|  |  |  |
| --- | --- | --- |
| Enquiry comes in | No colour | New Enquiry |
| Enquiry confirmed by host | Blue |  |
| Confirmation sent to Intele or B2C | Yellow | Pending |
| Confirmation sent to all other agents | Green | confirmed |
| When intele hits confirm button / or B2C pays (time stamp to show) | Green | Confirmed  (if B2C deposit paid – show status part-payment) |
| 10 weeks prior to departure if balance due | red | Payment due |
| When balance paid (b2C) | Green | Confirmed |
| 6 weeks prior to departure voucher needs to be sent | Purple | Voucher to be sent |
| Once voucher has been sent | Green | On Track |
| Experience has been delivered | Grey | Transfer to different folder – “Delivered” |
| Experience has been cancelled | Black | Transfer to different folder – “Cancelled” |
| Experience is open ended (No date) | Pink | Stays in Active folder |

All booking not delivered in an Active Folder

Status should show on booking summary in top table

Filter on status

Search bookings by

Experience start date

Lead Customer Name

Agent Name

Agency Name

Experience Name

Host Name