

User Guide – Atlas Travel Services.

January 2021

Note:

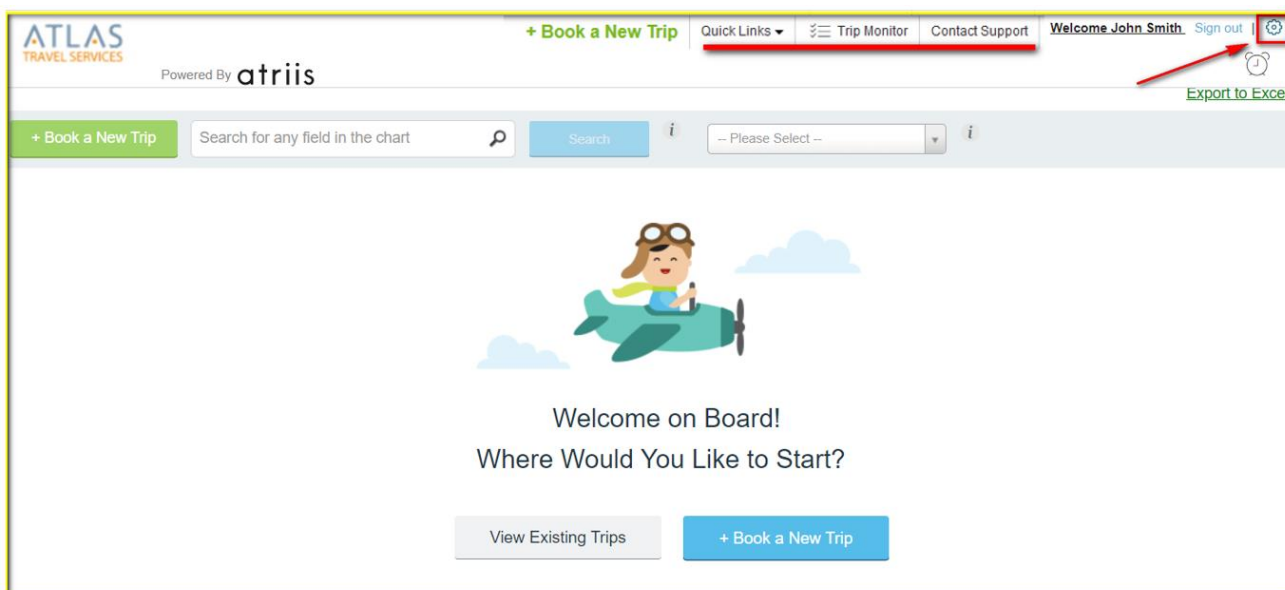
GTP - Global Travel Platform is fully PCI compliant. Your personal profile data is secure within this platform. In addition, AtlasTravel complies with all GDPR requirements as per the GDPR law that became effective MAY 2018.



Index

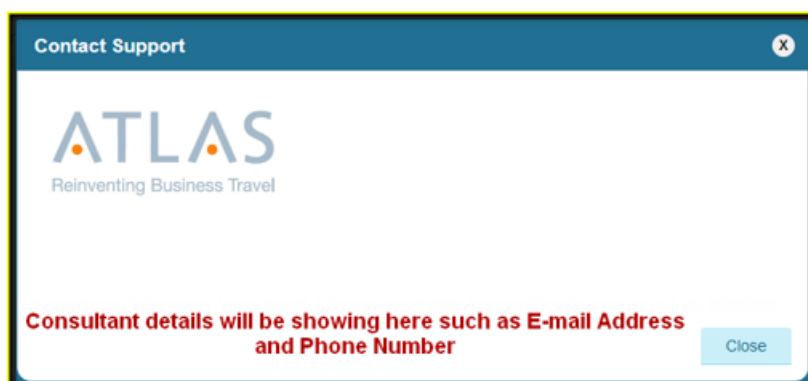
- Welcome Page..... 3
- How to Book a New Trip..... 3
 - Roles 4
 - Selecting a Traveller..... 5
- Booking a Flight 6
- Complete Trip 7
 - Flight Selection..... 8
 - Different Fares 8
 - Booking GDS- Flight 9
 - Finalize the Booking 11
 - Booking Low Cost- Flight..... 13
 - Finalize the Booking 17
 - Booking Flights & Hotel 19
- Flight Booking By Schedule 20
- Hotel Booking 24
 - Hotel availability 25
 - Hotel selection 26
 - Complete Hotel Booking..... 28
 - Contact Details on Booking Confirmations 29
- How to Identify Negotiated Rates and Preferred Hotels 30
- Sharing Quotes 30
 - Sharing Quotes from the result pages 30
 - Sharing Quotes from the Trip Cart..... 34
 - Trip Monitor..... 35
 - Booking Confirmation 36
- Cancellations 37
- GTP– Support/Training Page..... 37

Welcome Page



This is your Welcome Page from here you can:

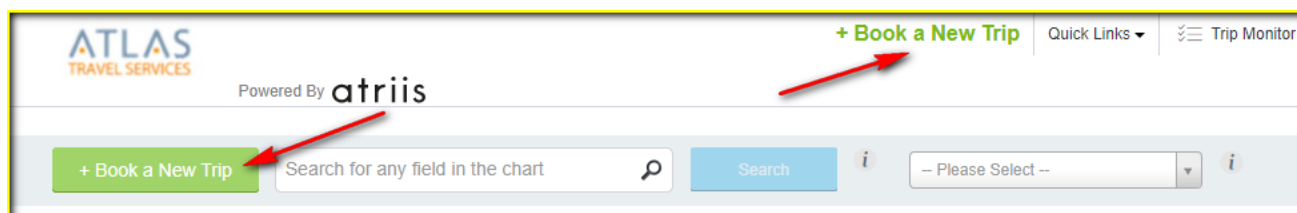
- Book a New Trip – Click to start the searching
- Access Quick Links – Shortcut to access different URL's
- Trip Monitor - View Existing Trips
- Contact Support - Click to see the Training page link and to see the details of your travel consultant



How to Book a New Trip

From here you will learn how to make bookings on GTP.

Click on any of the “Book a New Trip” boxes and a new Tab will open with your trip number.



Roles

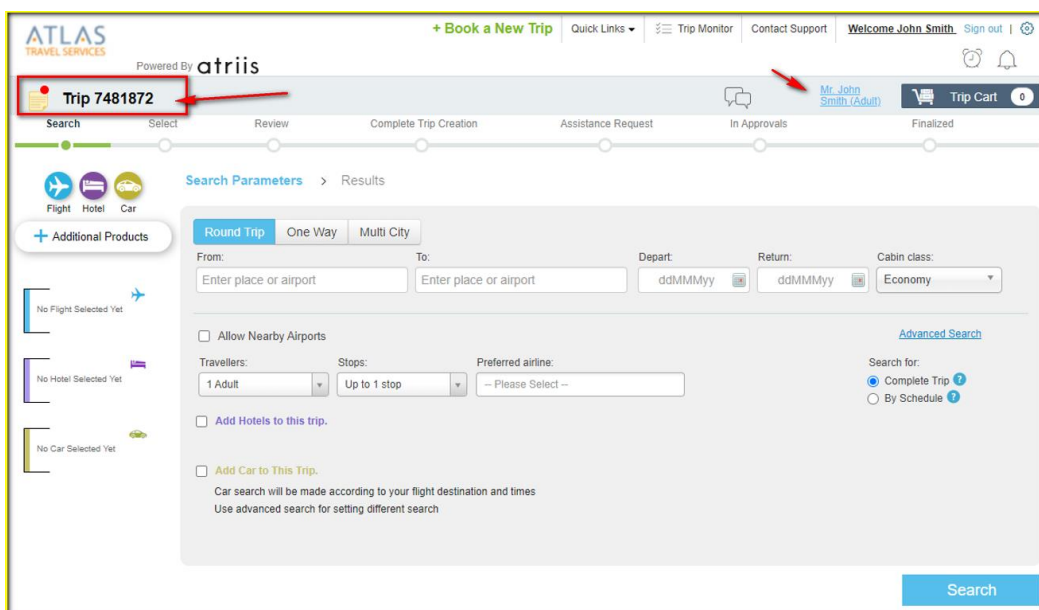
On GTP different type of roles can be created and granted different rights for the system.

These roles are created by your administrator and determined by your Employers.

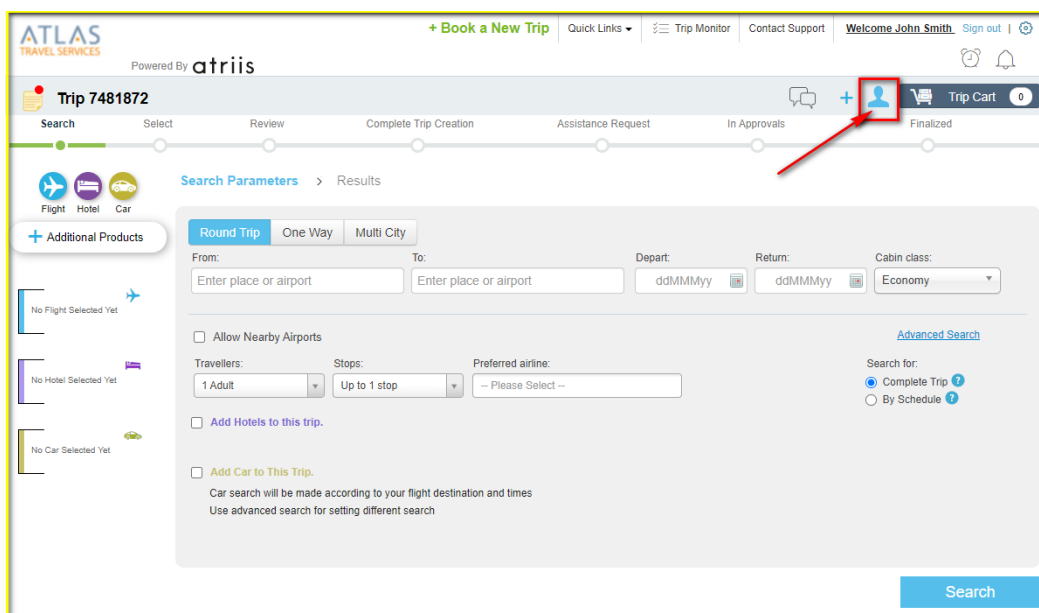
Standard Roles are as per below, however permission might be different within your company set up.

