

eTICKET
Instructions for work with the Partner Web system
Instructions for agency employees
v.2.0.
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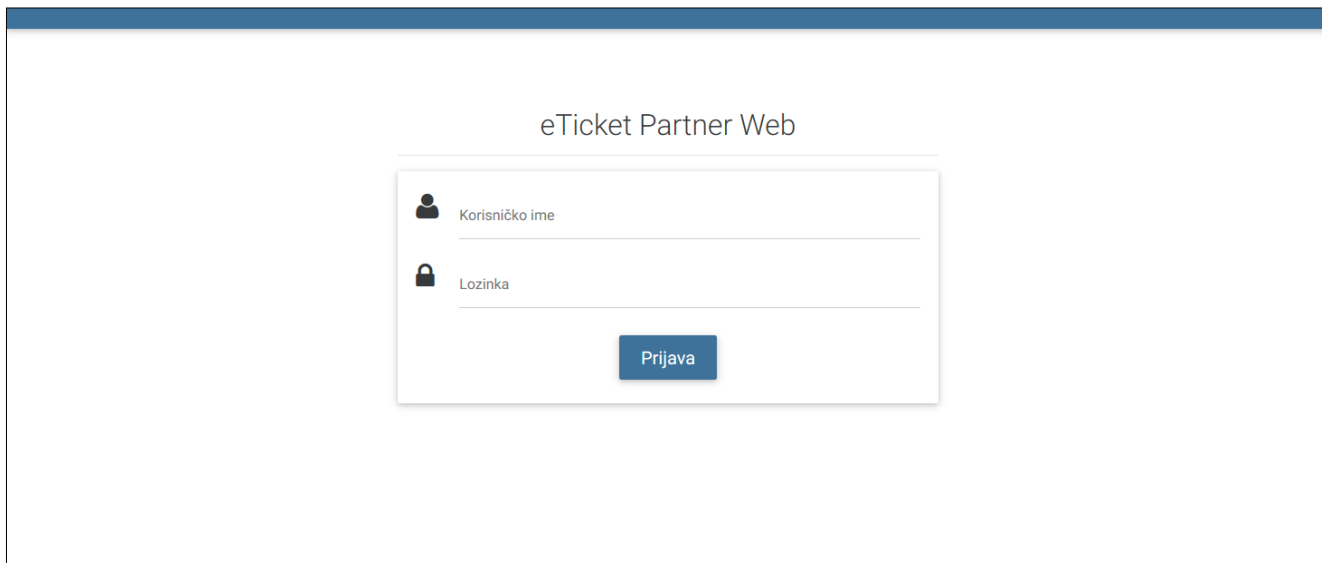
- **The Partner Web system can be found here/at the address**
- <http://oa.rao.hr:8050/#/eticket/partner-web>

To work with the system, the following are needed:

- Computer with Internet access
- Web browser (Mozilla Firefox)
- Application capable of opening and reading PDF files (Acrobat Reader)
- A4 printer

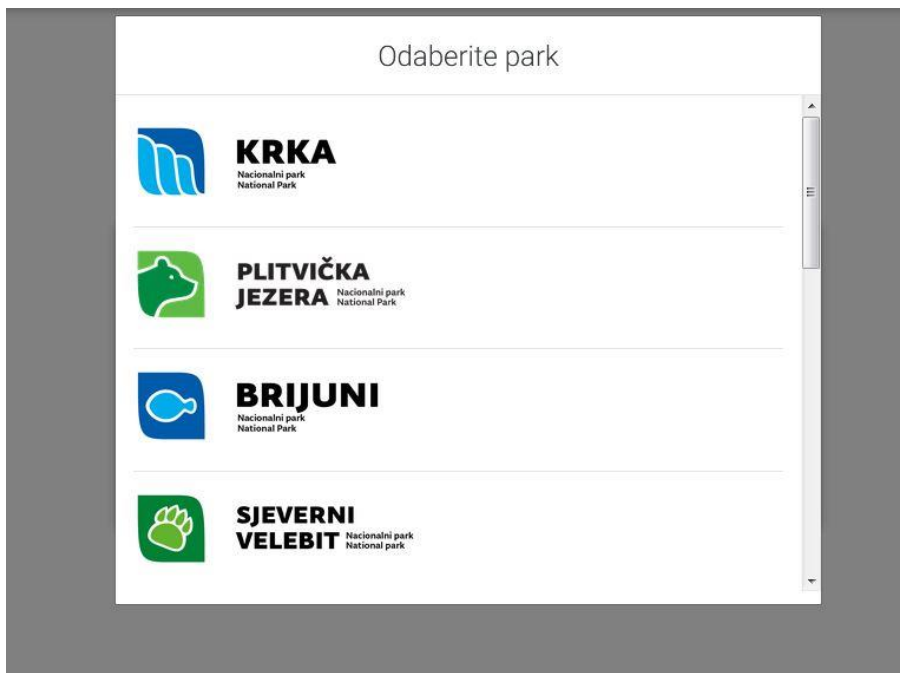
Logging on to the Partner Web system

- With your web browser, access the address given. Enter the user information obtained from Park employees. The system is case sensitive.



