

Hi there! 😊

Let's guide you through the Back Office system!

At First, we will show you how to update your Profile section.

Second, you will start uploading quickly and easily your tour packages.

Finally, there will be important guidelines in order for your trips to be visible on Ollami.com.

Are you ready?

Let's get started!

Go to this URL

Ollami

Insert your
Email address

Insert the Password
given to you by me

LOGIN

E-mail

Info@ollami.com

Password

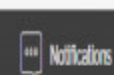
SHOW

[Forgot your password?](#)

LOGIN

First Step:

Profile



Notifications



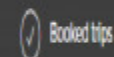
My trips



Trip quotes



Reports



Booked trips



Profile



Reviews



Contact

PROFILE

GENERAL

TEAM

CHANGE PASSWORD

AGES CATEGORIES

Company Name

15 characters left

Ollami.com

Profile Picture

Select Picture

ADD PHOTO

Add a profile picture of the contact person

Contact Person

Mori

please add the name
who will be in contact
with the clients

Pick something nice



Office Languages

> German > English > Spanish > Hebrew

Guide Languages

> German > English > Spanish > Hebrew

Local Timezone

Choose your
Timezone

Currency

US Dollar

Description

6 characters left

Ollami.com is an awesome high-tech start-up company, working with the best DMC's in the world!

Write about your company, what is unique about you, what you offer and why the traveler should choose you

Text Under the Team

3 characters left

Our professional team is always here to assist!

Write about your team, your experience and your benefits

After filling everything
out please SAVE and go
to team tab

SAVE

PROFILE

GENERAL TEAM CHANGE PASSWORD AGES CATEGORIES

Team Member Name

23 characters left

Listing Image

Roni

Select Picture

ADD PHOTO

Catch Phrase

Africa coordinator



Pick something nice like: "Mike the Shark"

Fill the team member name and position.
Add a nice face picture.

Press to add another team member or SAVE to continue

Team Member Name

25 characters left

Listing Image

Lia

Select Picture

ADD PHOTO

Catch Phrase

Americas coordinator



Pick something nice like: "Mike the Shark"

Upload a Profile picture with the following parameters:

- Visibility
- Close-up on the face and frontal.
- No Sunglasses nor any object that may cover your face.

+ ADD TEAM

SAVE

Wait 😊

Please double check that:

1. Your Profile picture is according to Ollami's parameters?
2. You uploaded for your *Team* Profile Pictures?
3. You Changed the *Timezone* to your Country?
4. You added your Office & Guide Languages

In case you accomplished these steps, continue to the next step! 😊

Second Step:

Trip Uploads

Remember to upload only multi-day tour packages!

- Notifications
- My trips**
- Trip quotes
- Reports
- Booked trips
- Profile
- Reviews
- Contact

TRIPS

This page will contain the trips that you'll upload

Search



CLEAR

+ ADD TRIP

Press this button to add your first trip

- Notifications
- My trips**
- Trip quotes
- Reports
- Booked trips
- Profile
- Reviews
- Contact

TRIPS

Search



CLEAR

+ ADD TRIP

Add the Trip's Title, for example
"7 Days hiking in Alaska".
Then press SUBMIT.

Always add the number of days
to the trip's name.

ADD

Submit

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

10 Days hiking in Alaska ▾

DELETE

DUPLICATE

PREVIEW

PUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Trip Name

56 characters left

Short Description

This will appear under the Trip's Title

8 characters left

Location

Trip's location (can be multiple)
Please add sub-locations if relevant

10 Days hiking in Alaska

Hiking and Camping in Alaska's wild nature

» Alaska

Enter a name that will help users understand what it includes, e.g., Diving in Thailand

Is This Also A Fixed Departure Regular Tour?

Yes

If the trip has fixed departure dates, choose YES and select the departure dates

Activities

Choose Activities

» Fishing » Mountain climbing » Hiking

Good For

Companions

Handicapped Compatibility

Departure Dates

01/02/2017, 02/02/2017, 01/03/2017, 02/03/2017, 01/04/2017

Trip intended for travelers from

» Italy » Israel

Choose the travelers' countries you designed this specific trip for

Desired Standards

Economy

Select this box in case the trip is accessible

Category

Select at least 3 categories and make sure they are relevant for this specific trip!



