



**TRAVEL INSURED
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GDS Setup & Integration - APOLLO

The Travel Insured Agent Portal (TAP) is designed to **import** client and trip data from your GDS to TAP, and then **export** your insurance booking back to the GDS.

This is accomplished through the use of **scripts** that write a **TAPIn.csv** file for import to TAP, and a **TAPOut.csv** file to export from TAP back to your GDS.

Both of these files are found in your **C:\TAP** directory.

NOTE: If your GDS is on **Terminal Server**, you must install TAP on the server to have access to import/export functionality with these scripts.

Step #1: Install the Apollo script

Click on this link to install: [Apollo](#)

Run the file. This will install a script program, and create a **desktop icon**.

When you click the desktop icon it opens a window that allows you to either **TAP In** (bring data from TAP into Apollo), or **TAP Out** (take PNR data out of Apollo and send to TAP).



After installing, you must have your GDS running before the script will run.

If you have a live PNR open, and want to use that data to book a plan in TAP, you select the **TAP Out** button and follow the instructions below in **Step #2**.

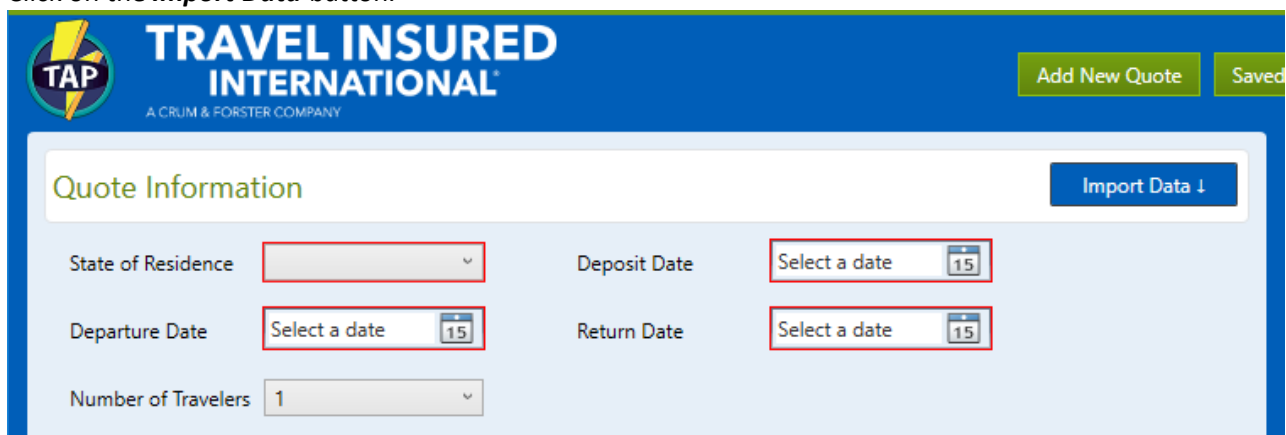
If you have a booking in TAP that needs to be stored in your Apollo PNR, you select the **TAP In** button, which brings up your insurance booking in a preview screen and allows you to add the Form of Payment. It will enter the **TUR** lines in the itinerary, and if they use the *Settings* to change the BackOffice to *Trams* it will also enter accounting lines.

Please note that this is a VB program, not an Apollo script file. The name of the file is TI Apollo TAP Script.exe and it installs in Program Files(x86)/Common Files.

