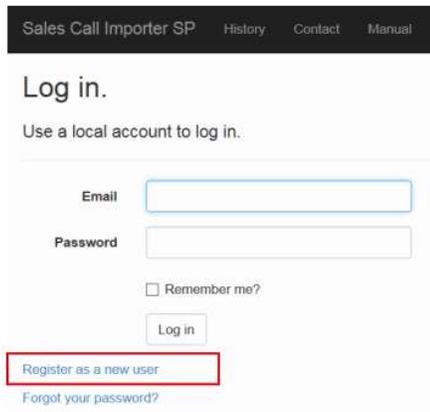


Sales Calls Importer (SCI) for Hahn Air Service Partners

Log in & registration

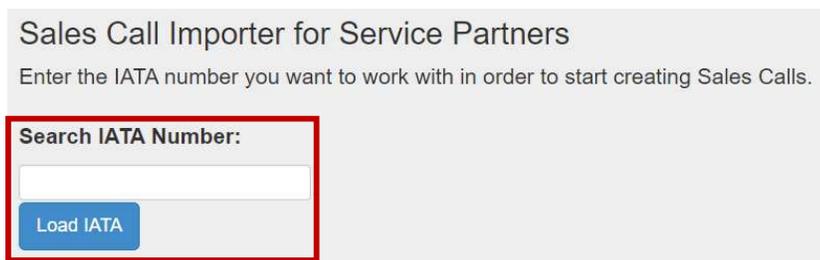
- To work with the sales calls importer, please register as a new user.
To access the SCI tool, please click on the following link:
<https://sci.hahnair.com/Account/Login>
 - o Please click on "Register as a new user"
 - o Enter your e-mail address and select your password
- You can of course register different colleagues from your agency.
- After the registration you will receive a confirmation e-mail. Once you have confirmed your account by clicking on the link in the e-mail, you can log in the SCI.



The screenshot shows the login interface for the Sales Call Importer SP. At the top, there is a navigation bar with links for "Sales Call Importer SP", "History", "Contact", and "Manual". Below this, the heading "Log in." is displayed, followed by the instruction "Use a local account to log in." The form contains two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember me?". A "Log in" button is positioned below the checkbox. At the bottom of the form, there are two links: "Register as a new user" (highlighted with a red box) and "Forgot your password?".

Enter Sales Actions

- Insert the IATA number (8-digit IATA number including check digit) of the travel agency you want to add a sales action for.
- Click on "Load IATA"



The screenshot shows the "Enter Sales Actions" section of the SCI tool. The heading is "Sales Call Importer for Service Partners". Below the heading, the instruction "Enter the IATA number you want to work with in order to start creating Sales Calls." is displayed. The form contains a text input field labeled "Search IATA Number:" (highlighted with a red box) and a blue "Load IATA" button (also highlighted with a red box).

- On the left-hand side you will find general information about the agency:
 - o IATA number
 - o Account name
 - o Trading name
 - o Address details
 - o Business type

- To enter a sales action for this agency, please fill in the fields that are marked in read:
 - o Sales activity:
 - Please choose the type of action here:
 - Event (internal or external)
 - Sales Call (personal)
 - Web Meeting (webinar)
 - Seminar (info presentation)
 - Phone Call (sales related)
 - Trade Fair
 - Training (live or learning video)
 - Road Show
 - Email Sales Call
 - o Visit date
 - o Talked to
 - o Products that are of interest for the agency: HR-169 and/or H1-Air/X1-Air
 - o Notes: This is a free text field. Please fill in
 - what has been discussed with the agency
 - the information that has been shared with them
 - the feedback from the agency
 - what are the next steps
 - or any other information you feel is important to share

 - o The other fields (Visit Allowed, Can Steer and the different GDSs) are not mandatory (marked in yellow), but if you have this information, feel free to fill it in.
- Click on "Create Sales Call"

The Sales Call was created successfully in the CRM.

