

# Citybreak – Agent user guide

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Log in:

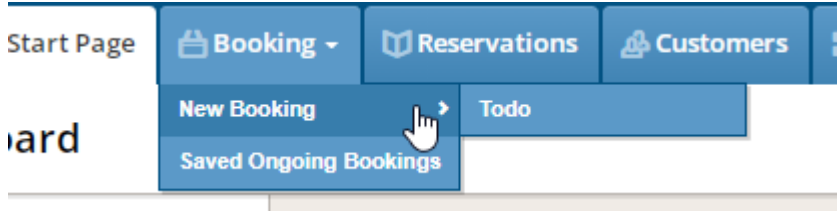
1. Please log in by using this link: <https://agent.citybreak.com/Login>.
2. Go to “Available channels” and choose “Rødne Trafikk AS”:

### Available channels

- Brim Explorer AS
- Rødne Trafikk AS - Agents 22% paylater
- Rødne Trafikk AS - Agents 22% kortbetaling
- Rødne Trafikk AS - Test agentkanal
- Rødne Trafikk AS - Silver prepayment
- Rødne Trafikk AS - Silver invoice

### Booking a tour:

3. Choose "Booking" → "New Booking" → "Activity"



### Select tour:

4. Select the tour you want, travel date and number of travellers. Click "Search".  
*(Please note! If you are travelling with a group of more than 11 guests, you get 1 free guide. Please enter 1 free guide under travellers.)*

Strandkaaien, Stavanger    5/13/2023    2 travelers    Promo code    **Search**

**Outbound trip from Strandkaaien, Stavanger**

<	Mon 08 May 2023	Tue 09 May 2023	Wed 10 May 2023	Thu 11 May 2023	Fri 12 May 2023	Sat 13 May 2023	Sun 14 May 2023	>
<input checked="" type="radio"/>	10:00	Strandkaaien, Stavanger	13:30	3 hr 30 min	From 1304 NOK	2 travelers, One way	(296) ⓘ	
<input type="radio"/>	15:00	Strandkaaien, Stavanger	18:30	3 hr 30 min	From 1304 NOK	2 travelers, One way	(296) ⓘ	

Total price: **1304 NOK**    **Book now >**

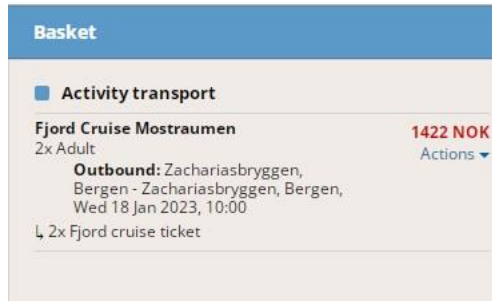
Continue by selecting the departure you want. At the right-hand side of your screen, you will now be able to see detailed information about this tour. (This information will also be available for your guests in the travelling documents.)

**Total price:** Please note that "Total price" shows net prices and includes the agent discount.

5. Choose the departure time you want and click "Book now".

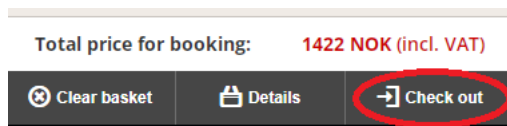
Basket:

- At top of the right-hand corner of your screen, you will now see “Basket” with detailed information about your booking.



*(If you want to book several of our tours for the same client, please follow the instructions in step 4 + 5 once more and add the new tour to your basket. Your guests will now receive information about the different tours in the same booking.)*

- To place the booking, click “Check out” in the lower right corner.



## Booking information:

8. **“Agent reference person”**: Enter name or number.
9. If you are placing a group booking, please choose **“Group booking”**.
10. **“Customer details”**: Please enter the required information.
11. **“Preferred document language”**: Choose English in the drop-down menu.