- Traveller: Can make bookings and manage profiles for yourself only.
- Booker/Travel Arranger: Can make bookings and update profiles for yourself and your assigned user group.
- Travel Manager: Can make bookings and updated profiles for all Travellers/ Can create new users/ Access System Settings

If you are a Traveller your name will be selected as default once you click to Book a New Trip.



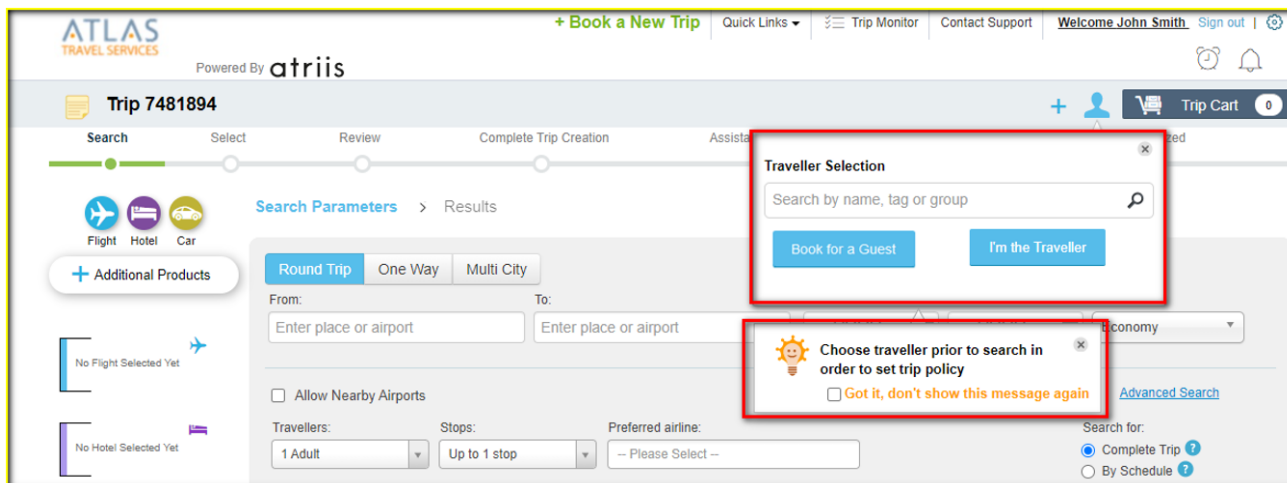
If you are a Booker/Travel Arranger, you will have to select the Traveller by clicking on the symbol.



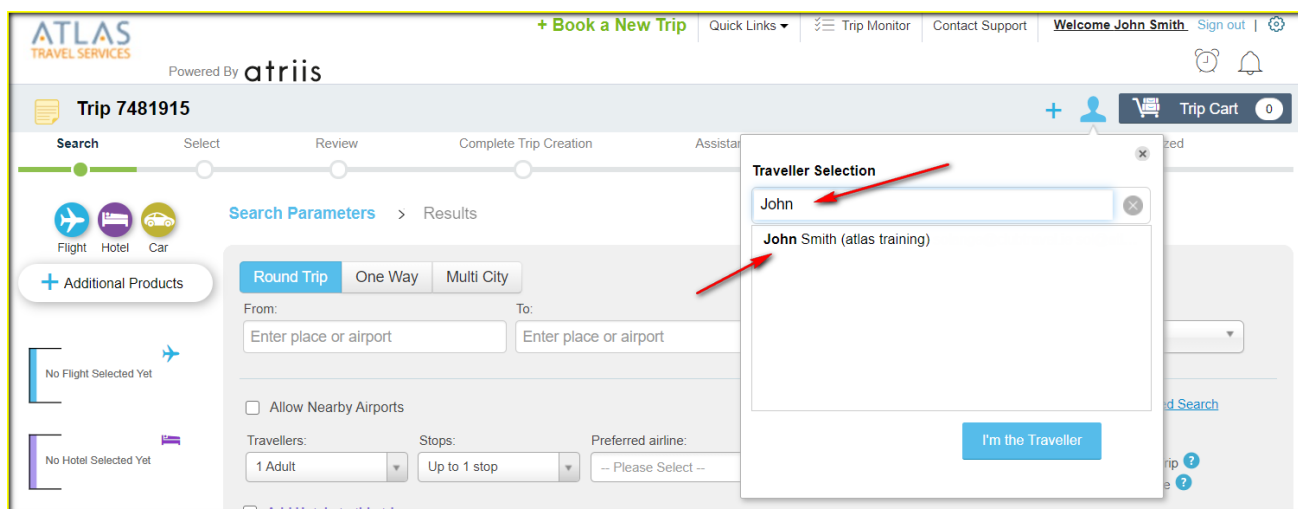
Selecting a Traveller

Once you click to add the Traveller a pop-up box will show from where you can select yourself as the Traveller, Book for a Guest or Search for a Traveller by typing the name.

*System always gives you pop-up tips if wish not to see the message again just tick the box "Got it, don't show this message again"

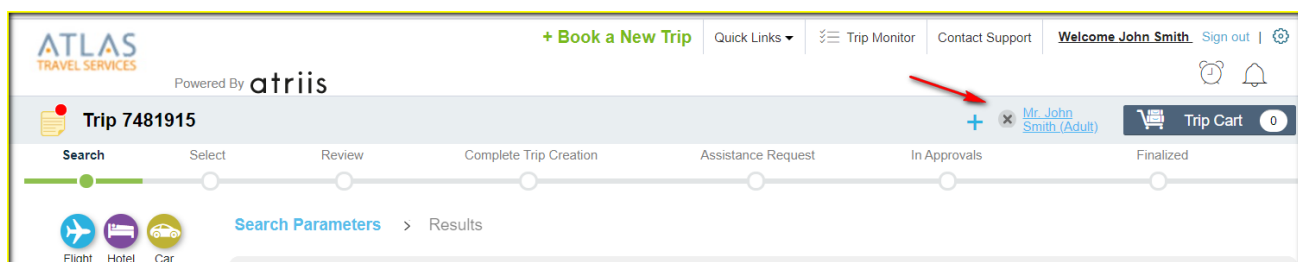


Once you start typing the system gives you a list and narrows the options the more information you type. You can then select by clicking on the Travellers name.



The selected Traveller will show at the top of the page.

*The Traveller can be added at any time of the booking but we always recommend selecting from the beginning, so Travel Policy can be applied.



Booking a Flight

Trip Number will always show at the top.

Intuitive Breadcrumb with navigation - Know where you are at all times, and easily navigate between pages

You can select Round Trip / One-way / Multi City

Select to Add Hotel/Car: Once you select your flights the system will take you straight to the result page for the extra selected products, if you wish to Search/Book for flights only make sure to untick the box.

Enter your Travel details - Select Complete Trip or By Schedule and click "Search"

The screenshot shows the ATLAS Travel Services booking interface. At the top, there is a navigation bar with the ATLAS logo, a "Book a New Trip" button, and user information for "Mr. John Smith (Adult)". Below the navigation bar, a progress bar indicates the current step is "Search". The main search area includes tabs for "Flight", "Hotel", and "Car". The "Search Parameters" section is highlighted with a red box and contains the following fields:

- Trip type: "Round Trip" (selected), "One Way", "Multi City".
- From: "Enter place or airport", To: "Enter place or airport", Depart: "ddMMMyy", Return: "ddMMMyy", Cabin class: "Economy".
- Travellers: "1 Adult", Stops: "Up to 1 stop", Preferred airline: "-- Please Select --".
- Options: "Allow Nearby Airports" (checkbox), "Add Hotels to this trip." (checkbox), "Add Car to This Trip" (checkbox).
- A pop-up message: "The 'Add Hotels to this trip' checkbox will enable you to search for hotels while we search for flights, saving a few precious minutes. Got it, don't show this message again".
- Advanced Search options: "Advanced Search" link, "Search for:" dropdown with "Complete Trip" (selected) and "By Schedule" options.
- A "Search" button at the bottom right.

You can click on Advanced Search to expand your options such as time filters for Departure and/or Arrival

The screenshot shows the ATLAS Travel Services booking interface with advanced search options expanded. The "Search Parameters" section is highlighted with a red box and contains the following fields:

- Trip type: "Round Trip" (selected), "One Way", "Multi City".
- From: "Dublin, Ireland (DUB)", Depart: "14JAN19", Departure: "Departure", Time: "Anytime", Cabin class: "Economy".
- Via: "Enter place or airport" (checkbox checked).
- To: "London, United Kingdom - All airports (LON)", Return: "15JAN19", Departure: "Departure", Time: "Anytime", Cabin class: "Economy".
- Via: "Enter place or airport" (checkbox checked).
- Options: "Allow Nearby Airports" (checkbox checked), "Fully Refundable Fares Only" (checkbox), "Add Hotels to London, United Kingdom, (LON)." (checkbox), "Add Car to This Trip" (checkbox).
- Travellers: "1 Adult", Stops: "Up to 1 stop", Preferred airline: "Aer Arann (RE)" (selected in a dropdown list).
- Advanced Search options: "Search for:" dropdown with "Complete Trip" (selected) and "By Schedule" options.
- A "Search" button at the bottom right.