Agency

IATA Number 16323882 Click to go to another agency	Sales Activity <input type="text"/>
Account Name AIR TRAVEL TOKUSHIMA, INC.	Visit Date <input type="text" value="dd.MM.yy"/>
Trading Name AIR TRAVEL TOKUSHIMA	Talked to <input type="text"/>
City TOKUSHIMA-SHI State/Province Tokushima Prefecture Country JP	Products - Which product is of interest to this agency? HR-169 <input type="text"/> H1-Air / X1-Air <input type="text"/>
Business Type <input type="text" value="BTC"/>	Visit Allowed <input type="text"/>
	Can Steer <input type="text" value="None"/>
GDS - Which GDS are used by this agency?	
Abacus <input type="text"/>	Amadeus <input type="text"/>
Gallileo <input type="text"/>	Infini <input type="text" value="Yes"/>
Topas <input type="text"/>	Travelsky <input type="text"/>
	Apollo <input type="text"/>
	Axess <input type="text"/>
	Sabre <input type="text"/>
	Sirena <input type="text"/>
	Worlspan <input type="text"/>
	Other GDS <input type="text"/>
Notes <input type="text" value="Please explain topics and feedback"/>	
Create Sales Call	

Adding contacts

- When scrolling down, you will find the contacts that are filed for this agency.
- To add a new contact, please
 - o click on "Add Contact"
 - o enter the contact information
 - o click on "Create Contact"
 - o The new contact will be added to the list of contacts for this agency.
- To update or remove a contact,
 - o please use the "Send Remark" button
 - o an e-mail opens automatically where you can send us the updates

Contacts in CRM

Salutation	First Name	Last Name	Job Title	Working Field	Email	Phone
		Evolable Asia Co., Ltd.				
		747 Enterprise Co., Ltd.				
				315840013	ozawa@1stwise.com	
Mr.	Y.	Hashimoto	President		boss@1stwise.com	81 3 3586 0747
		Yoshiaki Hashimoto				
		Eiko Mishima				
		Sasaki & Toyokuni				



Create

Contact for IATA Agency

IATA Code: 16313334

Account Name: AIRTRIP HAWAII CORP.

Salutation	Mr.
First Name	Martin
Last Name	Hahn
Email	martin@hahnair.com
Phone	+49 6103 7331 0
Job Title	Travel Agent
Working Field	Reservation/Ticketing

Create Contact

Go to the next agency

- On top of the account, you will find the link "Click to go to another agency"

IATA Number	16313334	Click to go to another agency
Account Name	AIRTRIP HAWAII CORP.	

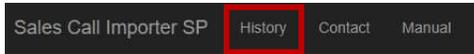
- A new window will open where you can enter the next IATA number

View Agency ✕

Go to another IATA Agency: **Load IATA**

History of your sales actions

- To view all previously entered sales actions, please click on “History”
 - o A list will open that shows all sales actions that you have entered into the tool.
 - o You can sort by any of the columns shown in the list.
 - o To look for a specific entry, you can enter the IATA number in the Search field.
 - o There is also the option to download or print this data.



Agency

Show 10 entries

Excel PDF Print CSV

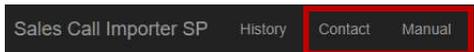
Search:

Sales Call History

IATA Number	Account Name	Country	Day of Upload	Visit Date	Description	Talked to	Action Type	User
05598434	FC USA INC	US	20.07.2018	18.07.2018	gikg	jk	Web Meeting (Webinar)	David Maugerie
05598434	FC USA INC	US	20.07.2018	18.07.2018	gikg	jk	Web Meeting (Webinar)	David Maugerie
75500902	TUPPER VIAJES LTDA.	CL	20.07.2018	19.07.2018	Talked about ticketing	Mrs. Mayer	Web Meeting (Webinar)	David Maugerie
05598434	FC USA INC	US	19.07.2018	10.07.2018	sehr nett	Hr. Stiefel	Trade Fair	David Maugerie
96002513	(ELIZABETHACKLAND) RIGHT VENUES LTD	GB	09.08.2018	05.08.2018	dsc	jorgito	Trade Fair	David Maugerie
05598434	FC USA INC	US	22.05.2018	14.05.2018	a nice guy	daniel	Seminar (info presentation)	

Contact & Manual

- Under Contact you can directly e-mail to salesupport@hahnair.com
- Under Manual you will find the user guide with the major steps for the SCI.



Agency