Family Tours



Active Tours



Cultural Tours



Marine / Sea / Beach



Highlights / Must-See Tours



Nature & Adventure Travel



Honeymoon Adventure



Top VIP Tours



Ollami Specials



Wildlife Tours



Food & Winery Tours



Self Drive / Self Guided

Recommended Months

← CANCEL

SAVE

Trip Name

56 characters left

Short Description

8 characters left

Location

10 Days hiking in Alaska

Hiking and Camping in Alaska's wild nature

> Alaska

Enter a name that will help users understand what it includes, e.g., Diving in Thailand

Is This Also A Fixed Departure Regular Tour?

Activities

Good For

Yes

> Fishing > Mountain climbing > Hiking

Companions

☐ Handicapped Compatibility

Departure Dates

Trip Intended for travelers from:

Desired Standards

01/02/2017, 02/02/2017, 01/03/2017, 02/03/2017, 01/04/2017, >

> Italy > Israel

Economy

Category

Family Tours

Active Tours

Cultural Tours

Marin / Sea / Beach

Highlights / Must-See Tours

Nature & Adventure Travel

Honeymoon Adventure

Top VIP Tours

Offbeat Specials

Wildlife Tours

Food & Winery Tours

Self Drive / Self Guided

Recommended Months

Choose the best months to take this trip

Jan

Feb

Mar

> Apr

> May

> Jun

Jul

Aug

Sep

Oct

Nov

Dec

Trip Description

Write a short description that includes the trip's vibe and highlights!

334 characters left

Explore the wonderful nature of North Alaska, while Camping under the star, Fishing and Hiking along the beautiful area.

Elaborate about the trip's information, sites visited, what is expected to see and what makes this trip great

Don't forget to press SAVE after each change!

7 Days hiking in Alaska



UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

DAY 1



After Saving, Press the PLUS icon to add another Day

6

Title

1

11 characters left

Arrival at Alaska

Place & Nights

2

3 characters left

Hotel North Pole, 1 Night

Where will the traveler stay (city/site), and how many nights

Day 1 Description

3

Pick up from Healy River Airport to Hotel North Pole, where you will check-in and leave your baggage. We will go to a short walk along the river, then have a great dinner, and go back to the Hotel for a good night sleep.

Day 1 Photos

Press here to UPLOAD an image

4



Add images that you own and have copyrights on them.
You can add one or more images a day.
You MUST add an image in order to SAVE this Day and move on to the next Day.

Check our more details on the next page.

Press SAVE in order to save this day, and add another day.

5

SAVE

CANCEL

Remember to SAVE each day separatly,
once you uploaded the information & pictures!

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska ▾

DELETE

DUPLICATE

PREVIEW

UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

DAY 1

DAY 2

DAY 3

DAY 4

DAY 5

DAY 6

DAY 7

DAY 8

DAY 9

DAY 10

+

Title

5 characters left

Place & Nights

17 characters left

Chugach National Forest

Teddy's Inn

Where will the traveler stay (city/site), and how many nights

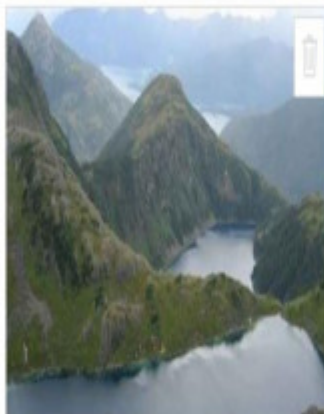
Day 10 Description

We will visit the breath taking Chugach National Forest, learn how to catch fish and camp under the star.

Day 10 Photos

Images must be at least 800x600 pixels and max 5MB

UPLOAD



Youtube/Vimeo Link

← CANCEL

SAVE



IMAGES BEST PRACTICES

Here is a short guide to help you create visually attractive trip pages!

PROFILE IMAGE

PERSONAL

Use a good profile picture of yourself. Avoid using your company logo or scenery alone



ZOOM

It's best to use medium zoom (shoulders up) or closer.



ACCOMEDATION IMAGES

OUTER IMAGE OF THE HOTEL

Add an image of the relevant hotel in every day of the itinerary (even if it means the same image will show 2 and more days in a row)



ROOMS FROM EACH STANDART

Your customers put alot of emphasis on accomedation standarts. Provide a clear image of the hotel room for each accomedation standart you offer



BANNER AND LISTING IMAGE

ORIGIN OF PHOTO

Use original photos taken by you or you colleagues. don't use stock photos



PEOPLE

People are always preferable



SUBJECT

Pick a representing photo of the trips location. Dicipiting natural phenomenon, unigqe animal or local people and their customes when possible.