Complete Trip

Search for Complete Trip will run for the whole package and results will be shown as complete trips with all segments included. System will always show best results for combined flights.

Easily identify the cheapest options from the Matrix. Click on the Airline Logo to see results of the selected one.

You can change the sort order of the display By clicking on the Filters at the top.

Narrow down the results with the filters from the left.

The screenshot shows the ATLAS Travel Services interface for a complete trip search. The search parameters are: Trip 7481961 DUB ↔ AMS (Fri, 09 Apr 21 - Sun, 11 Apr 21). The search results are displayed in a table with columns: Price, Airline, From → To, Depart, Arrive, Duration, Stops, and Advisory. The results show several options, with the cheapest being Ryanair at €75.91. The interface includes a left sidebar with filters for Price, Stops, Times, and Preferred Airlines. A search bar at the bottom allows for refining the search.

Price	Airline	From → To	Depart	Arrive	Duration	Stops	Advisory
€75.91	Ryanair	DUB → AMS	Fri, 09 Apr 21	Fri, 09 Apr 21	1h 40m	Nonstop	
€92.96	Multiple	AMS → DUB	Sun, 11 Apr 21	Sun, 11 Apr 21	1h 40m	Nonstop	
€128.52	KLM	DUB → AMS	Fri, 09 Apr 21	Fri, 09 Apr 21	1h 40m	Nonstop	
€450.12	Aer Lingus	AMS → DUB	Sun, 11 Apr 21	Sun, 11 Apr 21	1h 40m	Nonstop	

Modify your search from the page of results without starting a new search, enter new dates and hit search.

This screenshot shows the search bar and filters on the ATLAS Travel Services interface. The search parameters are: Trip 7481961 DUB ↔ AMS (Fri, 09 Apr 21 - Sun, 11 Apr 21). The search bar includes fields for From (Dublin, Ireland (DUB)), To (Amsterdam, Netherlands (AMS)), Depart (9APR21), Return (11APR21), and Stops (Nonstop o...). The search button is highlighted with a red arrow.

Flight Selection

Click on Additional Pricing Options you will be offered all the different fare types on that flight. You can Click to see More details for a specific flight and/or Fare Rules for each one.

This screenshot shows a flight selection interface. At the top, there are flight details: a 2.10 rating, an 'Instant Purchase' button with a price of €29.98, and two flight segments: DUB → LGW (FR142) and LGW → DUB (FR119). A red box highlights the 'Additional Pricing Options' button on the left, and another red box highlights the 'More details' button on the right.

This screenshot shows a list of fare options for the selected flight. Each option includes a price, tax, and baggage information. A red box highlights the 'Additional Pricing Options' button for the first fare. Another red box highlights the 'Fare Rules' link for the first fare. The fare options are:

Fare Type	Price	Tax	Total Price	Baggage
Standard (N)	€29.98	€0.00	€29.98	N/A
Plus (N)	€80.96	€0.00	€80.96	N/A
Flexi Plus (N)	€134.91	€0.00	€134.91	N/A

Different Fares

You will be shown alternative fares for the flights you have selected. Certain airlines may have multiple fares, for example, Ryanair have Standard, Plus and Flexi Plus fares, while other airlines such as British Airways have fares that do not include baggage.

Low Cost Airlines are instant purchase Tickets and you can easily identify at the top of the fare.

GDS Tickets are issued by the consultant as normal.

You can select your preferred fare from here by selecting the box below the fare you wish to book.

This screenshot shows a list of fare options for a flight. The first fare is selected, indicated by a red box around the 'Additional Pricing Options' button. The fare options are:

Fare Type	Price	Tax	Total Price	Baggage
Economy (O)	€64.00	€48.59	€112.59	0 PC NOBAG
Economy (O)	€84.00	€48.59	€132.59	1 PC BAG

Booking GDS- Flight

Once you click to add to your trip cart system will take you to the Review page.

From here You can see the Trip Number, Travellers Name and details of the selected flight.

Expand to see more details of the selected Flight.

Confirm and Review the details of the selected flight.

Share the quote or the Itinerary before completing the booking.

From the Bottom of the page, you can also Add a Hotel or Ground transport before completing the Booking.

Trip 4762024 Cart

Search Select Review Complete Trip Creation Assistance Request In Approvals Finalized

Mr. Sean Thomas Maples (Adult) Trip Cart 1

Expand Share More Checkout

You Are One Step From Completing Your Booking, Fill info Needed and Proceed to Checkout

Trip Quotes

Chosen Pending Booking

DUB - LCY | LHR - DUB (Tue,22 Jan 19 - Wed,23 Jan 19)

Re-Search Fare Rules Total Cost: €112.59

Form of Payment Frequent Flyer Meals Seating

Travelers Usually Purchase The Following Products In This Destination

Hotels

Don't sleep on a bench, it might get cold at night, book a nice hotel to keep warm

+ Add

Ground Transport

Save yourself from getting hustled, book a reliable Ground Transportation to safely get to destination

+ Add

Seating Selection

Certain airlines only allow seat selection after the flight is booked, if you wish to book seats for a GDS flight you can request to your dedicated travel consultant from the finalize the booking page by entering Notes to Agent on the reference fields. *See Below

Seat map is unavailable

Certain airlines only allow seat selection after flight booking, please try after booking is completed

Available Seat Selected Seat Occupied Seat Preferred Seat
Chargeable Seat Emergency Exit

Select special Meals from the drop-down list when available with the Airline for each flight segment.

Click Save.

Select Meals DUB - LCY | LHR - DUB

Form of Payment (Invoice) ✓ | Frequent Flyer ⓘ | **Meals (No Meals) ⓘ** | Seating (No Seats) ⓘ

Select your meals for each flight segment

From	To	Flight	Class
DUB Tue, 22 Jan 19 17:10 Terminal Unknown	LCY Tue, 22 Jan 19 18:40 Terminal Unknown	BA4469	Class:(O)
LHR Wed, 23 Jan 19 15:25 Terminal Unknown	DUB Wed, 23 Jan 19 16:55 Terminal Unknown	BA826	Class:(O)

Meal Selection Dropdown:

- Please Select --
- Asian Vegetarian Meal (AVML)
- Baby Meal (BBML)
- Bland Meal (BLML)
- Children Meal (CHML)
- Diabetic Meal (DBML)
- FruitPlatter Meal (FPML)
- Gluten Intolerant Meal (GFML)

Close

Frequent Traveller Number- Frequent flyer details can be entered, or you can select an existing one if they have been stored in the traveller's profile

Update Frequent Flyer - DUB - LCY | LHR - DUB

Form of Payment (Invoice) ✓ | **Frequent Flyer ⓘ** | Meals (No Meals) ⓘ | Seating (No Seats) ⓘ

Use Existing | Enter New

Frequent Flyer Number:

Airline: -- Please Select --

Save and close | Save and next | Close

Form of payment for GDS Flight bookings, the form of payment is by invoice and no action is necessary.

If you use your own credit card you don't have to enter your credit card details during the booking flow for GDS bookings as this will be Invoiced by your consultant and pulled from your personal profile.

* All credit card information is encrypted and is PCI DSS compliant.

Once you have all the Tabs completed just click Close

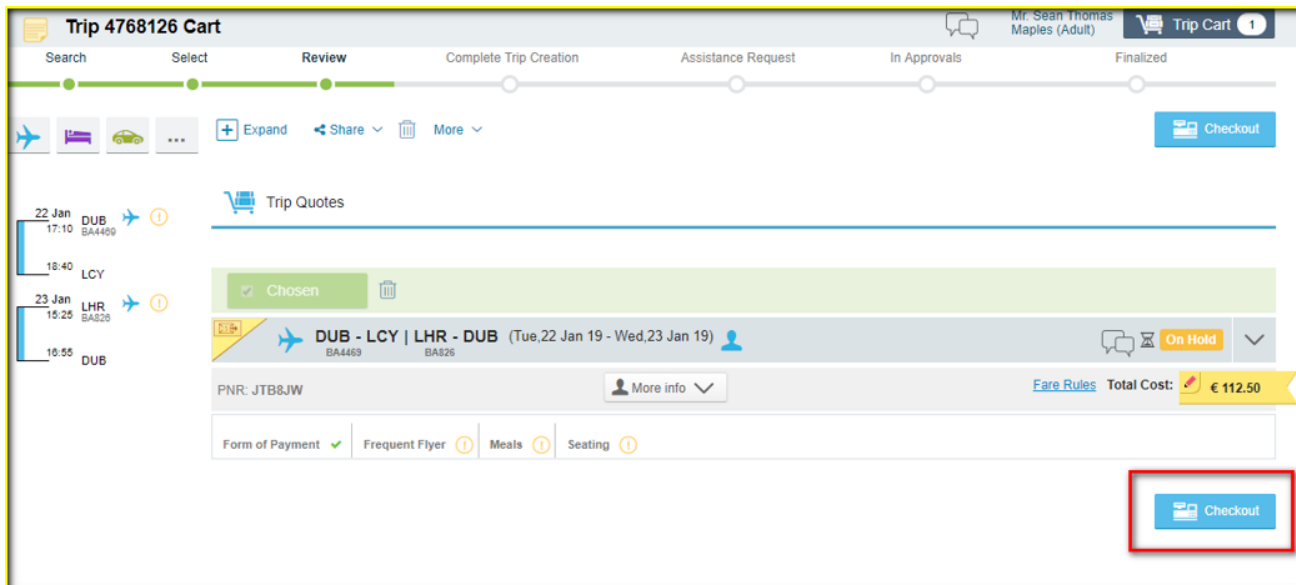
Form of Payment - DUB - LCY | LHR - DUB

Form of Payment (Invoice) ✓ | Frequent Flyer ⓘ | Meals (No Meals) ⓘ | Seating (No Seats) ⓘ

