



For Tramada users to be able to add links to the invoice:

1. Navigate to the Admin Screen by selecting the **Admin Tab**



2. On the left navigation under Workflow select the **Templates option**.



5. To add the TravelPay credit card payment link URL, apply the text in the Header/Footer Content Section. Highlight the text and then click on the (Insert/Edit link icon).

Text to apply is:

To pay for your travel using your American Express Membership Rewards points, please **CLICK HERE** (hyperlink your payment link e.g. <https://pay.travelpay.com.au/AGENTCODE> to the words 'CLICK HERE').

AGENT CODE can be found under on your TravelPay account under Profile/Merchant Details.

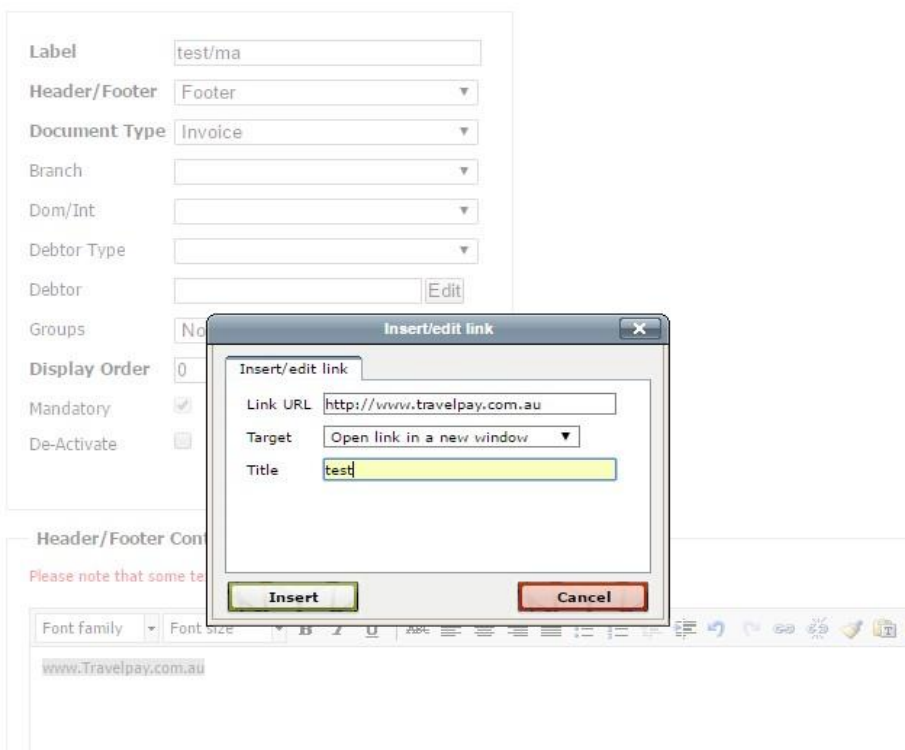
Header/Footer Content

Please note that some text styles are not supported by the application.



6. A new pop up box will be displayed, here you will need to add the Link URL, Title etc, once you have added all the required fields, then click on Insert. as seen below:

Add/Edit Header/Footer



7. Once you have inserted the URLs, to save the Header/Footer click on **Save**. This will then save the Header/Footer with the URLs attached. Once an Invoice is generated users will then be able to view the link in the Header or Footer.

Add/Edit Header/Footer

Knowledge Base

Label	<input type="text" value="test/ma"/>
Header/Footer	<input type="text" value="Footer"/>
Document Type	<input type="text" value="Invoice"/>
Branch	<input type="text"/>
Dom/Int	<input type="text"/>
Debtor Type	<input type="text"/>
Debtor	<input type="text"/> <input type="button" value="Edit"/>
Groups	<input type="text" value="Not applicable to groups"/>
Display Order	<input type="text" value="0"/>
Mandatory	<input checked="" type="checkbox"/>
De-Activate	<input type="checkbox"/>

Header/Footer Content

Please note that some text styles are not supported by the application.

Font family	Font size	B	I	U	ABC	≡	≡	≡	≡	≡	≡	≡	≡	↶	↷	↺	↻	↻	↻	↻	HTML	
www.Travelpay.com.au																						