FOCUS OF INTEREST

Centered subjects are preferable and won't be hidden by the right info-bar



VISIBILITY

Choose vibrant coloe photos, high quality and focused.

Image must be PNG/JPG, banner image- less than 3MB and at least 1080x1920 pixels. listing image- less than 3MB and at least 450x215 pixels.



*Remember, a trip without a banner image will be left unwatched!
It's better to upload a temporary image then leave the trip blank.*

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska

DELETE

Duplicate

PREVIEW

UNPUBLISHED

- GENERAL
- ITINERARY
- BANNERS
- GOOD TO KNOW
- ACCOMMODATIONS
- PRICE
- PACKAGE NOTES

Trip Page Banner Image

Add a photo that grabs the users attention.
Image must be PNG/JPG, less than 5MB and at least 1080x1920 pixels.
*This image will appear at the header of the trip's page



Select Picture

ADD PHOTO

Listing Image

This trip's main picture will appear in the search results



Add a beautiful image that describes this trip and draw attention

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska

DELETE

DUPLICATE

PREVIEW

UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Good To Know

Add some usefull tips and information such as tip etiquette and weather information.

+ ADD

Press ADD button to insert usefull tips.

7 Days hiking in Alaska



UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Good To Know

Add some usefull tips and information such as tip etiquette and weather information.

Tip title

1

28 characters left

Currency used in Alaska

Give a title to the tip

Tip icon

2



Finance

Add a small picture next to the tip

Write the tip

3

500 characters left

If you're not sure which currency is being used in Alaska, then let me remind you it's a US Dollar of course \$\$\$

Write a title that will help users understand the trip, ex, Diving in Thailand

Attach documents

This can be a list of recommended equipment or a map.

UPLOAD

You can upload a file

+ ADD

You can add another tip

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

GENERAL ITINERARY BANNERS GOOD TO KNOW ACCOMMODATIONS PRICE PACKAGE NOTES

Proposed Trip Accommodations

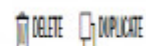
Enter the accommodation available on this trip.

STANDARD COMFORT LUXURY

+ ADD

Press here to add this trip's accommodations

7 Days hiking in Alaska



UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Proposed Trip Accommodations

Enter the accommodation available on this trip.

STANDARD

COMFORT

LUXURY

The day in the trip
you will arrive to this
accommodation.

Check in Day

Accommodation Name

Location

No. of Nights

Website

Hotel North Pole

North Pole

Day 1

1

<https://www.hotelnorthpole.com/Rooms/guest-rooms-2.html>

Add a link to the hotel's homepage or to the hotel's picture gallery

Accommodation Name

Location

Check in Day

No. of Nights

Website

Teddy's Inn

Seward

Day 2

5

<http://www.seward.net/teddys/>

Add a link to the hotel's homepage or to the hotel's picture gallery

Accommodation Name

Location

Check in Day

No. of Nights

Website

Inn on the Lake

Yukon

Day 7

4

<http://www.innonthelake.ca/>

Add a link to the hotel's homepage or to the hotel's picture gallery

+ ADD

Fill out the details according to the
level of accommodation.

Now it's under STANDARD, see
white line mark.

Notice that the Standart Accommodation refers to *Economy* prices!

Proposed Trip Accommodations

Enter the accommodation available on this trip

STANDARD

COMFORT

LUXURY

Accommodation Name	Location	Check In Day	No. of Nights	Website
Hotel North Pole	North Pole	Day 1	1	http://www.hotelnorthpole.com/Rooms/guest-rooms-2.html Add a link to the hotel's homepage or to the hotel's picture gallery
A Teddy's Inn	Seward	Day 2	5	http://www.seward.net/teddys/ Add a link to the hotel's homepage or to the hotel's picture gallery
Inn on the Lake	Yukon	Day 6	4	http://www.innonthelake.ca/ Add a link to the hotel's homepage or to the hotel's picture gallery

+ ADD

SAVE

This is called Economy
in the price section

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska ▾

DELETE

DUPLICATE

PREVIEW

UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Trip Price

Enter the price on this trip.