Form of payment set by TMC

Next | Close

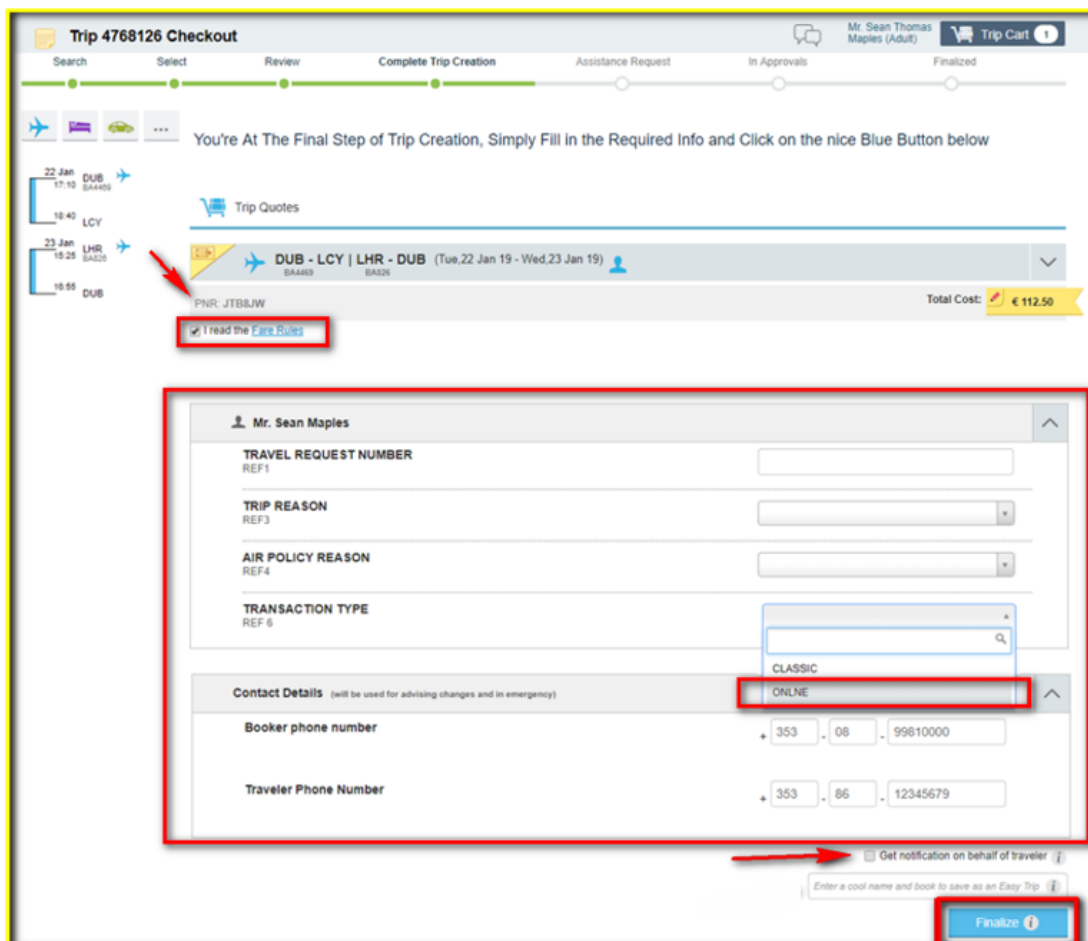
Once you confirmed all the details click on Checkout from the Review page to proceed with the booking.



Finalize the Booking

****NB**** Notice once you Click on Checkout for GDS Flights a reservation number is created (PNR) from this stage if you wish to cancel the booking please contact your dedicate Travel Consultant.

Read and select to agree to the Fare Rules. Enter the mandatory Reference Fields to finalize the Booking Transaction Type for Ref.06 please Always select ONLINE option from the drop-down list. * if applicable



Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker only.

**This will disable the calendar attachment from the Travel Plan email confirmation.

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

Notes to Agent can be entered - Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online.

And it will look like this on the preparing itinerary notification

Click on Finalize to complete the Booking. A pop-up will show advising the booking is made click on Close.

Once the booking is completed you will receive email confirmations with all the details.

You can access your booking at anytime via Trip Monitor.

Booking Low Cost- Flight

Low Cost Airlines are instant purchase Tickets so the process to complete the booking is slightly different from a GDS Booking, you can find how to do it on the steps below.

Book a New Trip – Enter your details and click on search as normal.

ATLAS TRAVEL SERVICES Powered By atriis

Trip 7519322

Search Parameters > Results

Round Trip One Way Multi City

From: Dublin, Ireland (DUB) To: Amsterdam, Netherlands (AMS) Depart: 14MAY21 Return: 16MAY21 Cabin class: Economy

Allow Nearby Airports

Travellers: 1 Adult Stops: Nonstop only Preferred airline: -- Please Select --

Add Hotels to Amsterdam, Netherlands, (AMS).

Add Car to This Trip.

Search for: Complete Trip By Schedule

Search

From the page of results, you can easily distinguish the Low-Cost Flights, they will be highlighted as “Instant Purchase”. Select the flight you wish to book by adding to your trip cart.

9.95	Instant Purchase	~ €64.98	E1602	DUB → AMS	06:15	08:55	1h 40m	Tue, 10 Dec 19	Tue, 10 Dec 19
			E1605	AMS → DUB	13:25	14:10	1h 45m	Wed, 11 Dec 19	Wed, 11 Dec 19
9.94	Instant Purchase	~ €67.98	FR3100	DUB → AMS	06:50	09:35	1h 45m	Tue, 10 Dec 19	Tue, 10 Dec 19
			FR3101	AMS → DUB	10:00	10:40	1h 40m	Wed, 11 Dec 19	Wed, 11 Dec 19

You can click on Additional pricing options to see the different types of fare within the flight

19.00	Instant Purchase	~ €54.76	FR3006	DUB → AMS	19:00	21:35	1h 34m	Fri, 14 May 21	Fri, 14 May 21
			FR3007	AMS → DUB	22:05	22:40	1h 34m	Sun, 19 May 21	Sun, 19 May 21

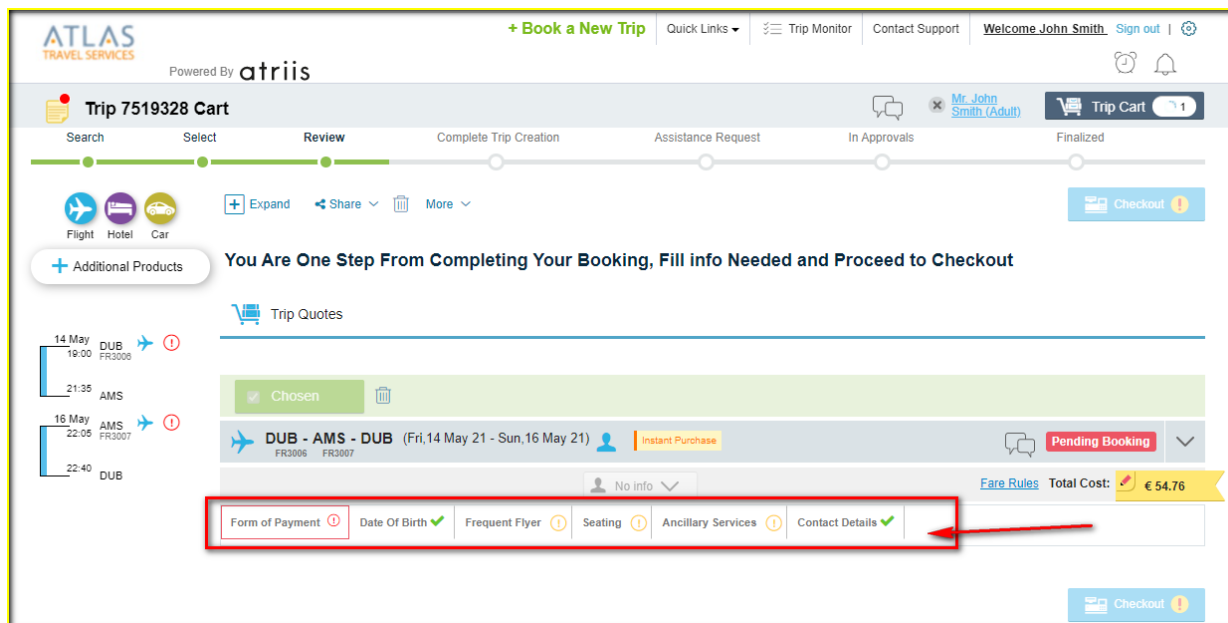
Filter by: Baggage Brand/Class Display Mixed Options

My TMC	Instant Purchase	Price €54.76	DUB → AMS	Economy (T)	Baggage: 0 ... Value	Fare Rules
		Tax €0.00	AMS → DUB	Economy (T)	Baggage: 0 ... Value	
		€54.76				

My TMC	Instant Purchase	Price €100.46	DUB → AMS	Economy (T)	Baggage: 0 ... Regular	Fare Rules
		Tax €0.00	AMS → DUB	Economy (T)	Baggage: 0 ... Regular	
		€100.46				

Once you added to your Trip Cart you will be given those tabs to complete before making the booking.

