



# User Manual

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### 3. Login

You can access the Business Plan the same way you access Tidinet Accommodation Booking Service, at the website [www.tiditic.com](http://www.tiditic.com) You will see the screen below appear. Login as you normally would for Tidinet.

Once logged in the following screen should appear. In the top left corner you should see a tab called TIC Business Plan. Click on this to gain access.

**Note:** If after pressing the Business Plan tab you go back to a Login screen then you do not have the correct access rights for the Business Plan. If your supervisor agrees then you can gain access by contacting NITB.

Click OK on the warning to use the Business Plan.

TIC Reservations Management | TIC Business Plan

**TIC BusinessPlan** Logged in at

Home | Input Data | View Reports | Budget | Contact

Enter Your Data:

» Today/recent  
» Older data  
» Import Data

**Financial Data**

TIDI booking value	<input type="text"/>	Bureau de Change	<input type="text"/>	Books	<input type="text"/>
TIDI commission value	<input type="text"/>	NITB Literature	<input type="text"/>	Clothing	<input type="text"/>
Other Accommodation booking value	<input type="text"/>	Faillte Ireland	<input type="text"/>	Tickets	<input type="text"/>

Microsoft Internet Explorer

PLEASE NOTE - Business Plan data is confidential.  
DO NOT release reports or figures without permission.

OK

## 4. Choosing Dates

### 4.1 New Data

Once logged in you will see a date range at the top of the page.



The system will automatically be set for the user to enter data starting from the last data entry until the present day.

Most users will want to change these dates. This is done by clicking the older data button on the left side of the home page.



Two calendars will then appear. These will allow users to enter different periods of dates. On the next page there are examples of daily, weekly and monthly date ranges.

The dates in blue are the days selected. The date in grey is today's date.

## Daily

Enter Your Data: Please select a date range to view or modify.

» Today/recent

» Older data

» Import Data

From:

< May 2007 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

To:

< May 2007 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## Weekly

Enter Your Data: Please select a date range to view or modify.

» Today/recent

» Older data

» Import Data

From:

< May 2007 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

To:

< May 2007 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## Monthly

Enter Your Data: Please select a date range to view or modify.

» Today/recent

» Older data

» Import Data

From:

< May 2007 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

To:

< May 2007 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Once the date range is selected press Search and the following options will be shown.

The date range selected does not exactly match an existing entry period.

---

- Select **one** period from the list below to edit its existing data.
- Select **two** periods from the list below to enter new data that will replace all existing data between (and including) the batches selected.

Wednesday 25 April, 2007 to Wednesday 2 May, 2007

---

Or click 'Overwrite' to enter new data that will replace all existing data for the date range selected.

The date range selected: Tuesday 1 May, 2007

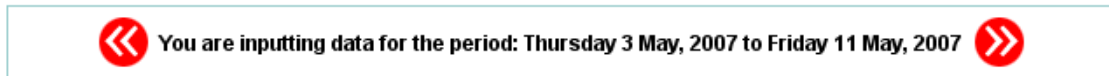
To accurately select the dates that were entered in the calendars click the overwrite button. As shown in this example, data will be entered for only the 1<sup>st</sup> May 2007.

**WARNING:** By clicking the overwrite button any data that was previously entered in these dates will be deleted. If your intention is to amend previously entered data please see page 8.

## 4.2 Amending Data

There are three ways to amend any data you have entered on a previous date.

The first is to use the red buttons that are on either side of the date range on the home page.



The button on the left will take you back to previous dates you have entered and the button on the right will take you to future dates. This can take some time if the date you require to amend was some time ago.

The second way to amend data is to use the small monthly calendar at the bottom of the home page.

### Saved Dates / Pending Dates

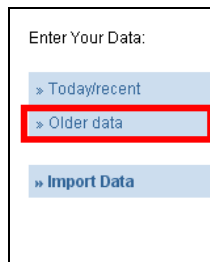


The green dates already contain data. The red dates are blank. Simply click on the green date you wish to amend and your saved data will appear.

If you have entered data for a period of e.g. 1<sup>st</sup> May to the 7<sup>th</sup> May then you can click on any date between these for that range of data to appear.



The third way to amend your entries is to go to the older data button on the home page.



Enter the date range you want to amend and press search.

Enter Your Data: Please select a date range to view or modify.

