

## TITLE

### How to Operate the ENTRADA BE

(Focus on Flights & Land Arrangements reservations with online Labs).

## COURSE OVERVIEW

This course will train you to understand and use the Entrada Booking Engine, one of the top industry-standard booking systems.

Entrada is an online selling and distribution platform. It is addressed to Travel Agents, Incoming & Outgoing Tour Operators, Travel Wholesalers and Online Travel Agents.

It expedites a many-to-many function in which travel professionals can buy, sell, and resell products simultaneously, through a single and central platform!

## COURSE DURATION

10 hours

## DELIVERY FORMAT

Classroom

## LOCATION

Classroom: 188 Syngrou Andrea Avenue, 17671 Kallithea Attica & e-class platform

## COURSE OUTCOME

You will receive an ARKIAS ACADEMY Certificate.

## COURSE CONTENT

ENTRADA BUSINESS ENGINE (Core Level)

### Training Introduction

- Navigation Tutorial
- What is an Online Booking Platform?

### System Basics

- What is Entrada?
- Entrada BE Work Environment
- Sign In / Sign Out
- Encode and Decode
- Questions on the Material

### Hotel Reservations / Information

- Basic info about the Hotel Management and pricing
- Details about the clients and the cases that you have to manage
- Real Time Availability and Reservations
- Changes and Online Modification

### Flight Reservations / Information

- Flight Reservations from Availability till the Ticketing
- Details about the Scheduled Companies and the Low-Cost Carriers
- Questions on the Material

### Transfers Reservations / Information

- Info about the products and the worldwide companies
- Real Time Availability and Reservations
- Scenarios with different cases (Pick up – Drop off)

### Car Rentals Reservations / Information

- Basic info about the rentals (car, minivan, busses)
- Real Time Availability and Reservations
- Info we have to know about the strict policies

- Questions on the Material

### **Packages Reservations / Information**

- Real Time Availability and Reservations
- Full and Half Day tour and info about these services
- Questions on the Material

### **Quotations and offers**

- From scratch build and send to the client a quotation via our services
- Build and manage a scenario with different Airports and Hotels
- Questions on the Material

### **General Settings**

- Sell Price Calculator - Check and “play” with sell and net prices
- Profile – User info and credit limit
- Find reservations and recent searches
- Questions on the Material

This Entrada course is assessed using our Online Learning Environment and Entrada Simulator. You will take a series of tests as you progress through the course, and there is also an Entrada exam that is taken online at the end of your course, which takes 1 hour to complete.