Start completing the Tabs from the Contact Details so any ancillary you add will be updated at the end in the Form of Payment tab.

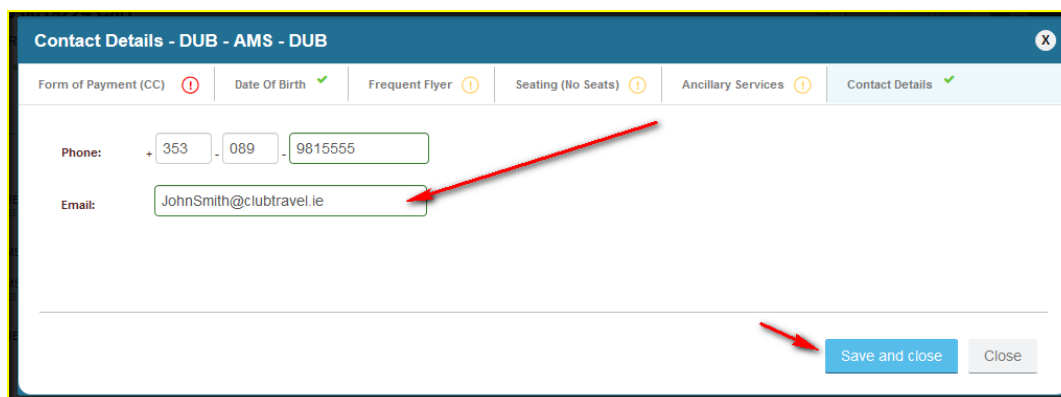


Contact Details:

Here you must enter the details of who needs to receive the confirmation from the Airline, this email address will be used to make the booking and to manage the booking directly with the Airline.

NB***If you select to get notification on behalf of traveller the booking will be made with the email address on your profile.

The system pre-populates the field with the booker or the selected traveller details, from here you can change and update for any other of you choose. Click Save and Close.



Ancillary Services:

From here you can add to your flight ancillary services as Priority Boarding, Cabin and Checked-in Baggage **When available with the Airline.**

Select from the drop-down list and Click Save and Close or Save and Next.

NB If the option is not showing on the list it means is not available for this flight with the Airline.

Seating:

Book Seats when available with the Airline. Select Seating

Hover the mouse over to check the fares and click to select. The selected seat will be highlighted in blue.

To change the selected seat just select a new one by clicking, to remove the selection, click on the selected seat.

Select your Next Segment and Click Save or Save and Close.

You can easily switch from Outbound to Inbound Seat Map Availability by clicking as below:

Frequent Traveller Number:

Frequent flyer details can be manually entered at the time of the booking for Low Cost Flights.

If you have a frequent flyer number stored on your personal profile, you can add this to your booking by selecting the 'Use Existing' option and selecting it from the drop-down list.

Click Save and Close or Save and Next.

Date Of Birth:

If you have entered the information on “My Profile” it will be pre-populated.

Date of birth is a mandatory field when booking Low Cost flights.

If you update Date of Birth after entering the form of payment the page will be refreshed and you will have to enter the Form of payment again

Form of Payment for Low Cost bookings is credit card.

The Club Travel HRG credit card is embedded into the system if you use the TMC card and you will have to enter the Security Number which is the 3 last digit numbers provided on the Card’s Name as below.

If you use your **OWN** credit card it will either pull from your personal profile or you can manually enter your card member on the booking page. **For web bookings you have to enter the CVV** as these are instant purchase tickets.

If you update Date of Birth after entering the form of payment the page will be refreshed and you will have to enter the Form of payment again

Form of Payment - DUB - STN - DUB

Form of Payment (CC) | Date Of Birth | Frequent Flyer | Ancillary Services | Contact Details

Paid By Corporate

Card Name: CLUB CARD 555

Card Type: MasterCard

Card Number: ***** Security Number: 555

Expiry Date: 05 2020

Save and close | Save and next | Close

After completing all the details click on Checkout

ATLAS TRAVEL SERVICES | Powered By atriis

+ Book a New Trip | Quick Links | Trip Monitor | Contact Support | Welcome John Smith | Sign out

Trip 7519328 Cart

Search | Select | **Review** | Complete Trip Creation | Assistance Request | In Approvals | Finalized

Flight | Hotel | Car | Expand | Share | More | Checkout

You Are One Step From Completing Your Booking, Fill info Needed and Proceed to Checkout

Trip Quotes

14 May 19:00 DUB FR3006 | 21:35 AMS

16 May 22:05 AMS FR3007 | 22:40 DUB

DUB - AMS - DUB (Fri, 14 May 21 - Sun, 16 May 21) | Instant Purchase | Pending Booking

Total Cost: € 55.03

Form of Payment | Date Of Birth | Frequent Flyer | Seating | Ancillary Services | Contact Details

Checkout

Finalize the Booking

Read the Fare Rules and select "I Read the Fare Rules" to agree with terms and Conditions.

ATLAS TRAVEL SERVICES | Powered By atriis

+ Book a New Trip | Quick Links | Trip Monitor | Contact Support | Welcome John Smith | Sign out

Trip 7519328 Checkout

Search | Select | Review | **Complete Trip Creation** | Assistance Request | In Approvals | Finalized

Flight | Hotel | Car | You're At The Final Step of Trip Creation | Scroll Down

Please fill the required Info Below and click on the Booking button

Trip Quotes

14 May 19:00 DUB FR3006 | 21:35 AMS

16 May 22:05 AMS FR3007 | 22:40 DUB

DUB - AMS - DUB (Fri, 14 May 21 - Sun, 16 May 21)

Total Cost: € 55.03

I read the Fare Rules

Enter the mandatory Reference Fields to finalize the Booking if applicable.

Notes to Agent can be entered - Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online.

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the Booker/Arranger only. The Traveller email address will be used to make the booking and to manage the booking directly with the Airline. The confirmation from the Airline will be send directly to the traveller as well.

**This will disable the calendar attachment from the Travel Plan email confirmation.

Click on Book and Finalize to complete the Booking. A pop-up will show advising the booking is made click on Close.

Once the booking is completed you will receive email confirmations with all the details.

Booking Flights & Hotel

If you wish to book a flight and a hotel all together select the option “Add Hotels to this trip” at the beginning of your search.

Trip 4815361

Search Parameters > Results

Round Trip | One Way | Multi City

From: To: Depart: Return: Cabin class:

Allow Nearby Airports

Travellers: Stops: Preferred airline:

Add Hotels to this trip.

Check-in: Check-out: Where:

Add Car to This Trip.

Car search will be made according to your flight destination and times
Use advanced search for setting different search

Search

Once you enter the flight details the hotel fields will be pre-populated with the same information, where you can manually change if necessary. Click Search

Trip 5949494

Search or Request Parameters > Results

Round Trip | One Way | Multi City

From: To: Depart: Return: Cabin class:

Allow Nearby Airports

Travellers: Stops: Preferred airline:

Add Hotels to

Check-in: Check-out: Where:

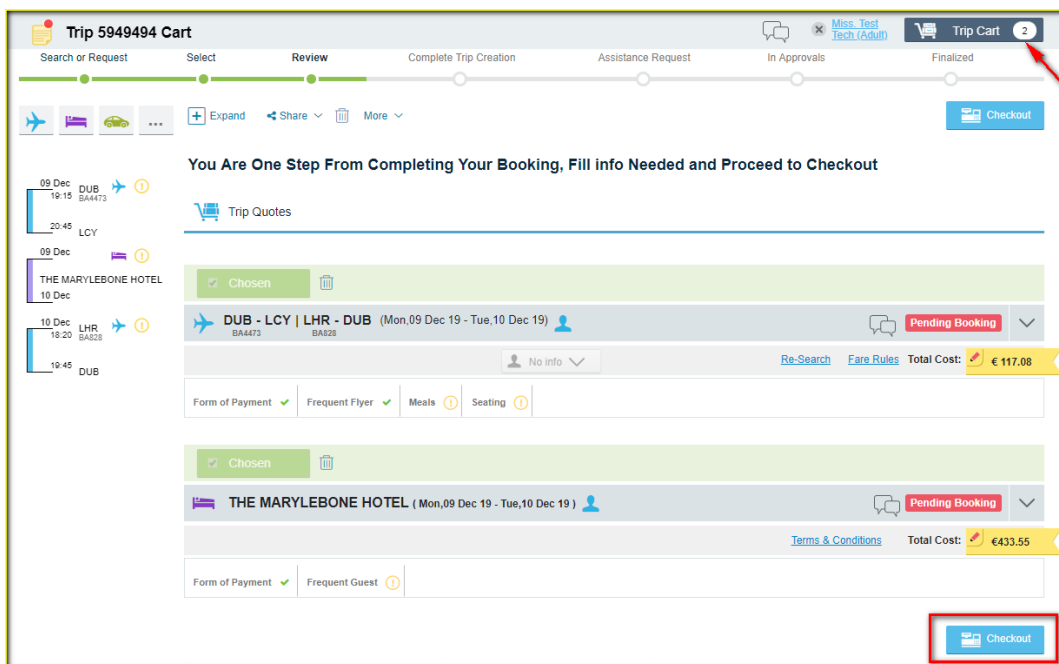
Add Car to This Trip.

Car search will be made according to your flight destination and times
Use advanced search for setting different search

Search

First system gives you Flight results, once you select your flights adding to your trip cart system takes you directly to the Hotel results page where you can choose and select to add to the trip cart.