» Today/recent

» Older data

» Import Data

From:

May 2007						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

To:

May 2007						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Search

As before you will see a similar screen to the one below:

---

- Select **one** period from the list below to edit its existing data.
- Select **two** periods from the list below to enter new data that will replace all existing data between (and including) the batches selected.

Tuesday 1 May, 2007

Wednesday 2 May, 2007

Thursday 3 May, 2007

Friday 4 May, 2007

Saturday 5 May, 2007

Sunday 6 May, 2007

Monday 7 May, 2007

---

Or click 'Overwrite' to enter new data that will replace all existing data for the date range selected.

The date range selected: Tuesday 1 May, 2007 to Monday 7 May, 2007

Choose one of the options to edit its existing data.

The dates shown will depend on whether you have entered your data daily, weekly or monthly (above shows daily).

**Warning:** If you choose **TWO** periods you will overwrite the existing data and you will need to start entering all your information again.

**The OVERWRITE button will also wipe all data for the dates entered.**

### 4.3 Uploading old data

Updating previous years of data depends on which system the TIC was using before the introduction of the new Business Plan.

- If the TIC's last system was Business Plan 2 (i.e. The Web based system) then all previous entries would have been updated automatically, therefore no further action is required.
- If the TIC's last system was Business Plan 1 (i.e. The excel based system which used BP reports) then all BP reports must be imported as follows.

To import BP reports press the Import Data button on the home page.

Enter Your Data:

» Today/recent

» Older data

» Import Data

The following screen will appear:

Please enter the location of the spreadsheet to be imported:

**NB. This must be the BPREPORT sheet, not the NITBDATA sheet.**

Click Browse to locate the report for uploading. A new window will appear to let the user navigate through the computers files. Once the BP report has been found select the report. Then click the Import button. The report will now be stored in the new Business Plan.

For the TIC's who were using a different method to those above, all the records will have to be typed manually by staff. See page 5 for selection of dates.

**Note:** NITB requires records to be updated as far back as possible. The minimum requirement is January 2006.

## 5. Entering Data

### 5.1 Financial Data

Once the date range has been selected the financial data screen will appear.

Financial Data	Enquiries	Number of Bookings	Enquiry Subject	All																																
<b>Financial Data</b>																																				
TIDI booking value	<input type="text"/>	Bureau de Change	<input type="text"/>	Books	<input type="text"/>																															
TIDI commission value	<input type="text"/>	NITB Literature	<input type="text"/>	Clothing	<input type="text"/>																															
Other Accommodation booking value	<input type="text"/>	Failte Ireland	<input type="text"/>	Tickets	<input type="text"/>																															
Other Accommodation commission value	<input type="text"/>	Postcards	<input type="text"/>	Ticket Commission	<input type="text"/>																															
BABA booking value	<input type="text"/>	Crafts	<input type="text"/>																																	
BABA commission value	<input type="text"/>	Souvenir Sales	<input type="text"/>																																	
Booking Fee	<input type="text"/>	Maps	<input type="text"/>	TOTAL	<input type="text"/>																															
<b>Miscellaneous Financial Data</b>																																				
Luggage	<input type="text"/>	Phone Cards	<input type="text"/>																																	
Stamps	<input type="text"/>	Fishing Permits	<input type="text"/>	TOTAL	<input type="text"/>																															
<input type="button" value="Save &amp; Proceed"/>																																				
<b>Saved Dates / Pending Dates</b>																																				
<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="background-color: #f00; color: white; padding: 2px;">1</td> <td style="background-color: #f00; color: white; padding: 2px;">2</td> <td style="background-color: #f00; color: white; padding: 2px;">3</td> <td style="background-color: #f00; color: white; padding: 2px;">4</td> <td style="background-color: #f00; color: white; padding: 2px;">5</td> <td style="background-color: #f00; color: white; padding: 2px;">6</td> <td style="background-color: #f00; color: white; padding: 2px;">7</td> <td style="background-color: #f00; color: white; padding: 2px;">8</td> <td style="background-color: #f00; color: white; padding: 2px;">9</td> <td style="background-color: #f00; color: white; padding: 2px;">10</td> <td style="background-color: #f00; color: white; padding: 2px;">11</td> <td style="background-color: #f00; color: white; padding: 2px;">12</td> <td style="background-color: #f00; color: white; padding: 2px;">13</td> <td style="background-color: #f00; color: white; padding: 2px;">14</td> <td style="background-color: #f00; color: white; padding: 2px;">15</td> <td style="background-color: #f00; color: white; padding: 2px;">16</td> <td style="background-color: #f00; color: white; padding: 2px;">17</td> <td style="background-color: #f00; color: white; padding: 2px;">18</td> <td style="background-color: #f00; color: white; padding: 2px;">19</td> <td style="background-color: #f00; color: white; padding: 2px;">20</td> <td style="background-color: #f00; color: white; padding: 2px;">21</td> <td style="background-color: #f00; color: white; padding: 2px;">22</td> <td style="background-color: #f00; color: white; padding: 2px;">23</td> <td style="background-color: #f00; color: white; padding: 2px;">24</td> <td style="background-color: #f00; color: white; padding: 2px;">25</td> <td style="background-color: #f00; color: white; padding: 2px;">26</td> <td style="background-color: #f00; color: white; padding: 2px;">27</td> <td style="background-color: #f00; color: white; padding: 2px;">28</td> <td style="background-color: #f00; color: white; padding: 2px;">29</td> <td style="background-color: #f00; color: white; padding: 2px;">30</td> <td style="background-color: #f00; color: white; padding: 2px;">31</td> </tr> </table>						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

