

# ALG Vacations — Tess Booking Sync Guide for Travel Advisors

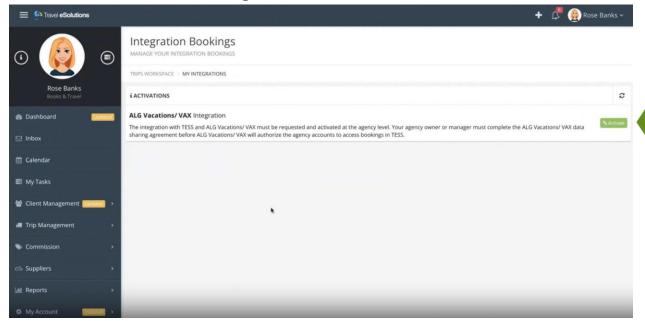
#### Overview

Tess by Travel eSolutions is now integrated with ALG Vacations, allowing you to sync bookings directly from ALGVacations.com into Tess. Syncing automatically transfers traveler, itinerary, and payment information, helping you manage client trips efficiently.

For a video tutorial demonstration, click here.

### Step 1: Activate the ALG Vacations Integration

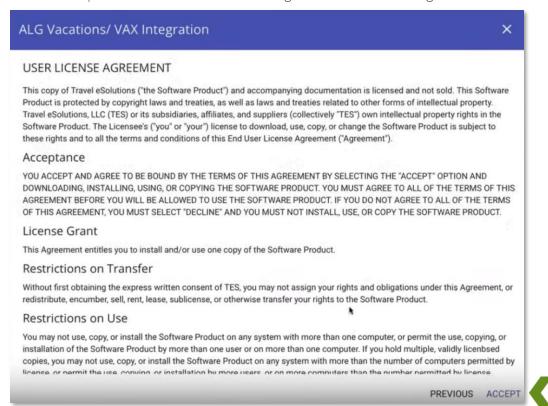
- 1. In Tess, go to Trip Management  $\rightarrow$  Integration Bookings.
- 2. Find ALG Vacations and click the green Activate button.



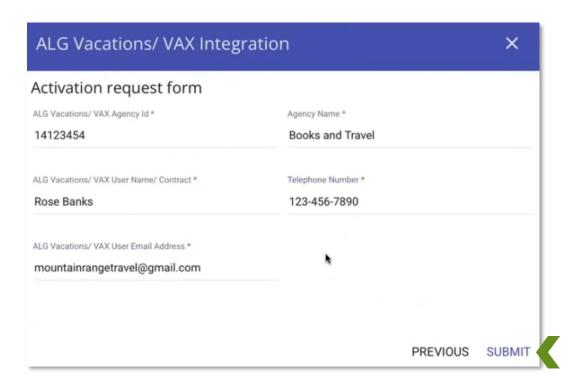
#### 3. Click Begin Activation.



4. Read and Accept the ALG Vacations/VAX Integration User License Agreement.



- 5. Complete the Activation Request Form:
  - Agency ID
  - Agency Name
  - User Name/Contact
  - Telephone Number
  - Email Address



- 6. Click Submit on the Activation Request Form.
- 7. Allow 7-10 business days for supplier approval. Once approved, your bookings will appear under Integration Bookings.

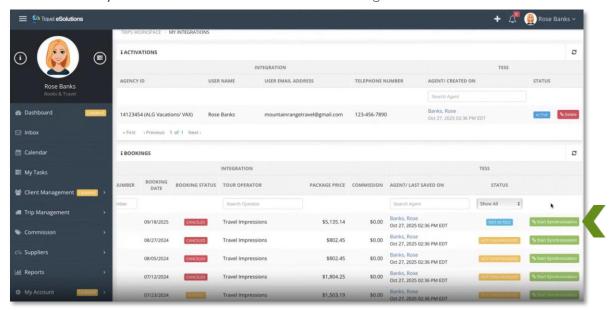
# Step 2: Syncing a Booking to Tess

You can sync a booking in two ways:

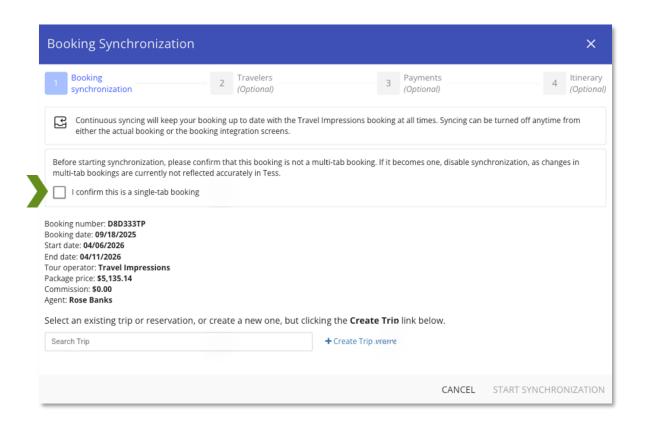
- From the Integration Bookings page, or
- From the Bookings tab inside a trip.

