropdown] [ -- Passenger -- ]

Qty: 1

Description: Discounted MYW Pkg + Quick Servi [ -- Description -- ]

+/-	Base	Tax	Commission
+	1109.18	0.00	0.00 % 1.00 0.00 %

Remarks: [Text Area]

Select Save and review the accuracy:

Global Saved Searches --    Personal Saved Searches --

Generate Invoice    Trip Proposal    Note    Mailer    Reminders -

**Res Card - Maisel/Sarah**      **Itemize Amount**

Res Card No.: 3353246	Agent: Sarah Maisel	Trip Name:
Res Total: 1,109.18	Status: Active	Trip Start Date: 01/05/14
Invoiced Total: 0.00	Res. Cycle:	Trip End Date: 01/09/14
Balance: 1,109.18		

Fare: 1,109.18      Base: 1,109.18      Tax: 0.00      Com: 1.00      Net Fare: 1,108.18  
 Start Date: 01/05/14      End Date: 01/09/14

Add Itemize Amount    Close

	Passenger	Description	Plus/Minus	Base	Tax	Commission	Tax Percent	Commission Percent	Quantity	Remarks	Travel Category
Edit		Disney's All-Star Sports Resort, included in package price	+	0.00	0.00	0.00	0.00	0.00	0.00	1	
Edit		Tickets, included in package price	+	0.00	0.00	0.00	0.00	0.00	0.00	1	
Edit		Discounted MYW Pkg + Quick Service Dining	+	1109.18	0.00	1.00	0.00	0.00	0.00	1	

Expand Results

Total:    Base:    Tax:    Commission:

Scroll to the bottom and change the Print Itemize Option:

The screenshot shows the ClientBase Online interface. At the top, there's a navigation bar with 'clientbase online', 'Profiles', 'Activities', 'Res Cards', 'Tools', 'Help', and 'Log Out'. Below this is a summary section with 'Res Total: 1,109.18', 'Invoiced Total: 0.00', and 'Balance: 1,109.18'. A table below shows itemization details:

Passenger	Description	Plus/Minus	Base	Tax	Commission	Tax Percent	Commission Percent	Quantity	Remarks	Travel Category
Edit	Disney's All-Star Sports Resort, included in package price	+	0.00	0.00	0.00	0.00	0.00	0.00	1	
Edit	Tickets, included in package price	+	0.00	0.00	0.00	0.00	0.00	0.00	1	
Edit	Discounted MYW Pkg + Quick Service Dining	+	1109.18	0.00	1.00	0.00	0.00	0.00	1	

At the bottom, there's a 'Print Itemization Option' section with a dropdown menu set to 'Print all Itemization Details'.

Change this to Summarize By Passenger:

This screenshot is similar to the first one, but with a dropdown menu open for the 'Print Itemization Option' section. The menu options are:

- Print all Itemization Details
- Summarize By Passenger** (highlighted)
- Summarize By Category/Passenger
- Summarize By Description/Passenger
- Do Not Print Itemization

Please ensure that the totals match the reservation in DTA total.- Close the page:

The screenshot shows a web browser window displaying the ClientBase Online interface. The browser's address bar shows the URL <https://www.clientbaseonline.com/cbopna01/resci>. The page title is "ClientBase Online". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The ClientBase Online navigation bar includes "Profiles", "Activities", "Res Cards", "Tools", "Help", and "Log Out".

The main content area displays a reservation summary for "Maisei/Sarah". The "Res Card - Maisei/Sarah" section includes the following information:

Res Card No.:	3353246	Agent:	Sarah Maisei	Trip Name:	
Res Total:	1,109.18	Status:	Active	Trip Start Date:	01/05/14
Invoiced Total:	0.00	Res. Cycle:		Trip End Date:	01/09/14
Balance:	1,109.18				

The "Tour Reservation" section includes the following information:

Fare:	1,109.18	Base:	1,109.18	Tax:	0.00	Com:	1.00	Net Fare:	1,108.18
Start Date:	01/05/14	End Date:	01/09/14						

Buttons for "Edit" and "Close" are visible below the fare information.

The "Tour" section includes the following information:

Booking Status:	Confirmed	Reservation Status:	
Vendor:	Disney Central Reservations	Promo ID:	
Date Reserved:	10/25/2013	No of PAX:	2
Duration:	5	Invoiced Outside CB:	No
Confirmation #:	8UH43954	Issued through ARC:	No
Record Locator:		Domestic/International:	
Booking Method:	Disney Online - WDW		

The "Passengers" section lists the following names:

- Maisei/Sarah
- Maisei/Ryan

The Windows taskbar at the bottom shows the system clock as 3:58 PM on 10/25/2013.

Continue to add the rest of the details to your reservation.