The screenshot shows the login interface for the eTicket Partner Web system. At the top, the text "eTicket Partner Web" is centered. Below it is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled "Korisničko ime" (Username) with a person icon to its left, and the second is labeled "Lozinka" (Password) with a lock icon to its left. Below these fields is a blue button with the text "Prijava" (Login).

- After entry of the correct user information, it is necessary to select the park for which you wish to make a booking.



The screenshot shows the "Odaberite park" (Select park) page. The title "Odaberite park" is centered at the top. Below it is a list of four national parks, each with a logo and text: "KRKA" (National Park), "PLITVIČKA JEZERA" (National Park), "BRIJUNI" (National Park), and "SJEVERNI VELEBIT" (National Park). The list is contained within a white rectangular area with a vertical scrollbar on the right side.

I. Najave

After log-in, the system will immediately display “Review of bookings”. Only bookings for the current day and for the future (if any) will be shown.

15	1905200800-NOGROUP-PSa	20.05.2019 08:00	NO GRUPA	JANA 2008
16	1905200800-SB_TUR-DYg	20.05.2019 08:00	SB TURIST, OBRT ZA TURIZAM	39587
17	1905200800-PETRA_T-750	20.05.2019 08:00	PETRA TRAVEL AGENCY	GRUPA DRAGANICA
18	1905200800-763-KDQ	20.05.2019 08:00	GULLIVER TRAVEL D.O.O.	CARL TAYLOR, CARRIE CRAMER
19	1905200900-11989-ZKk	20.05.2019 08:30	MKI TRAVEL IDEGENFORDALM KFT.	HNV-30/100 HKG WING ON LCEEB11...
20	1905200900-AMBER-uJb	20.05.2019 09:00	AMBER TRAVEL ARX D.O.O.	grupa studenata iz austraije
21	1905200900-763-Uai	20.05.2019 09:00	GULLIVER TRAVEL D.O.O.	JEAN-LOUIS MOURIER, 8 ADULTS
22	1905201300-9250-Xzw	20.05.2019 09:00	EUROSTAR TOURS s.r.o.	HNT301-0517 LH
23	1905200900-TUMLARE-VI5	20.05.2019 09:00	TUMLARE CORPORATION A/S	519080502
24	1905201200-0414-18-EUL	20.05.2019 09:00	FORTUNA TRAVEL INTERNATIONAL LTD.	31873
25	1905200900-13072-ZSf	20.05.2019 09:00	INSPIRATION TRAVEL D.O.O.	Mrs Clare Lee Pickering
26	1905200900-2773-2Y8	20.05.2019 09:00	A.T.I. D.O.O.	HK18134
27	1905200900-TUMLARE-92f	20.05.2019 09:00	TUMLARE CORPORATION A/S	199405098
28	1905200900-AMBER-ozX	20.05.2019 09:00	AMBER TRAVEL ARX D.O.O.	GRUPA STUDENATA IZ AUSTRALIE
29	1905200900-2462-WQd	20.05.2019 09:00	ELITE TRAVEL D.O.O.	EXPLORE (10 lura)
30	1905200900-1304-sCx	20.05.2019 09:00	UNLINE D.O.O.	KR 3525
31	1905201400-TRAV-Co4	20.05.2019 09:00	TRAVELING D.O.O.	SHA15CIT017-2
32	1905200900-DIV-xQj	20.05.2019 09:00	DIV CRUISES D.O.O.	60251/1
33	1905200900-DIV-yPh	20.05.2019 09:00	DIV CRUISES D.O.O.	60251/2
34	1905200900-13726-x81	20.05.2019 09:00	HANATOUR EU GMBH	US1EELN02190513
35	1905200900-NOGROUP-16Y	20.05.2019 09:00	NO GRUPA	PRAGUE SUNSHINE TRAVEL COMPANY
36	1905200900-NOGROUP-1XM	20.05.2019 09:00	NO GRUPA	

- Green is used to show confirmed bookings (automatic confirmation or park employee confirmation).
- Yellow is used to mark bookings that are still to be confirmed by a park employee.
- Red is used to mark bookings that have been cancelled or have not been confirmed by a park employee.
- Blue is used to mark bookings already utilised.

Details of a booking

- Details of a booking can be seen by selecting it in the browser and left clicking, the details, consisting of the following:
 - AGENCY
 - TIME CREATED
 - TIME OF ARRIVAL
 - CREATED BY (name and surname of employee)
 - ENTRANCE LOCATION

If the booking is CONFIRMED, a PDF document will be created. In booking details, clicking on the PDF will open a window asking if you wish to print or save the current document.

Agency	Time Created	Time of Arrival	Created By	Entrance Location
TRAVELINO D.O.O.	07.05.2019.	Mon May 20 2019 09:00:00 GMT+0200 (Central European Summer Time)	Nkolina Janjatović	ULAZ 2 / SHA19CIT017-2

ozX	20.05.2019 09:00	AMBER TRAVEL ARX D.O.O.
Qd	20.05.2019 09:00	ELITE TRAVEL D.O.O.

New booking

If “New booking” is selected, in the drop-down menu it is necessary to put in the name of your agency, select date and time of arrival, entrance and exit, comment if needed, and then click on the “Get Items” button.



After entry of all details necessary for the creation of a new booking it is necessary to select items, services, existing trips or seek a new trip.

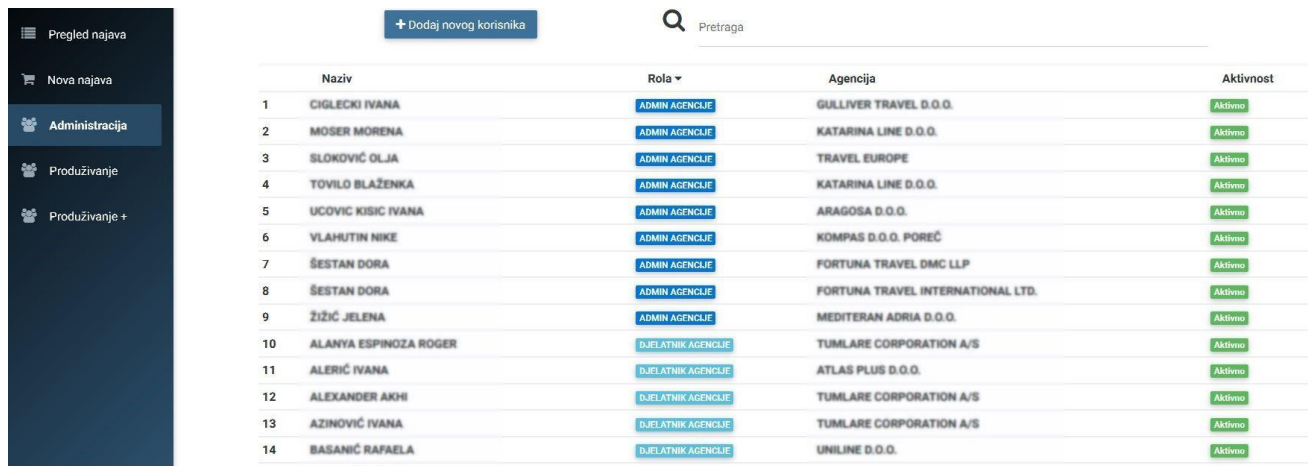


Naziv	Cijena	Količina	Ukupno
			0 kn

The newly created booking is found in the Review of Bookings menu. The booking will be confirmed either automatically or by the Park, and detailed information about confirmation can be verified directly with the individual park. After a booking has been approved, it should be printed and presented on arrival at the Park.

II. Administracija

- In Administration there is a list of all employees able to work in the application with the permissions they have been assigned..

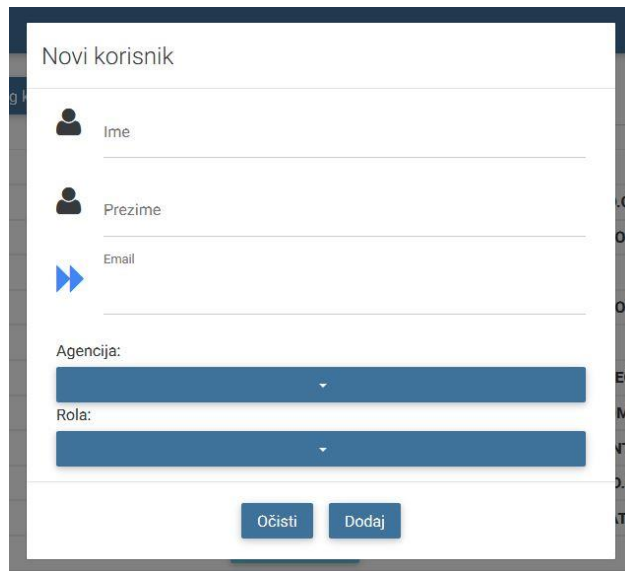


The screenshot shows the Administration interface. On the left is a dark sidebar with menu items: Pregled najava, Nova najava, Administracija (highlighted), Produživanje, and Produživanje +. The main area has a '+ Dodaj novog korisnika' button and a search bar labeled 'Pretraga'. Below is a table with columns: Naziv, Rola, Agencija, and Aktivnost. The table lists 14 users with their roles and agencies.

	Naziv	Rola	Agencija	Aktivnost
1	CIGLECKI IVANA	ADMIN AGENCIJE	GULLIVER TRAVEL D.O.O.	Aktivno
2	MOSER MORENA	ADMIN AGENCIJE	KATARINA LINE D.O.O.	Aktivno
3	SLOKOVIĆ OLJA	ADMIN AGENCIJE	TRAVEL EUROPE	Aktivno
4	TOVILO BLAŽENKA	ADMIN AGENCIJE	KATARINA LINE D.O.O.	Aktivno
5	UČOVIĆ KISIĆ IVANA	ADMIN AGENCIJE	ARAGOSA D.O.O.	Aktivno
6	VLAHUTIN NIKE	ADMIN AGENCIJE	KOMPAS D.O.O. POREČ	Aktivno
7	ŠESTAN DORA	ADMIN AGENCIJE	FORTUNA TRAVEL DMC LLP	Aktivno
8	ŠESTAN DORA	ADMIN AGENCIJE	FORTUNA TRAVEL INTERNATIONAL LTD.	Aktivno
9	ŽIŽIĆ JELENA	ADMIN AGENCIJE	MEDITERAN ADRIA D.O.O.	Aktivno
10	ALANYA ESPINOZA ROGER	DJELATNIK AGENCIJE	TUMLARE CORPORATION A/S	Aktivno
11	ALERIĆ IVANA	DJELATNIK AGENCIJE	ATLAS PLUS D.O.O.	Aktivno
12	ALEXANDER AKHI	DJELATNIK AGENCIJE	TUMLARE CORPORATION A/S	Aktivno
13	AZINOVIĆ IVANA	DJELATNIK AGENCIJE	TUMLARE CORPORATION A/S	Aktivno
14	BASANIĆ RAFAELA	DJELATNIK AGENCIJE	UNILINE D.O.O.	Aktivno

- The permissions or roles that can be assigned are agency ADMIN or agency EMPLOYEE.
- An agency ADMIN can access Administration and can add new users and DEACTIVATE / ACTIVATE existing users.
- An agency EMPLOYEE cannot access Administration.

To add a new user the icon Add New User has to be clicked and a pop-up window will open into which you will enter all the necessary information about the user and at the same time assign this user permissions or roles for work in the application.



Novi korisnik

Ime

Prezime

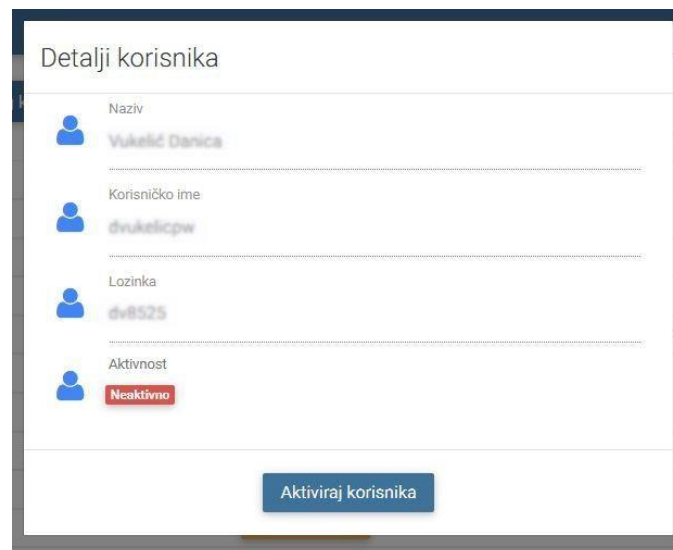
Email

Agencija:

Rola:

Očisti Dodaj

- In the Administration menu if you select and click on a user, a pop-up window will appear with user details, that is user name and password.



Detalji korisnika

Naziv
Vukelić Danica

Korisničko ime
dvukelicpw

Lozinka
dv8525

Aktivnost
Neaktivno

Aktiviraj korisnika

For any other questions, contact the Dubrovnik Museums.