

Using the INTU appointment system Arts and Events 2013

Instructions for Tour Operators

Aim of the appointments system

The system allows each tour operator (TO) to pick the companies he or she would like to meet with

during the workshop sessions and to create a virtual diary.

Each appointment will last for 15 minutes and there are 20 slots available within the following times:

9.00 -14.00.

Access to the system

To access the system, you will need a normal internet connection (e.g. broadband) and a browser.

The system works perfectly with Internet Explorer 7-8, Firefox 2 and Google Chrome or better.

There may be slight differences with different the browsers but only in terms of appearance.

The address for access is:

<http://www.iniziativeturistiche.com/borsa2013/>

To gain access, you will need to input certain information (username and password) that will be

supplied to you by the secretariat.

We would remind you that login data is case insensitive for the username but case sensitive for the

password: e.g. if the username is pippo6 and the password is 3abcd6 (random examples), the login

can be entered as PIPPO6 or Pippo6 or pippo6, etc. The password however cannot be entered as 3ABCD6 or 3Abcd6.



The screenshot shows the login interface for the 'Arts and Events 2013' system. At the top, there is a blue banner with the following text: 'ARTS AND EVENTS 100 ITALIAN CITIES' on the left, '17ª BORSA DEL TURISMO DELLE 100 CITTÀ D'ARTE D'ITALIA' in the center, and 'BOLOGNA 31 MAGGIO 2 GIUGNO 2013' on the right. Below the banner, the word 'Login' is displayed in blue. Underneath, there are two input fields: 'Username:' and 'Password:'. A 'Login' button is located at the bottom left of the form area.

Choosing which companies to meet

There is a list of companies from which to choose. Each company name is accompanied by a profile compatible with that of the TO. Each has a numerical "relevance" figure. The higher the number, the greater the compatibility of the two profiles. The "match" section is arranged in order of descending "relevance". Companies with no compatibility do not appear on the "match" list.

Adding appointments to your diary

The "add" column in the "match" section lets you add an appointment with that company to your diary.

All you need to do is click on  add . If your diary is full or if there are no slots available that are compatible for both companies, the company is put on the waiting list and "WL" appears. As soon as a slot becomes available (for whatever reason, including due to changes made by