After selecting a hotel room option, you will be taken to the trip cart to review the selected products and complete the booking as normal.



Flight Booking By Schedule

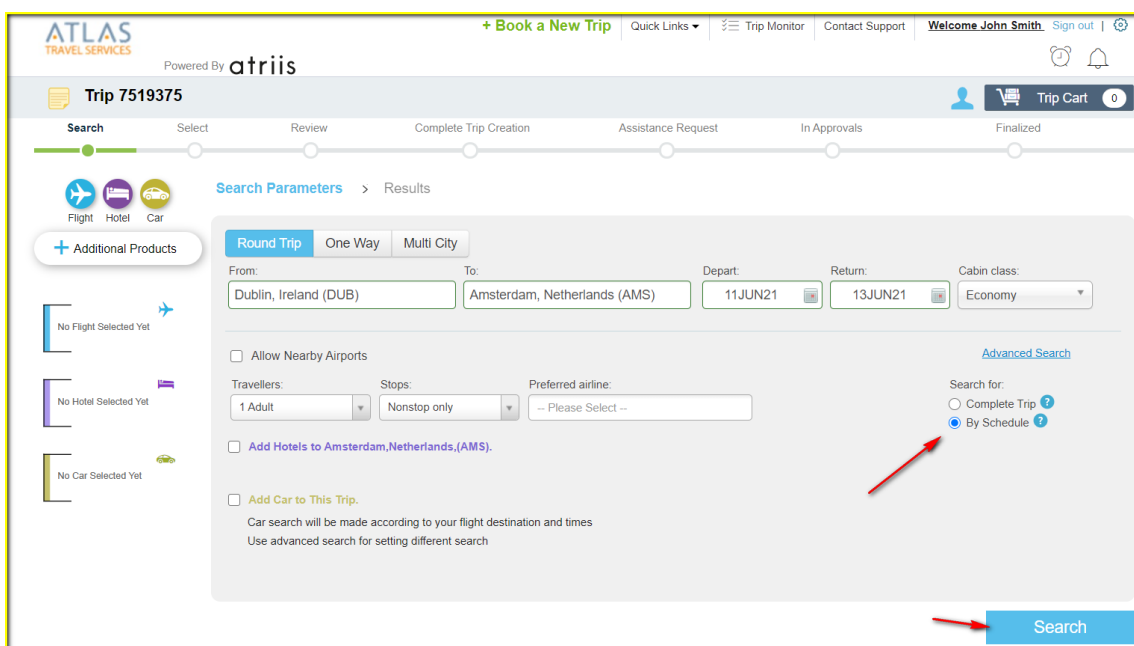
Booking By Schedule allows you to select and mix two different Airlines for example Booking with 2 different airlines on low Cost, Aer Lingus from Dublin to London and Ryanair from London to Dublin, However, please note that:

You will get 3 Confirmations one from GTP to confirm you booking and one from each airline, one for Outbound and one for Inbound, so please ensure you have them both when travelling.

This means then that you will need to 2 sets of Check in, one for each airline.

If one of the journeys originates in a Non-Euro (for Euro Accounts) and / or Non-GBP (for GBP Accounts), then Rates of Exchange will be applied to the Invoices to cover currency fluctuation.

When you click to Book a New Trip, please select to do the search By Schedule and the Click on Search.



First you will be given options for the Outbound Flight, Select the one you wish to book.

The screenshot shows the ATLAS Travel Services interface. At the top, it says "Powered By atriis" and "Trip 7519375 DUB ↔ AMS (Fri,11 Jun 21 - Sun,13 Jun 21)". The search parameters are: From: Dublin, Ireland (DUB), To: Amsterdam, Netherlands (AMS), Depart: 11JUN21, Anytime, Stops: Nonstop. A red box highlights the instruction "Select your outbound flight to Amsterdam, Netherlands (AMS)". Below this, there are two flight options. The first option is a One Way flight from DUB to AMS on FR3006, departing at 19:00 and arriving at 21:35, with a price of ~€32.48. A red arrow points to the "Select" button for this flight. The second option is a One Way flight from DUB to AMS on FR3100, departing at 06:50 and arriving at 09:25, with a price of 9.68.

You can see at the top the flight you have selected for the outbound.

Once you select your Outbound Flight system will give you the options for the return Flight.

The screenshot shows the ATLAS Travel Services interface for a return flight. At the top, it says "Trip 4825111 DUB ↔ AMS (Tue,05 Mar 19 - Thu,07 Mar 19)". The search parameters are: From: Amsterdam, Netherlands (AMS), To: Dublin, Ireland (DUB), Depart: Tue,05 Mar 19 18:35, Arrive: Tue,05 Mar 19 21:20. A red box highlights the instruction "Select your return flight to Dublin, Ireland (DUB)". Below this, there are two flight options. The first option is a One Way flight from AMS to DUB on E1611, departing at 20:25 and arriving at 21:05, with a price of ~€35.99. A red box highlights the "Select" button for this flight. The second option is a One Way flight from AMS to DUB on E1605, departing at 13:20 and arriving at 14:00, with a price of ~€35.99. At the top of the results section, a summary of the selected flights is shown: Dublin, Ireland (DUB) → Amsterdam, Netherlands (AMS) on Ryanair, FR2998, Class: Standard (T), with a "Selected" button.

After selecting the return Flight system shows a summary of the selected flights, and highlights that you are booking Two separated tickets. Click to go to the Trip Cart.

Trip 4825111 DUB ↔ AMS (Tue,05 Mar 19 - Thu,07 Mar 19)

Search Parameters > Results > Pricing

Review your flight selection and select your preferred pricing option below

Flight Selection

Ryanair	Dublin, Ireland (DUB) Tue,05 Mar 19 18:35 Terminal Unknown	→	Amsterdam, Netherlands (AMS) Tue,05 Mar 19 21:20 Terminal Unknown	1h 45m	FR2998	Class:Standard (T)
Aer Lingus	Amsterdam, Netherlands (AMS) Thu,07 Mar 19 20:25 Terminal Unknown	→	Dublin, Ireland (DUB) Thu,07 Mar 19 21:05 Terminal Unknown	1h 40m	EI611	Class:ECONOMY (Y)

Best price for your flight selection

MyTMC	Price €60.75	DUB → AMS	Standard (T)	1st flight Fare Rules
Instant Purchase	Tax €0.00	AMS → DUB	ECONOMY (Y)	2nd flight Fare Rules
€60.75	€60.75			

Separated Tickets

From here you will complete the booking as normal, however as you are booking with two different airlines you will have to complete the additional information and enter the Form of payment for both flights.

After you enter the details and the form of payment Click on Checkout

Trip 4825111 Cart

Search Select Review Complete Trip Creation Assistance Request In Approvals Finalized

You Are One Step From Completing Your Booking, Fill info Needed and Proceed to Checkout

Trip Quotes

Chosen

DUB - AMS (Tue,05 Mar 19 - Tue,05 Mar 19) Instant Purchase Pending Booking Total Cost: € 24.76

Form of Payment Date Of Birth Frequent Flyer Ancillary Services Contact Details

Chosen

AMS - DUB (Thu,07 Mar 19 - Thu,07 Mar 19) Instant Purchase Pending Booking Total Cost: € 35.99

Form of Payment Date Of Birth Frequent Flyer Ancillary Services Contact Details

Checkout

To complete the booking Click to read and confirm the Fare Rules for each Airline.

Enter the reference Fields if applicable, Click on Book and Finalize.

Trip 4825111 Checkout

Search Select Review **Complete Trip Creation** Assistance Request In Approvals Finalized

You're At The Final Step of Trip Creation, Simply Fill in the Required Info and Click on the nice Blue Button below

Trip Quotes

DUB - AMS (Tue, 05 Mar 19 - Tue, 05 Mar 19) **Total Cost: € 24.76**

I read the [Fare Rules](#)

AMS - DUB (Thu, 07 Mar 19 - Thu, 07 Mar 19) **Total Cost: € 35.99**

I read the [Fare Rules](#)

Mr. Sean Maples

TRAVEL REQUEST NUMBER REF1

TRIP REASON REF3

AIR POLICY REASON REF4

TRANSACTION TYPE REF 6

Contact Details (will be used for advising changes and in emergency)

Booker phone number + 353 - 08 - 99810000

Traveler Phone Number + 353 - 86 - 12345679

Get notification on behalf of traveler

Enter a cool name and book to save as an Easy Trip

Book and Finalize

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker only. **This will disable the calendar attachment from the Travel Plan email confirmation.