This page deals with all the TIC’s money transactions.

Each TIC will have different miscellaneous financial data options which were decided on before the system went live.

Once you have entered the data press save and proceed. This will save the financial data and move to the next section – Enquiries.

If the save and proceed button is not pressed there is a danger of losing the data entered if any of the other sections (Home, View reports, Budget, contact NITB, etc) are selected.

**Note:** TIDI booking value, Other booking value, BABA booking value and Tickets will not be included in the overall total as the TIC’s only earn the commission values.

## 5.2 Enquires

The Enquiries section is where the visitor's nationality can be logged.

Financial Data	<b>Enquiries</b>	Number of Bookings	Enquiry Subject	All
----------------	------------------	--------------------	-----------------	-----

**Enquiries**

Electronic Eye

	Counter	Post/Fax	Web/Email	Phone	Total
Northern Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
England	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Scotland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wales	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Republic of Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
USA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Canada	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australia/New Zealand	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Germany	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
France	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Italy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nordics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Europe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rest of World	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Enquiring Visitors*	<input type="text"/>	(*Electronic Eye - Enquiries Total)			

**Saved Dates / Pending Dates**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**Note:** The Non-enquiring visitor box does not require any entry. This box will calculate the number of visitors to your TIC who did not ask for any information by subtracting the Enquiries total from the Electronic eye value.

### 5.3 No. of Bookings

The next section allows the number of bookings to be entered.

Financial Data	Enquiries	<b>Number of Bookings</b>	Enquiry Subject	All
----------------	-----------	---------------------------	-----------------	-----

Number of Bookings	
TIDI	<input type="text"/>
Other	<input type="text"/>
BABA In	<input type="text"/>
BABA Out	<input type="text"/>
<b>Total</b>	<input type="text"/>

[Save & Proceed](#)

**Saved Dates / Pending Dates**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

## 5.4 Enquiry Subject

The Enquiry subject tab has two sections. The first is for the type of enquiry visitors have asked about. The second relates to the enquiry subject area. If one visitor has an inquiry then both these sections need to be filled in.

E.g.1. A customer asks for information about accommodation near the TIC. An entry would be made in Local accommodation – Enquiry subject and an entry would be made in Council enquiries – Enquiry subject area.

E.g.2. A customer asks for information about a concert in Dublin. An entry would be made in entertainment – Enquiry subject and an entry would be made in ROI Enquiries – Enquiry Subject Area.

The screenshot shows a web application interface for managing enquiries. At the top, there are navigation tabs: 'Financial Data', 'Enquiries', 'Number of Bookings', 'Enquiry Subject' (which is highlighted in red), and 'All'. Below the tabs is the 'Enquiry Subject' form. The form is divided into two main sections: 'Enquiry Subject' and 'Enquiry Subject Area'. The 'Enquiry Subject' section contains a grid of 15 categories, each with an input field: Local Accommodation, Outside Accommodation, Camping & Caravan, Transport & Travel, Directions, Entertainment, Where to Eat, Places to Visit, Sales, Activities, Local Enquiries, Bureau de Change, and Miscellaneous. The 'Enquiry Subject Area' section contains three categories with input fields: Council enquiries, NI enquiries, ROI Enquiries, and Other enquiries. At the bottom right of the form is a 'Save & Proceed' button. Below the form is a 'Saved Dates / Pending Dates' section with a calendar grid showing dates from 1 to 31. Dates 1-13 are green, 14-20 are red, and 21-31 are grey.

