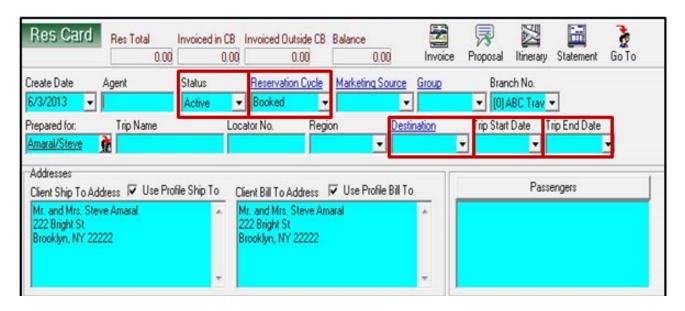
2013 SIGNATURE CLIENT REACH RES CARD

QUICK REFERENCE GUIDE FOR CLIENTBASE WINDOWS

(REVISED 10/9/13)

RES CARD REQUIREMENTS: Required fields for Client Reach messages eligibility:

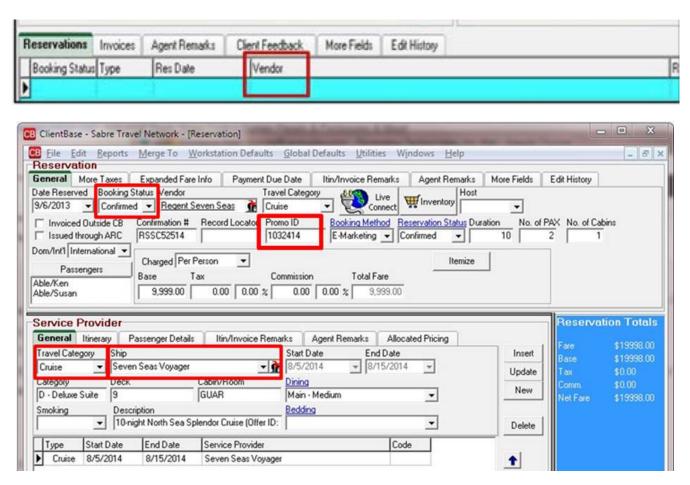


1. Status: Res Card Status: Must be "Active"

2. Reservation Cycle

- Must use a cycle that indicates payment receipt
- Qualifying default cycles are "Under Deposit" or "Paid in Full"
- If you use other cycles to indicate payment, please email clientconnection@signaturetravelnetwork.com
- **3. Destination:** Must use a ClientBase default value (may not use "Region" as an alternative option)
- 4. Trip Dates: Trip Start Date and Trip End Date must be present

RESERVATION REQUIREMENTS: Five fields within a reservation are critical to Client Reach eligibility:



- 1. Vendor: Use a vendor that has a matching SIG supplier ID
- 2. Booking Status: Must be "Confirmed"
- 3. **Promo ID:** Optional (but greatly increase the likelihood of a match): Include Signature Offer ID in the "Promo ID" field within the reservation
- 4. Travel Category: Cruise or Tour type reservations only
- 5. **Service Provider:** Spelling is VERY important as Signature will be pulling content based on ship or hotel name

Questions? clientconnection@signaturetravelnetwork.com