Contact Details (will be used for advising changes and in emergency)

don't share the below information with airlines

Booker phone number + 353 - 89 - 9816000

Traveler Mobile Number + 353 - 89 - 9856322

Traveler Email tech@clubtravel.ie

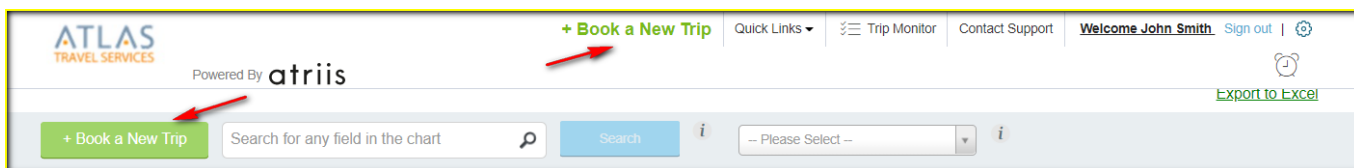
Get notification on behalf of traveler

Enter a cool name and book to save as an Easy Trip

Finalize

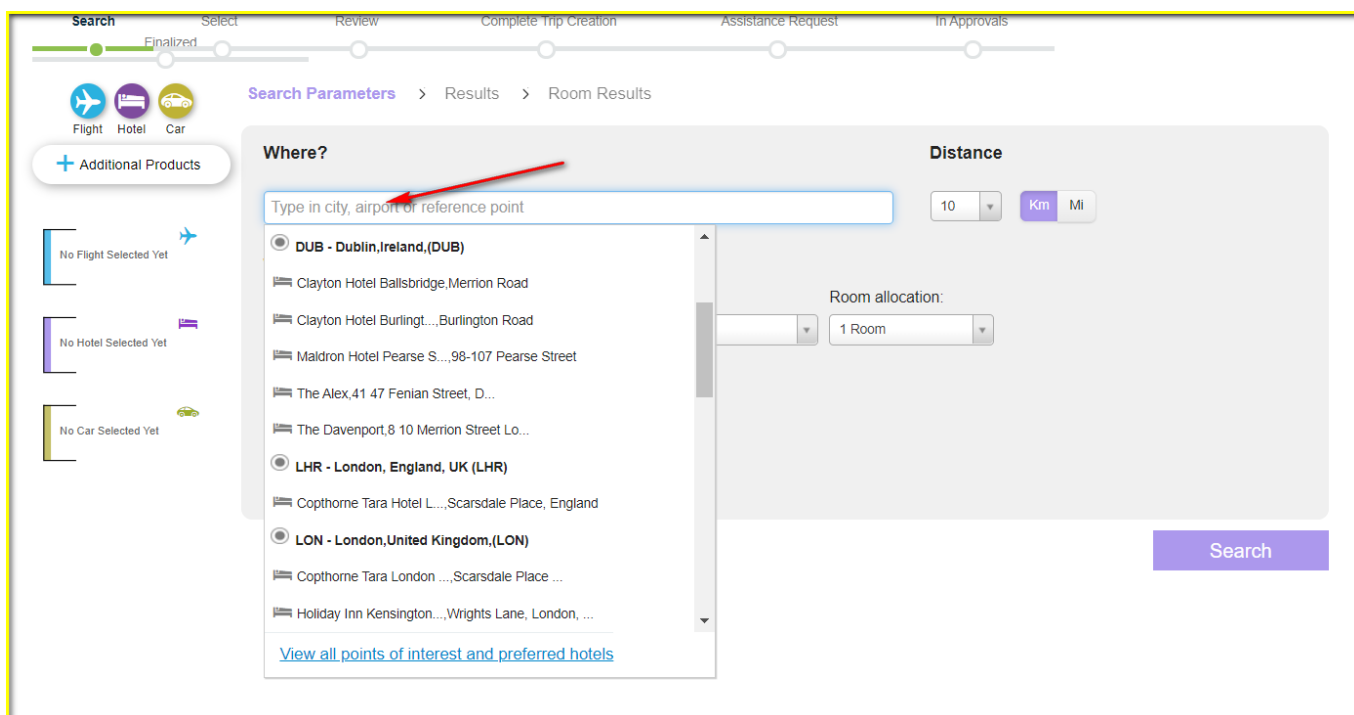
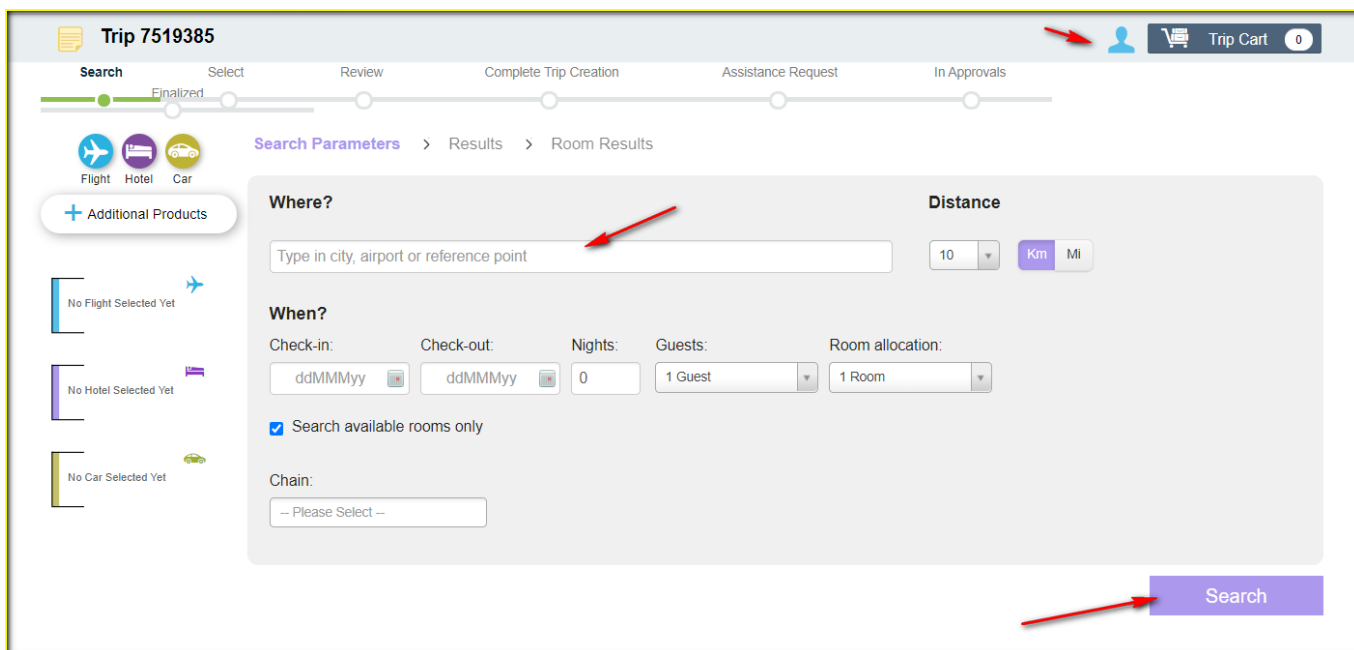
Hotel Booking

To start you Hotel Booking Click on any of the Book a New Trip options as normal.



Select the Hotel tab and enter the details.

Destinations and Preferred Hotels can be selected from a drop-down list if determined by your Employers.



If you make the hotel booking in conjunction with the air reservation, destination, dates and trip purpose information are prepopulated

Hotel availability

Display of Hotel Results - From here you can:

Modify your search parameters as dates, destination and distance from the original destination.

Use the filters to narrow down the results.

Sort the Display. You can use the filter option to sort the way the options are displayed

Search Parameters > Results > Room Results

Where? Check-in: Check-out: Nights: Distance:

Sort by: Filter by name

Page 1 of 4

Hotel Name	Address	Distance from reference	Price (Per Night Per room)
Clayton Hotel Cardiff Lane	Sir John Rogersons Quay, Dublin	0.4 Km from reference	From €111.60
The Marker Hotel	Grand Canal Square, Docklands, Dublin	0.4 Km from reference	From €242.10
The Gibson Hotel	Point Square, Dublin	0.5 Km from reference	From €106.25

Change to a Map View. You can view the hotels on a map view instead of a list view.

Search Parameters > Results > Room Results

Where? Check-in: Check-out: Nights: Distance:

Sort by: Filter by name

Page 1 of 9

Map view showing hotel locations in Dublin. Markers are numbered 1 through 4, corresponding to the list view results.

Identify Any special rates looking for your Company Logo on the left.

If you have preferred hotels, they will be highlighted by the purple symbol.

The screenshot displays three hotel listings from Amadeus:

- Clayton Hotel Cardiff Lane**: 5 stars, €111.60 per night, 0.4 Km from reference. Address: Sir John Rogersons Quay, Dublin.
- The Marker Hotel**: 5 stars, €242.10 per night, 0.4 Km from reference. Address: Grand Canal Square, Docklands, Dublin.
- Radisson Blu Edwardian Grafton Hotel**: 5 stars, €179.99 per night, 0 Km from reference. Address: 130 Tottenham Court Road, London. This listing is marked with a purple star icon and has a 'Room Rates & Info' button highlighted with a red box.

Hover the mouse over the Hotel and click to see Room and Rates available.

*For your convenience, your preferred hotels are retrieved first. A complete list of properties will be available in a few seconds.

Hotel selection

Once you have selected, you will be shown further information about the hotel including photographs, facilities, description and the rates available.

The detailed view for Clayton Hotel Cardiff Lane includes:

- Search Parameters**: Results > Room Results
- Progress Bar**: Search, Select, Review, Complete Trip Creation, Assistance Request, In Approvals, Finalized
- Hotel Details**: Clayton Hotel Cardiff Lane, SIR JOHN ROGERSONS QUAY, DUBLIN, 2. Phone: 353-1-6439500. Check-in: 15:00, Check-out: 12:00.
- Room Photo**: A view of a hotel room with a bed and desk.
- Hotel Logo**: Clayton Hotels Cardiff Lane.
- Map**: A map showing the hotel's location near Grand Canal Square and Chimney Park.
- Amenities Table**:

Amenities	Description
A/C	Bar
Gym	Casino
✓ Meeting facilities	✓ Internet
✓ Swimming Pool	Minibar
	TV
	Casino
	Laundry
	✓ Parking
	Concierge
	Lift
	✓ Restaurant
	Disabled access
	Lounge
	✓ Safe
	Exchange
	Luggage storage
	✓ Spa

If you wish to share quotes just click on Share Quotes and select the options, you wish to send by email.

Dates can be changed from the top of the results page.

Special rates and Cancellation Policy will be highlighted.