**Note:** The two sections are not totalled together. There will be one total for Enquiry subject and another for Enquiry subject area.

## 5.4 All

The last tab is ALL. This will list all 4 previous sections in one page. It will show you a summary of the data that has just been entered or the user can simply click on the ALL tab at the start and enter the information on one page.

Financial Data	Enquiries	Number of Bookings	Enquiry Subject	All																														
<b>Financial Data</b>																																		
TIDI booking value	<input type="text"/>	Bureau de Change	<input type="text"/>	Books	<input type="text"/>																													
TIDI commission value	<input type="text"/>	NITB Literature	<input type="text"/>	Clothing	<input type="text"/>																													
Other Accommodation booking value	<input type="text"/>	Faite Ireland	<input type="text"/>	Tickets	<input type="text"/>																													
Other Accommodation commission value	<input type="text"/>	Postcards	<input type="text"/>	Ticket Commission	<input type="text"/>																													
BABA booking value	<input type="text"/>	Crafts	<input type="text"/>																															
BABA commission value	<input type="text"/>	Souvenir Sales	<input type="text"/>																															
Booking Fee	<input type="text"/>	Maps	<input type="text"/>	TOTAL	<input type="text"/>																													
<b>Miscellaneous Financial Data</b>																																		
Luggage	<input type="text"/>	Phone Cards	<input type="text"/>																															
Stamps	<input type="text"/>	Fishing Permits	<input type="text"/>	TOTAL	<input type="text"/>																													
<b>Enquiries</b>																																		
Electronic Eye	<input type="text"/>																																	
	<b>Counter</b>	<b>Post/Fax</b>	<b>Web/Email</b>	<b>Phone</b>	<b>Total</b>																													
Northern Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
England	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Scotland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Wales	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Republic of Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
USA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Canada	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Australia/New Zealand	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Germany	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
France	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Italy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Holland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Spain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Nordics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Other Europe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Rest of World	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Non-Enquiring Visitors*	<input type="text"/>	(*Electronic Eye - Enquiries Total)																																
<b>Number of Bookings</b>																																		
TIDI	<input type="text"/>																																	
Other	<input type="text"/>																																	
BABA In	<input type="text"/>																																	
BABA Out	<input type="text"/>																																	
<b>Total</b>	<input type="text"/>																																	
<b>Enquiry Subject</b>																																		
Local Accommodation	<input type="text"/>	Entertainment	<input type="text"/>	Local Enquiries	<input type="text"/>																													
Outside Accommodation	<input type="text"/>	Where to Eat	<input type="text"/>	Bureau de Change	<input type="text"/>																													
Camping & Caravan	<input type="text"/>	Places to Visit	<input type="text"/>	Miscellaneous	<input type="text"/>																													
Transport & Travel	<input type="text"/>	Sales	<input type="text"/>																															
Directions	<input type="text"/>	Activities	<input type="text"/>																															
<b>Enquiry Subject Area</b>																																		
Council enquiries	<input type="text"/>	ROI Enquiries	<input type="text"/>																															
NI enquiries	<input type="text"/>	Other enquiries	<input type="text"/>																															
<input type="button" value="Save All"/>																																		
<b>Saved Dates / Pending Dates</b>																																		
<table border="1"> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </table>					2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					



## 6. View Reports

In this section a variety of graphs and reports can be created. You can access these functions by clicking on the view reports button at the top right of the page.

You can view your own TIC or other TIC's for benchmarking purposes. These reports have been developed for the TIC Network. Some reports will be more relevant to some TIC's than others.