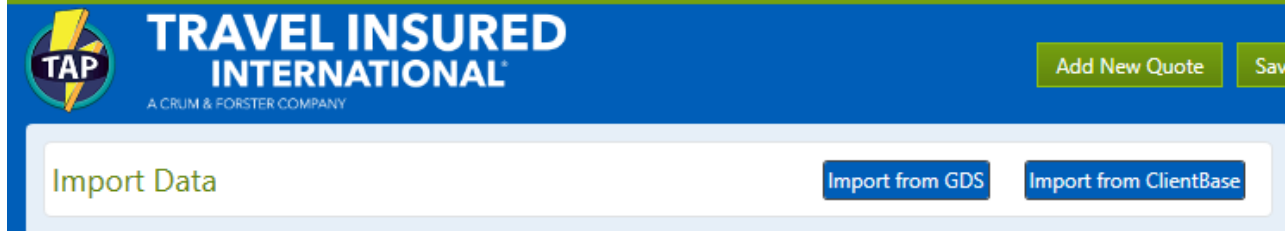
Step #2: Send Apollo PNR data to TAP

Once you send PNR data from Apollo to TAP using the above script, go to the **Add New Quote** page in **TAP** as shown here.

Click on the **Import Data** button.



Then click on the **Import from GDS** button:



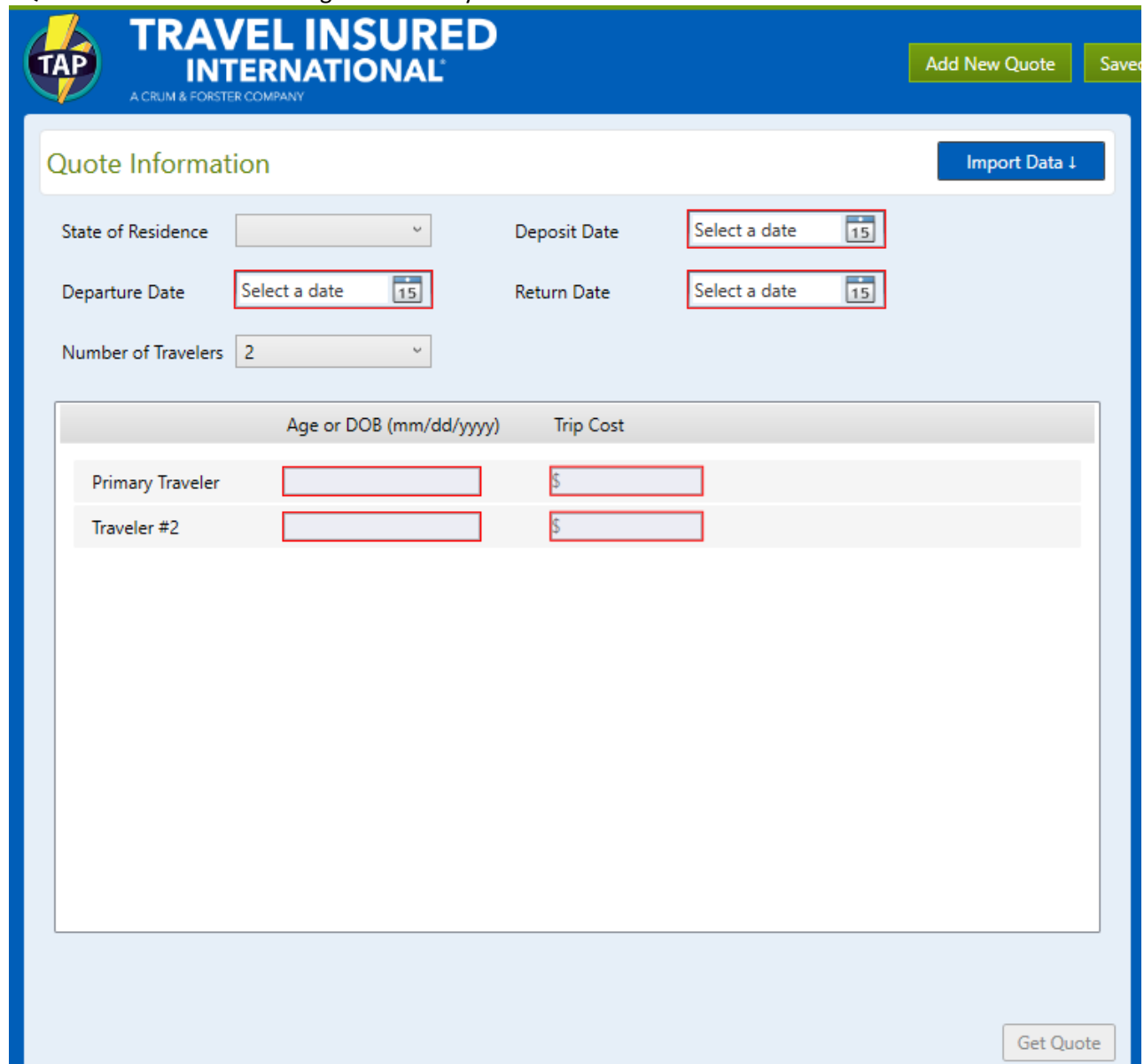
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Import Data

