Intro

Putting together a first trip is not difficult at all. After the following steps, you have already created a customer and a suitable trip for them. Your trip can be sent to any contact via PDF, Word or AXUS.

> It is important that you (or your administrator) have already gone through the **CRM** and the **administration** and filled in the most important information in the system.

https://www.youtube.com/embed/es9TC_BUIuk?wmode=opaque

To create your first offer/itinerary, it is important that you understand the following structure: Company ? Location ? Dossier ? Document.

Therefore, we will guide you through the following steps and explain this structure to you:

1. CRM structure
2. Create a company
3. Create an offer/itinerary