Home   Input Data   **View Reports**   Budget   Contact NITB   Logout

**Choose A Report Type:**

Reports	Graphs
<input type="radio"/> Operational Summary	<input type="radio"/> Operational Summary Graph
<input type="radio"/> Enquiry Summary	<input type="radio"/> Operational Variance Graph
<input type="radio"/> Booking Summary	<input type="radio"/> Retail Income
<input type="radio"/> Financial Summary	<input type="radio"/> Enquiry Performance v Budget
<input type="radio"/> Financial Report	<input type="radio"/> Enquiries by Source
<input type="radio"/> Enquiry Type	<input type="radio"/> Enquiries by Type
<input type="radio"/> Enquiry Subject	<input type="radio"/> Enquiries by Country
<input type="radio"/> Enquiry Nationality	<input type="radio"/> Bookings by Type
<input type="radio"/> Counter Enquiry Nationality	<input type="radio"/> Total Bookings Graph
<input type="radio"/> Booking Numbers	<input type="radio"/> Data Entry Values
<input type="radio"/> Booking Values	<input type="radio"/> Data Entry Status
<input type="radio"/> TIC Network Report	

If you click on any of the options a box should appear showing you the following:

<input type="radio"/> Booking Values	<input type="radio"/> Data Entry Values
<input checked="" type="radio"/> TIC Network Report	<input type="radio"/> Data Entry Status

**» TIC Network Report**

TIC    All TICs    Specify which TIC

For    5 month(s)    Specify No. of months

To    May 2007    Specify end date of report

Generate Report

Simply fill in the boxes to specify – the TIC, No. of months for the report and the end date.

For this specific example – TIC Network Report – the following layout should appear.

## TIC Network Report for All TICs

January 2007 to May 2007

Enquiry type	
Electronic Eye	220,896
Counter	188,406
TIC Visitor - No Enquiry	32,490
Post / Fax / E-mail	2,719
Phone	41,859
Post/Fax	2,762
Web/Email	3,807
<b>Total</b>	<b>272,043</b>
Enquiry nationality	
Northern Ireland	151,423
England	16,707
Scotland	5,513
Wales	1,663
Republic of Ireland	6,639
USA	8,800
Canada	1,477
Australia/New Zealand	2,760
Germany	2,563
France	2,922
Italy	1,200
Holland	643
Spain	1,458
Nordics	472
Other Europe	4,380
Rest of world	3,034
Unknown	7,841
Europe	1,328
North America	777

<b>Total NI enquiries</b>	<b>151,423</b>
<b>Total out of state enquiries</b>	<b>62,697</b>
<b>Total enquiries</b>	<b>221,961</b>

Bookings	
TIDI	1,053
Other	68
BABA In	0
BABA Out	0
<b>Total</b>	<b>1,121</b>

Income	
Retail sales	£368,008.62
Bureau de Change	£1,828.53
TIDI commission value	£16,621.59
Other Accommodation commission value	£773.88
BABA commission value	£716.47
Booking Fee	£2,009.50
<b>Total</b>	<b>£389,958.59</b>

**Note:** In the Enquiry type section please ignore Post/Fax/Email value. This is an Error. It refers to data entered in previous Business Plans.

Another useful report is Data Entry Values. Click on the Data Entry Values option and fill in all the boxes as shown in the previous example.

Booking Values
 Data Entry Values

TIC Network Report
 Data Entry Status

**» Data Entry Values**

TIC

All TICs

For

1

month(s)

To

May

2007

Generate Report

A similar table to the following should appear. (**Note:** below is just a small section of the table)

May 2007

	01 May	02 May	03 May	04 May	05 May	07 May	08 May	09 May	10 May	11 May	12 May	14 May	15 May	16 May	17 May	18 May
<b>Financial Data</b>																
<b>TIDI booking value</b>	£475.00	N/A	£88.00	£208.00	N/A	N/A	£421.20	£420.00	£420.00	£36.00	N/A	£385.00	N/A	£560.00	N/A	£5,060.00
<b>TIDI commission value</b>	N/A	N/A	£8.80	£5.00	N/A	N/A	£24.84	N/A	N/A	£3.60	N/A	£25.50	N/A	£56.00	N/A	N/A
<b>Booking Fee</b>	N/A	N/A	£2.00	£4.00	N/A	N/A	£5.00	N/A	N/A	£2.00	N/A	£2.00	N/A	£4.00	N/A	N/A
<b>Bureau de Change</b>	N/A	N/A	N/A	N/A	N/A	N/A	£4.08	N/A	N/A	N/A	N/A	£6.20	N/A	N/A	N/A	N/A
<b>NITB Literature</b>	N/A	N/A	N/A	N/A	£4.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Faite Ireland</b>	N/A	N/A	£6.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	£13.00	N/A	N/A	N/A
<b>Postcards</b>	£0.30	£1.50	£4.20	£3.30	£6.80	£2.70	N/A	£2.70	£2.70	£5.40	£2.10	£2.10	£7.50	£3.60	£2.70	£3.90
<b>Crafts</b>	£7.97	£32.34	£7.98	£10.97	N/A	£5.00	£23.00	£17.05	£17.05	£122.74	£27.19	N/A	£3.99	N/A	N/A	£44.41
<b>Souvenir Sales</b>	£6.48	£18.98	£19.55	£6.00	£4.57	£60.91	£7.68	£2.59	£2.59	£3.96	£0.75	£1.99	£7.92	£6.98	N/A	£38.23
<b>Maps</b>	£8.98	£14.97	N/A	£8.98	£7.98	£4.99	£4.50	N/A	N/A	N/A	£14.48	£9.98	£44.92	£15.97	£15.99	£24.99
<b>Books</b>	£2.30	£5.80	£2.00	£3.00	£2.50	£0.20	£7.59	£0.80	£0.80	N/A	N/A	N/A	N/A	£9.70	£0.80	£7.70

These tables will contain all the data from the input section. The previous example has had data inputted daily. If the user enters data weekly or monthly only one date will appear for each week or month as shown below.

### February 2007 to May 2007

	28 Feb	31 Mar
<b>Financial Data</b>		
<b>TIDI booking value</b>	£477.00	£984.00
<b>TIDI commission value</b>	£47.70	£98.40
<b>Other Accommodation booking value</b>	£0.00	£451.40
<b>Other Accommodation commission value</b>	£0.00	£45.14
<b>BABA booking value</b>	£0.00	£0.00
<b>BABA commission value</b>	£0.00	£0.00
<b>Booking Fee</b>	£14.00	£42.00
<b>Bureau de Change</b>	£7.05	£21.25
<b>NITB Literature</b>	£0.00	£0.00
<b>Faillte Ireland</b>	£0.00	£0.00
<b>Postcards</b>	£68.65	£81.90

**Note:** These tables can be very useful in comparing data from different dates. Unfortunately the system cannot pick two distinct dates to compare. If the user does require two dates which are far apart they will have to create a table containing all the dates in between.

## 7. Budget (optional)

At present the function of the Budget section is still under review. Your TIC can generate its own budget and enter the values as shown below. You will find the Budget by clicking the button at the top right of the page.



Enter the budget data in the same way as information is entered into the Input Data section. The only difference is that here you must enter it monthly, as shown below.

⏪ You are inputting data for the period: Jan 2007 - Dec 2007 ⏩

Financial Data	Number of Bookings	Enquiry Subject	Enquiry Types	All											
<b>Financial Data</b>															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	% of Total	% of Prev. Yr
TIDI commission value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
Other Accommodation commission value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0
BABA commission value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Booking Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0

By entering this data the user can compare it with the current year's data by using the reports and graphs in the View Report section.

E.g. Operational Summary

January 2007 to May 2007

	May 2007 Actual	Jan 2007 - May 2007 Actual	May 2007 Budget	Jan 2007 - May 2007 Budget	May 2007 Variance	Jan 2007 - May 2007 Variance
<b>Income</b>						
<b>Accommodation income</b>	£21.00	£195.00	£0.00	£0.00	£21.00	£195.00
<b>Retail income</b>	£559.11	£3,149.50	£0.00	£0.00	£559.11	£3,149.50
<b>TOTAL</b>	<b>£580.11</b>	<b>£3,344.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£580.11</b>	<b>£3,344.50</b>

The Operational Summary shows May 2007 entries, the Budget entries for May 2007 and the difference between these two.

## 8. Contact NITB

There are two ways of contacting NITB for enquiries to do with the Business plan.

1. Press the Contact NITB button at the top of the Business plan.



### Feedback

Please use this form to report any Business Plan related issues to NITB.

Comments:

Your name:

Leave your comments on the feedback form and a member of NITB will be in contact to assist with any problems.

2. Phone Christine Dunlop at NITB on 02890 441517 or email [c.dunlop@nitb.com](mailto:c.dunlop@nitb.com)