### Customer details ⓘ

<b>First name *</b> Anna	<b>Last name *</b> TEST	<b>Address 1:</b> Muslingveien
<b>Address 2:</b> 	<b>Postal code:</b> 4083	<b>City:</b> Hundvåg
<b>Country *</b> Norway	<b>Phone number (day)</b> 	<b>Phone number (evening)</b> 47
<b>Phone number (mobile) *</b> 47 56895623	<b>Phone number (fax)</b> 47	<b>Email *</b> annaf@rodne.no

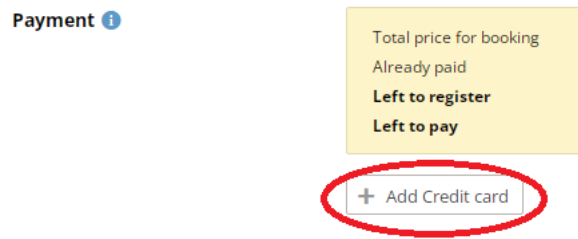
Start typing customer details to automatically search your customer database. Choose a customer by clicking the result pane.

### Invoice address (+)

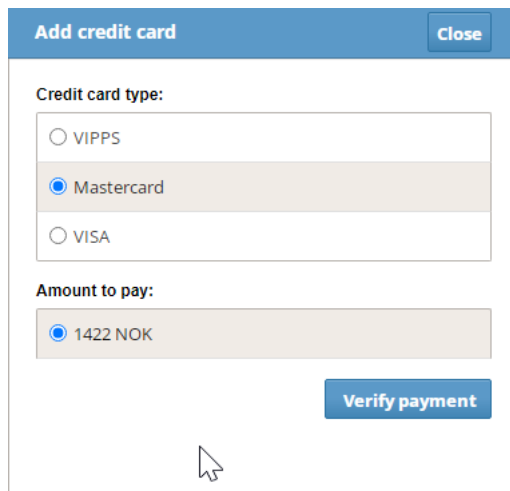
**Preferred document language:**  
English

Payment:

12. **Credit card:** If you are a credit card agent, please click on “Add Credit card”:



You will now see the following window at the top right-hand corner of your screen:



Click on “Verify payment” which will take you to our payment solution. Enter your credit card details and fulfil payment by clicking on “Pay”.  
*Please note that we accept all credit cards except American Express.*

**Invoice:** If you have a credit agreement with Rødne, please make sure your invoice email is always up to date in the Citybreak system.

13. **“Message to customer”:**

Here you can add a message to your client. Your message will later show on the order confirmation, travel documents and ticket.

14. **“Message to supplier”:**

Do **not** add a message to Rødne Fjord Cruise here. Please contact us at [agent@rodne.no](mailto:agent@rodne.no).

15. Once all the required fields have been filled out, please click **“Confirm booking”**.

## Order overview and travel documents:

16. **Order overview:** You will now be forwarded to an order overview with detailed information about your booking, incl. reference number, payment details, information about the tour, order confirmation and travel documents.
  
17. **“Products In Booking”** summarises your booking with information about:
  - Selected tour
  - Departure time and place
  - Tour duration
  - Number of guests
  
18. **“Messages”** shows you the message you earlier added for your client or internal notes about the booking.



19. **“Documents”**: Under this section you will find travel documents and your guest’s ticket.

**Documents**

Document	Print
Confirmation	PDF
Confirmation	HTML
Travel Documents	PDF
Travel Documents	HTML
Confirmation and Invoices	PDF
Confirmation and Vouchers	PDF
Confirmation with Invoices and Vouchers	PDF
External voucher: Fjordcruise Mostraumen	HTML
External voucher: Fjordcruise Mostraumen	PDF

**Ticket:** Please make sure that you always add our ticket when you send your client his/her order confirmation.

The ticket includes a QR code which will make the embarkation more efficient and give your guest a better experience.

To find the ticket, go to “External voucher: Fjord Cruise xxxxx”.

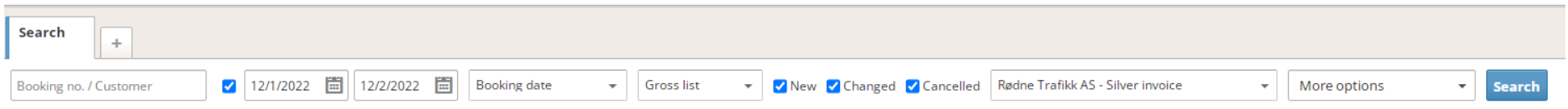


## Change bookings

Log in to <https://agent.citybreak.com/Login>

1. Go to “Available channels” and choose “Rødne Trafikk AS”
2. Click on “Reservations”
3. You can now search for your booking by entering the booking number, the customer name or your booking date/arrival date:

### Search Reservations



Search +

Booking no. / Customer  12/1/2022  12/2/2022 Booking date Gross list  New  Changed  Cancelled Rødne Trafikk AS - Silver invoice More options Search

4. Click on the booking you want to change. At the right-hand corner of your screen, you will now see a window with your booking details. Click on “Edit booking”.
5. Continue to click on “Modify” and choose from the alternatives in the drop-down menu:



**ACTIVITY TRANSPORT**

**Fjord Cruise Mostraumen**  
RØDNE FJORD CRUISE AS |

PRODUCT	DATES / GUESTS ALLOCATION	PRICE	ACTIONS
<b>Fjord Cruise Mostraumen</b> 2x Adult	<b>FROM:</b> Zachariasbryggen, Bergen	<b>TO:</b> Zachariasbryggen, Bergen	<b>DEPARTS:</b> Wed 18 Jan 2023, 10:00
↳ x2 Fjord cruise ticket			<b>1422 NOK</b> <b>Modify</b> Remove product Change dates/guests Add-ons Change guest information

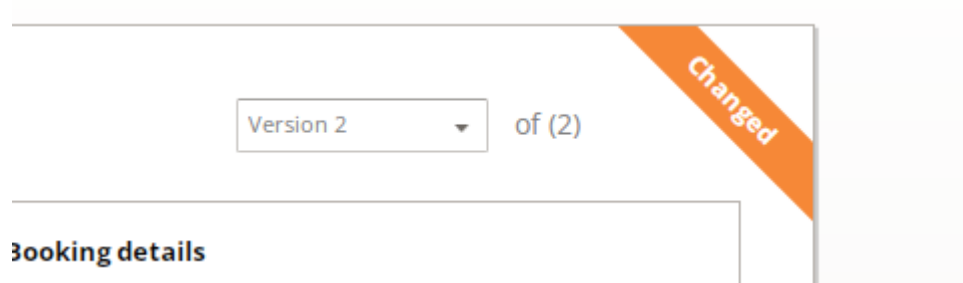
Vat included with 152.36 NOK | Total price excl. VAT: 1269.64 NOK

**Total price: 1422 NOK (incl. VAT)**

6. Make the changes you need to do and proceed to “Check out” at the bottom right corner of your screen.
7. Confirm your changes by clicking on “Confirm booking”.

Your booking will be marked as “Changed”. Please note that you will be able to view previous versions of your booking.

8.



9. Remember to send updated documents to your client!

## Cancelling bookings:

1. Log in to <https://agent.citybreak.com/Login>
2. Go to “Available channels” and choose “Rødne Trafikk AS”
3. Click on “Reservations”
4. You can now search for your booking by entering the booking number, the customer name or your booking date/arrival date:

### Search Reservations

Search +

Booking no. / Customer  12/1/2022  12/2/2022 Booking date Gross list  New  Changed  Cancelled Rødne Trafikk AS - Silver invoice More options Search

5. Choose the booking you want to cancel and click on “Cancel booking”.

**Booking IONB36** Version 1 (of 1) New

**Anna TEST**  
Address: Muslingveien, 4083, Hundvåg  
Norway  
Phone (mobile): 47-56895623  
Email: annaf@rodne.no

**Booking details**  
Booker: Anna Frøyland  
Point of sale: Agents  
Organization: L. Rødne & Sønner  
Booking date: Thu 01 Dec 2022, 13:53  
Arrival date: Sat 13 May 2023  
Departure date: Sat 13 May 2023

Total price for booking: 1,304.00 NOK  
**Left to pay: 1,304.00 NOK**

6. Now a new window will pop up. Choose the red button “Cancel reservation”.
7. **Refunds for cancelled bookings:** If a credit card agent is due a refund due to cancelled bookings, refunds are processed automatically as long as the cancellation has been done within to Rødne’s cancellation deadline. It may take up to 20 days for the refund to appear in the agent's account.

## Order overview:

All the bookings made by you are available under “Reservations”:

1. Log in to <https://agent.citybreak.com/Login>
2. Go to “Available channels” and choose “Rødne Trafikk AS”
3. Click on “Reservations”

You can now search for your booking by entering the booking number, the customer name or your booking date/arrival date: