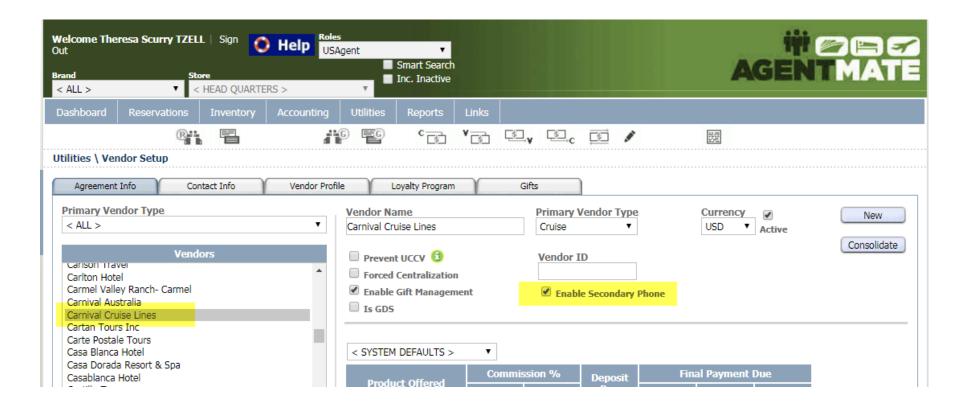
Secondary Phone Field Update - October 10, 2017 Release



- Impacts Head Office Users Only.
 - 1. From the Head Office Level, navigate to *Utilities > Vendor Setup*
 - 2. From the Agreement Info tab, select a Vendor from the **Vendors** list on the left side of the screen
 - 3. Once Vendor is selected, check the box next to Enable Secondary Phone



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- 4. Navigate to *Agency Setup > CLIA/IATA* tab; the Vendor enabled in the previous steps will appear, allowing the entry of the Agency's secondary phone field
- 5. Enter the phone number under the Secondary Phone Field; press Save

Brand Nexion Agency Nexion Smart Search Include	▼ ▼ e Inactive	Agency Information Nexion 6225 N State Hwy 161 Irving, TX 75038, UNITI (555) 555-5555 / info@info.com www.nexion.com CU-0 / AU-4	ED STATES		Edit New
Agency Properties Oth	ner Settings CLIA/	IATA Branches	Contract Info Billing	g Legal/Banking	
CLIA/IATA Code NOTSURE Booking Phone Number	✓ Head Office Agency		Insurance Vendor Allianz Global Assistance	Key (ARC, A	ACCAM)
(555) 555-5555			Manulife		
			Chubb		
			Travel Guard Insurance		
			Travel Insured International		
Secondary Phone			1		
Vend	dor	Secondary Phone Field			
Azamara Club Cruises					
A Rosa					
Carnival Cruise Lines		555-555-5556			
Norwegian Cruise Line					
Royal Caribbean International					
		Save	Cancel		

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• Secondary Phone Number and Secondary Phone Vendor have been added as an available field under the Query Tool under Secondary Phone View