Import from GDS Import from ClientBase

Review your data, and click the **Proceed to Purchase** button in the lower right corner on the next screen.

The fields on the **Quote Information** page in **TAP** will auto-fill based on the data sent from your GDS. Manually enter any fields that do not come across from the GDS. When complete, click the **Get Quote** button in the lower right corner of your screen.



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Quote Information

State of Residence Deposit Date Select a date 15

Departure Date Select a date 15 Return Date Select a date 15


Number of Travelers 2

	Age or DOB (mm/dd/yyyy)	Trip Cost
Primary Traveler	<input type="text"/>	\$ <input type="text"/>
Traveler #2	<input type="text"/>	\$ <input type="text"/>

Get Quote



Select the desired plan, and click the **Next** button:

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Add New QuoteSaved

Policy Information

Departure Date	Return Date	Deposit Date	Trip Cost
30-August-2017	16-September-2017	29-August-2017	\$1,000.00

Policies and Rate

Code	Policy Name	Rate
WTP14	Worldwide Trip Protector	\$ 47
WTPL14	Worldwide Trip Protector Lite	\$ 33
WTPP14	Worldwide Trip Protector Plus	\$ 75

Product Description

Worldwide Trip Protector

- Accident & Sickness Medical Expense : \$100,000
- Accidental Death and Dismemberment- 24 Hour : \$10,000
- Baggage & Personal Effects : \$1,000**
- Baggage Delay : \$300 (12 hours)
- Change Fee : \$250
- Emergency Medical Evacuation and Repatriation : \$1,000.000

Optional Coverage

Reload Quote

☐ Optional Flight Accident 100000 v

☐ Optional Rental Car Damage 8/30/2017 15 9/16/2017


☐ Optional Travel Benefits Upgrade

Selected Plan

Worldwide Trip Protector \$47.00
Traveler 1: \$47.00

BackSave/Email QuoteNext

The passenger data sent from your GDS will auto-fill this page. Review all data, and enter any missing fields manually before you click the **Next** button:



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[Add New Quote](#)
[Save](#)

Traveler Information

Departure Date	Return Date	Deposit Date	Trip Cost	
30-August-2017	16-September-2017	29-August-2017	\$1,000.00	Worldwide Trip Protector \$47.00 Number of Optional Coverage(s): 0

Policies and Rate

Primary Traveler

Import

Trip Cost for Primary Traveler
 (US Dollars)

First Name

Middle Name

Last Name

Date of Birth

Email

Phone

Country

Street Address or P.O. Box

City

State/Province


Zip Code

Back

Next

Complete any critical data on the **Destinations & Carriers** page, and click the **Next** button.