#### To sync a booking:

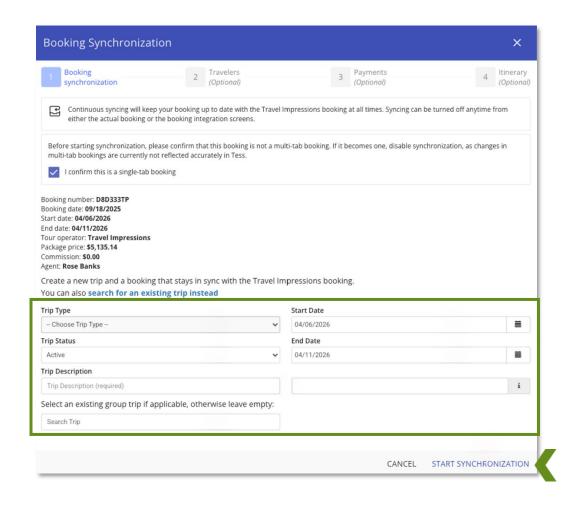
- 1. Go to Trip Management → Integration Bookings.
- 2. Click Start Synchronization next to the desired booking.



3. Confirm this is a single-tab booking for ALG Vacations.

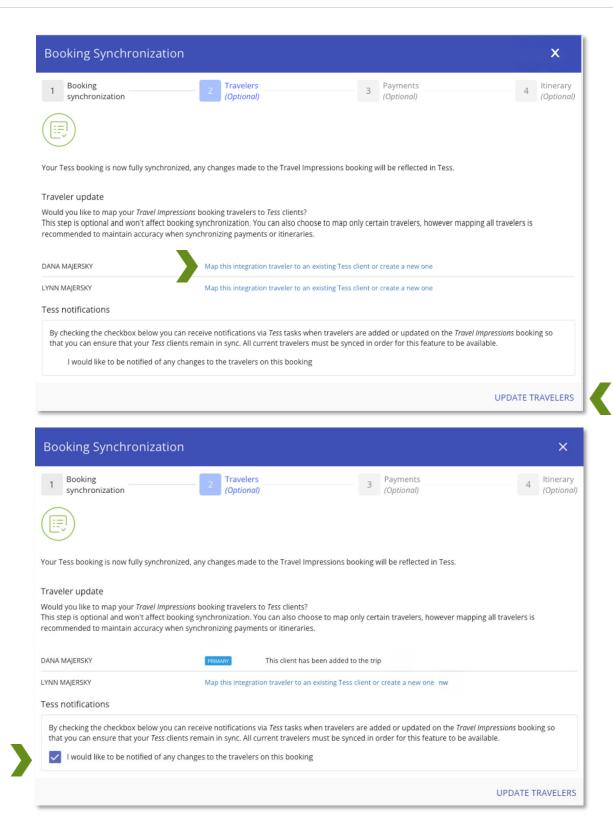


- 4. Search for an existing trip or click +Create Trip.
- 5. Choose the Trip Type, Trip Status, and verify start/end dates.
- 6. Enter a Trip Description.
- 7. (Optional) Link to a Group Trip if applicable.
- 8. Click Start Synchronization your booking is now linked to Tess.



# Step 3: (Optional) Sync Travelers

- 1. Tess will match existing travelers automatically if details align.
- 2. If not found, click Map this integration traveler to an existing Tess client or create a new one link. If the traveler is found in Tess, it will display for you to select in the drop down. If the traveler is not in Tess, it will provide a prompt to Create a new one!
- 3. Assign traveler type (Primary or Secondary).
- 4. Click Save, then Update Travelers when all are linked.

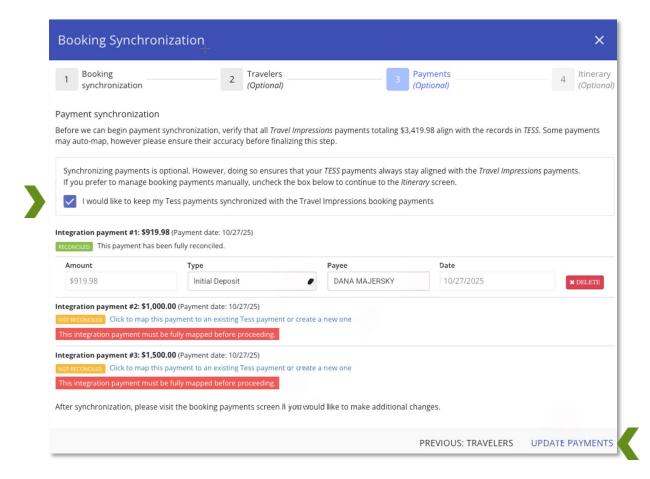


Tip:

Enable traveler change notifications to receive alerts when updates occur in ALG Vacations.