* Insert prices per person

Months and Title

Class

1 Traveler

2 Traveler

3 Traveler

4 Traveler

5 Traveler

6 Traveler

7 Traveler

+ ADD

Press here to add the trip's prices

Child 3-12

☐ Discount amount☐ Discount percentage☐ Fixed price

Baby 0-2

☐ Discount amount☐ Discount percentage☐ Fixed priceYou can choose one of these options
in each categoryReminder to SAVE
each change :)

SAVE

← CANCEL

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska

DELETE DUPLICATE PREVIEW UNPUBLISHED

GENERAL ITINERARY BANNERS GOOD TO KNOW ACCOMMODATIONS PRICE PACKAGE NOTES

Trip Price

Enter the price on this trip.
* Insert prices per person

The prices are PER PERSON!
Prices Per Person should go
down with number of travelers.

You can change the currency on
Profile tab.

In order to see a price on your trip in the
website, you must add a price for 1 Traveler,
at least under one accommodation level.

Months and Title Class 1 Traveler 2 Traveler 3 Traveler 4 Traveler 5 Traveler 6 Traveler 7 Traveler

February 2017 March 2017
April 2017

High Season

Economy
Comfort
Luxury

\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700
\$ 2100	\$ 2050	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800
\$ 2400	\$ 2350	\$ 2300	\$ 2250	\$ 2200	\$ 2150	\$ 2100

June 2017 July 2017
August 2017

Low Season

Economy
Comfort
Luxury

\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	\$ 1250	\$ 1200
\$ 1600	\$ 1550	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300
\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1650	\$ 1600

+ ADD

You can insert the prices
according to High/Low
Season, then make sure
to choose the right
months.

10 Days hiking in Alaska

[DELETE](#) [DUPLICATE](#) [PREVIEW](#) [PUBLISH](#)

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Trip Price

Enter the price on this trip
in guarantee departure - please fill only the guarantee departure field with price per person in double room. Please state other pricing cases in the package notes section
* Insert prices per person

Months and Title	Class	1 Traveler	2 Travelers	3 Travelers	4 Travelers	5 Travelers	6 Travelers	7 Travelers	Group Guaranteed Departure
January 2018 February 2018 March 2018 April 2018 May 2018 High Season	Economy	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1500
	Comfort	\$ 2100	\$ 2050	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	
	Luxury	\$ 2400	\$ 2350	\$ 2300	\$ 2250	\$ 2200	\$ 2150	\$ 2100	
June 2018 July 2018 August 2018 September 2018 October 2018 November 2018 December 2018 Low Season	Economy	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	\$ 1250	\$ 1200	\$ 1000
	Comfort	\$ 1600	\$ 1550	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	
	Luxury	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1650	\$ 1600	

+ ADD

Child 3-12

☒ Discount amount
 ☐ Discount percentage
 ☐ Fixed price
 ☐ Disable Discount

\$ 50

Baby 0-2

☒ Discount amount
 ☐ Discount percentage
 ☐ Fixed price
 ☐ Disable Discount

For children and babies (or another age category you added in your profile tab) you have 4 options:

1. Discount amount - Which will be reduced from the adult price.
2. Discount percentage - Will be calculated relative to the price per adult.
3. Fixed price - Fixed cost
4. Disable Discount - No discount

Class	1 Traveler	2 Travelers	3 Travelers	4 Travelers	5 Travelers	6 Travelers	7 Travelers	Group Guaranteed Departure
Economy	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Comfort	\$	\$	\$	\$	\$	\$	\$	
Luxury	\$	\$	\$	\$	\$	\$	\$	

← CANCEL

SAVE

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

10 Days hiking in Alaska

DELETE DUPLICATE PREVIEW

ADD NEW

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Trip Price

Enter the price on this trip in guarantee departure - please fill only the guarantee departure fields with price per person in double room. Please state other pricing cases in the package notes section
*Insert prices per person

Months and Title

Class

1 Traveler

2 Travelers

3 Travelers

4 Travelers

5 Travelers

6 Travelers

7 Travelers

Group Guaranteed
Departure

January 2018 February 2018 March 2018

April 2018 May 2018

High Season

Economy

Comfort

Luxury

\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1650
\$ 2100	\$ 2050	\$ 2000	\$ 1950	\$ 1900	\$ 1850	\$ 1800	
\$ 2400	\$ 2350	\$ 2300	\$ 2250	\$ 2200	\$ 2150	\$ 2100	