Note: Only **Primary Destination** is mandatory:



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Add New Quote
Save

Destination & Carriers

Departure Date	Return Date	Deposit Date	Trip Cost	
30-August-2017	16-September-2017	29-August-2017	\$1,000.00	Worldwide Trip Protector \$47.00 Number of Optional Coverage(s): 0

Primary Destination

Argentina

Air Carrier


Cruise Line

Tour Operator

Rental Car

Back
Next

This takes you to the **Beneficiaries** page. Make any necessary adjustments and click the **Next** button:



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Add New Quote
Saved

Beneficiaries

Departure Date	Return Date	Deposit Date	Trip Cost	Worldwide Trip Protector \$47.00
30-August-2017	16-September-2017	29-August-2017	\$1,000.00	Number of Optional Coverage(s): 0

Beneficiaries


Designation of a beneficiary is optional. If you do not designate a beneficiary, loss of life benefits will be paid in accordance with the terms of your policy.

Primary Traveler

Add Beneficiary

Back
Next

Complete the **Payment Information** page and then click the **Next** button.


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[Add New Quote](#)
[Save](#)

Payment Information

Departure Date	Return Date	Deposit Date	Trip Cost	Worldwide Trip Protector \$47.00
30-August-2017	16-September-2017	29-August-2017	\$1,000.00	Number of Optional Coverage(s): 0

Delivery Method

☒ E-mailed

Your Confirmation of Benefits and Certificate of Insurance will be e-mailed to you immediately after purchase.

☐ Mailed Your Confirmation of Benefits and Certificate of Insurance will be delivered to you by postal service in 7 to 10 days.

Credit Card ☐ Split Payment

Card #1
Amount

Card Number Exp Date(MMY) Code

Name on Card

Billing Address
☐ Copy primary address

Country Street Address or P.O. Box

City State Zip Code

Card #2
Amount

Card Number Exp Date(MMY) Code

Name on Card


Billing Address
☐ Copy primary address

Country Street Address or P.O. Box

City State Zip Code

[Back](#)
[Next](#)

Review all data on your **Purchase Summary** screen and press the **Purchase** button:


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[Add New Quote](#)
[Save](#)

Purchase Summary

Departure Date	Return Date	Deposit Date	Trip Cost	Worldwide Trip Protector \$47.00
30-August-2017	16-September-2017	29-August-2017	\$1,000.00	Number of Optional Coverage(s): 0

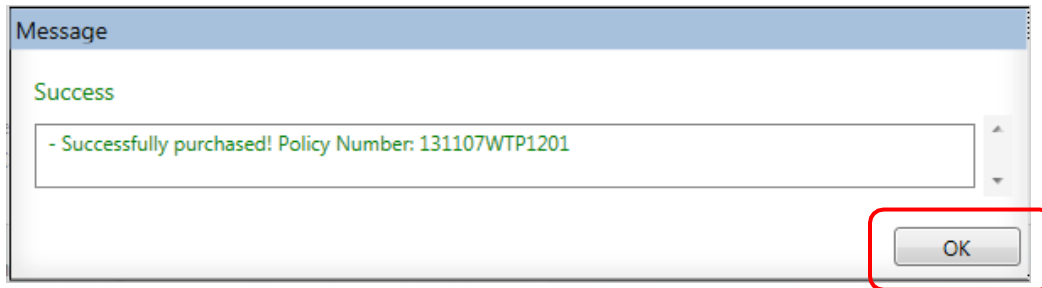
Traveler(s)

Name: John Smith	Email: jsmith@email.com	State: CT
Trip Cost: \$1,000.00	Phone: 555-555-5555	City: Glastonbury
Age: 34	Address: 1 Main St	Zip Code: 06033
DOB: 01-January-1983	PO Box:	Country: US

Optional Coverage
Destination and Carriers
Primary Destination Argentina

[Back](#)
[Purchase](#)

When you receive a confirmed policy number from the server, press the **OK** button:



This brings you to the final **Successfully Purchased!** screen.

Click on the **Export to GDS** button to send your booking data to the GDS. This creates the file `C:\TAP\TAPOut.csv`

Use your GDS script, and click on the **TAP In** button to read this file and create the appropriate **TUR** lines in the itinerary. If you use Trams Back-Office, go to *Settings* to change the BackOffice to *Trams* and the script will enter the accounting lines.