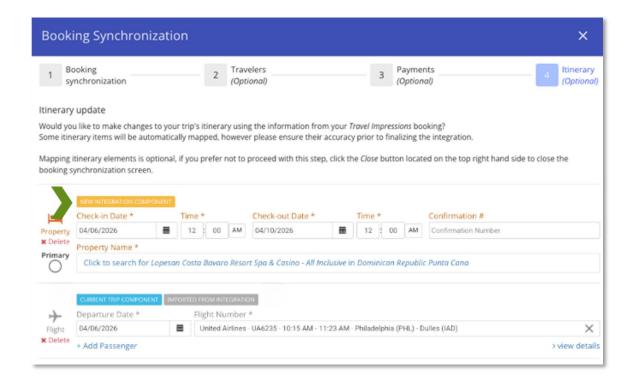
## Step 4: (Optional) Sync Payments

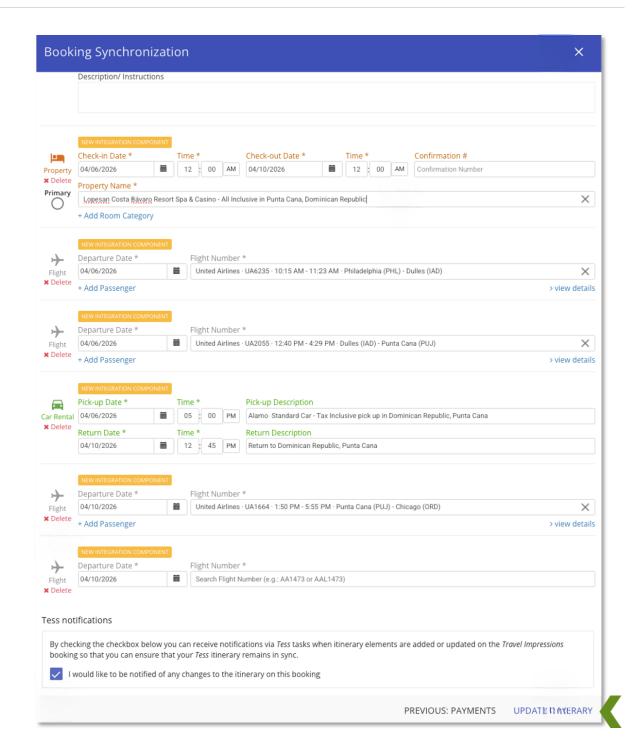
- 1. Tess displays total payments from ALG Vacations.
- 2. Check "I would like to keep my Tess payments synchronized...".
- 3. For each payment type, select the link to Click to map this payment to an existing Tess payment or create a new one. Then, select the drop downs for Payment:
  - Type (deposit, final payment, etc.)
  - Payee (client/traveler):
- 4. After mapping all payments, click Update Payments.



# Step 5: (Optional) Sync Itinerary Items

- 1. Review itinerary items labeled as:
  - New Integration Component not yet in Tess
  - Current Trip Component already exists in Tess
  - Imported from Integration previously synced
- 2. Map or remove items as needed.
- 3. Click **Update Itinerary** when done.





Tip

Enable itinerary update notifications to be alerted when ALG Vacations makes changes.

### Step 6: Stop Synchronization (if needed)

Once a booking is synchronized, any changes made in ALG Vacations will automatically update in Tess. This ensures that both systems remain aligned and display the same booking information without the need for manual updates.

You can choose to stop synchronization at any time if you prefer to manage the booking independently in Tess. When synchronization is stopped, future updates made in ALG will no longer be reflected automatically in Tess.

If you wish to manage a booking independently:

- 1. Go to Trip Management → Integration Bookings, click Stop Synchronization next to the booking.
  - or -
  - Open the booking form inside the trip and click Stop Synchronization.
- 2. Confirm by clicking Stop.

Once stopped, changes in ALG Vacations will no longer update automatically in Tess.

### Booking Status Reference

Status	Meaning
Synchronized	Booking is fully linked; ALGV changes update in Tess automatically.
Not in Tess	Booking exists in ALGV but not yet imported into Tess.
Not Synchronized	Booking exists in both systems but not linked; updates won't transfer.
Synchronized with Warnings	Sync incomplete due to duplicate or conflicting bookings.

ALG Vacations<sup>®</sup> is not responsible for errors, omissions, data discrepancies, or connectivity issues arising from the use of this or any third-party API. Users are responsible for verifying all transmitted reservation data. External integrations are provided for convenience and do not imply endorsement. Offers, pricing, and availability are subject to change without notice.