June 2018 July 2018 August 2018

September 2018 October 2018 November 2018

December 2018

Low Season

Economy

Comfort

Luxury

\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	\$ 1250	\$ 1200	\$ 1100
\$ 1600	\$ 1550	\$ 1500	\$ 1450	\$ 1400	\$ 1350	\$ 1300	
\$ 1900	\$ 1850	\$ 1800	\$ 1750	\$ 1700	\$ 1650	\$ 1600	

+ Add

Child 3-12

☒ Discount amount
 ☐ Discount percentage
 ☐ Fixed price
 ☐ Disable Discount

% 50

Baby 0-2

☒ Discount amount
 ☐ Discount percentage
 ☐ Fixed price
 ☐ Disable Discount

Class

1 Traveler

2 Travelers

3 Travelers

4 Travelers

5 Travelers

6 Travelers

7 Travelers

Group Guaranteed
Departure

Economy

Comfort

Luxury

\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
\$	\$	\$	\$	\$	\$	\$	
\$	\$	\$	\$	\$	\$	\$	

If this is a fixed Departure
Regular Tour you should
insert a price here as well.

← CANCEL

SAVE

7 Days hiking in Alaska ▾

DELETE

DUPLICATE

PREVIEW

UNPUBLISHED

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES

Package Notes

Package includes → write what's include in this package

Transfer from/to the airport
Transport during the tour
Accommodation
Local guides
Information services

875 characters left

Package excludes → Write what's excluded from this packages

Airfare
Personal expenses
Visa, consular fees or any other formalities.
Tips
Beverages

868 characters left

More information → Here you can write important information about this trip, that you didn't find place to put.

The prices are per person in a double room.
A single supplement will give as required.

902 characters left

Notifications

My trips

Trip quotes

Reports

Booked trips

Profile

Reviews

Contact

7 Days hiking in Alaska ▾

GENERAL

ITINERARY

BANNERS

GOOD TO KNOW

ACCOMMODATIONS

PRICE

PACKAGE NOTES



You can Duplicate this trip if you have a similar one with less/more days etc.

Here you can preview your trip, exactly they way it will be shown on the website.

Package Notes

Package includes

Transfer from/to the airport
Transport during the tour
Accommodation
Local guides
Information services

875 characters left

Package excludes

Airfare
Personal expenses
Visa, consular fees or any other formalities.
Tips
Beverages

868 characters left

More information

1000 characters left

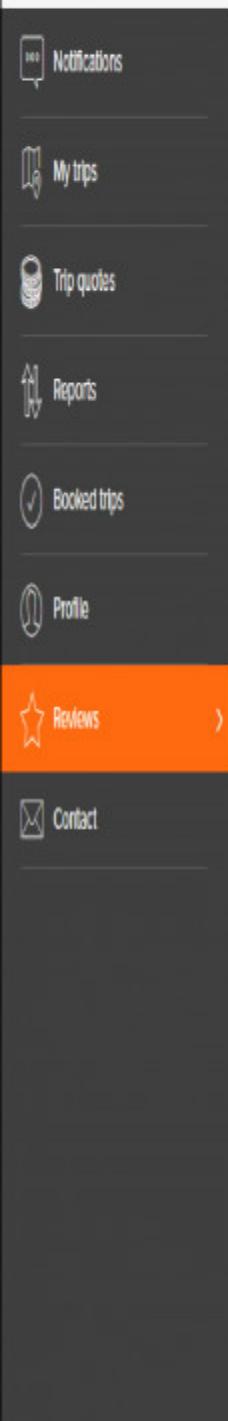
Finally, press UNPUBLISHED button to switch it to **PUBLISHED**.

Our team will go over the tour and once approved, it will appear on the website.

Hold it!

Before we finish:

1. Banner picture is good enough to attract clients?
2. The Accommodation section is filled out completely and matches the number of Nights on your Itinerary + includes the Hotel's website?
3. The Prices per Person are filled out for all the Travelers?
4. You've filled the Months in price tab?
* If Price & Months do not appear, the trip won't be visible on the website!
5. Did you change the Package Notes? (*the existing one is only for example*)
6. You previewed the Trip before publishing it?



REVIEWS

ADD REVIEW

With Ollami.com's launch, we have opened the option to add Reviews to trips. Please notice that this option is open for a LIMITED time only!

Please add as many reviews as you can, preferably from different nationalities and in many languages.

If you have a picture you can add it to the review.



You uploaded your first tour 😊

Don't forget to **Publish the Trip**, and we'll
check it out before it appears on
www.Ollami.com!

Thanks!

Ollami team.