Check-in: 18FEB19 Check-out: 19FEB19 Nights: 1 Update Share Quotes

<< Back to hotel results Clayton Hotel Cardiff Lane

Source	Supplier	Room & Amenities	Price & Payment
My TMC	amADEUS	Club travel cluster ro incl, wifi/gym/pool no carpark, queen and single bedroom - Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY	Terms & Conditions Pay on departure €111.60
My TMC	amADEUS	Club travel cluster ro incl, wifi/gym/pool no carpark, queen sized bed -22sqm free Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY	Terms & Conditions Pay on departure €111.60
My TMC	amADEUS	Club travel hrg bb, wifi/gym/pool, queen and single bedroom - Cancellation Policy: CXL AFTER 14:00, Sun,17 Feb 19 FORFEIT FIRST NITE STAY	Breakfast incl. Terms & Conditions Pay on departure €127.60
My TMC	amADEUS	Club travel cluster bb inc, wifi/gym/pool no carpark, superior room free wifi/ newly Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY	Breakfast incl. OOO Terms & Conditions Pay on departure €146.50
My TMC	amADEUS	Club travel cluster ro incl, wifi/gym/pool no carpark, king bedroom free wi-fi/ Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY	1.and Hotel cost per night is greater than or equals 133.73 EUR OOO Terms & Conditions Pay on departure €149.40

Add To Cart

Travel Policy Indicator. Hover over the mouse to see details.

Click on the Terms and conditions to see more details. A Pop-up screen will show.

CLAYTON HOTEL CARDIFF LANE Terms & Conditions

Terms & Conditions for
Rate Description
Queen And Single Bedroom -, 22SqM Free WiFi/ Laptop Safe/ Flat Screen TV/, Tea and Coffee,
Cancellation Policy
CXL AFTER 14:0, 18/2/2019 FORFEIT FIRST NITE STAY

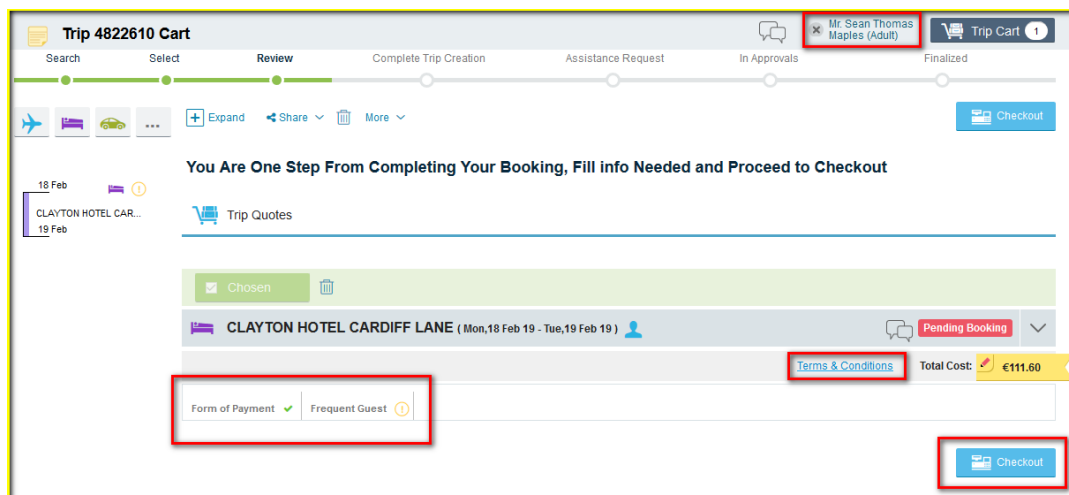
Click Add to Cart to Select the room to continue to the trip cart.

My TMC amADEUS Corporate rate bb, wifi/gym/pool, standard double room online chkin Full breakfast Terms & Conditions
Pay on departure €170.65

Cancellation Policy: CXL AFTER 14:00, Thu,05 Aug 21 FORFEIT FIRST NITE STAY

Add To Cart

Complete Hotel Booking



Confirm the Details as Dates, Hotel, Room Type and Traveller's name.

Frequent Guest Programme and Hotel Loyalty card can be entered on the finalise page.

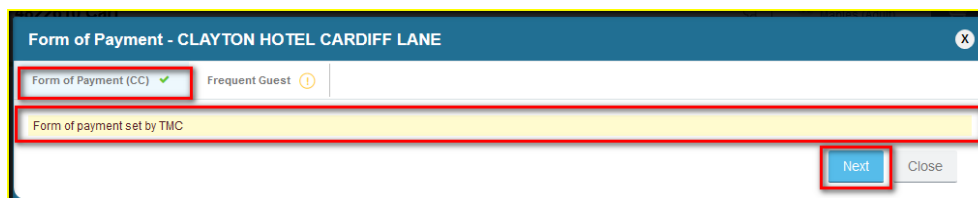
Enter a New one or use the one you have set up on your profile.



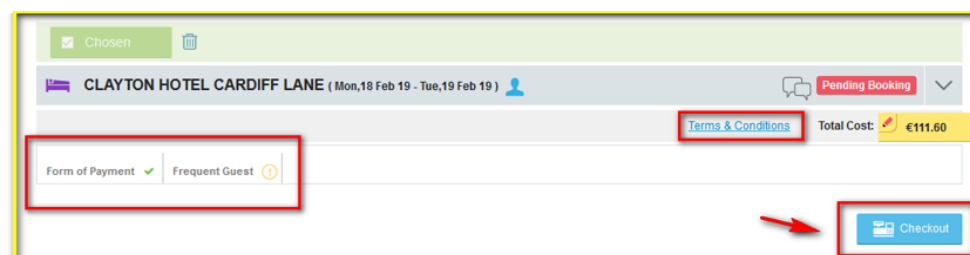
Form of payment for Hotels

The Atlas Travel credit card is embedded into the system if you use the TMC card and no action is necessary. If you use your **OWN** credit card it will either pull from your personal profile or you can manually enter your card member on the booking page.

* All credit card information is encrypted and is PCI DSS compliant.



Once you complete the information click on Checkout at the bottom of the page.



Enter the Reference fields to complete the booking if applicable.

The reference fields can be free text or a drop-down list, can be mandatory and must be complete in order to make a booking.

Click to read and accept the Terms & Conditions. Click on Book and Finalize to complete the Booking.

Contact Details on Booking Confirmations

In all cases, when finalising a Booking in GTP before selecting the option for 'Book and Finalize', you will have the option to choose if you wish to share your contact information with the Airline.

The system defaults do NOT share this information with the airline.

Untick the box if you wish to share your information with the Airline as Email Address and Phone Number.

How to Identify Negotiated Rates and Preferred Hotels

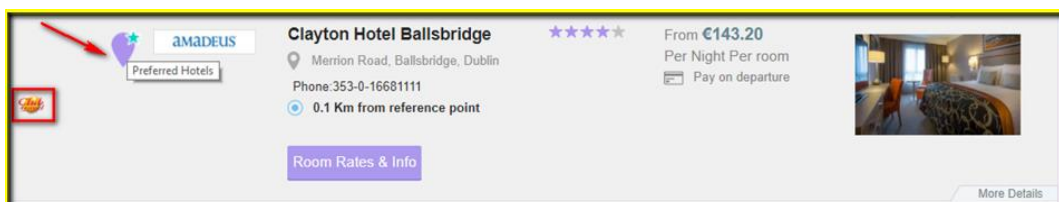
Negotiated Rates for Hotels and Flights can be loaded into the system.

The Rates are already loaded, and this will be identified by the TMC and/or you Company Logos.

If you have Negotiated Rates, then your company logo will Show.



For Hotels you can identify Negotiated Rates and Preferred Hotels added to you list by the symbol below.



Click on Room Rates & Info to check the available fares.

Sharing Quotes

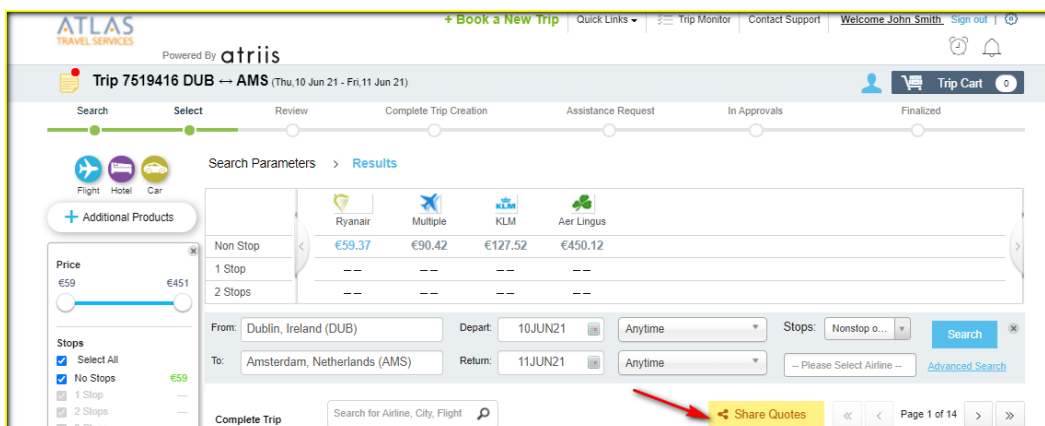
With GTP you can share quotes and itineraries before and after booking, from the page of results or from your trip Cart. You will learn how to do it on the following steps.

Sharing Quotes from the result pages

From the results page when searching for any product you can share up to 10 options by sending to your traveller email address or to any email address you wish directly from the system.

Sharing Flights – By Complete Trip:

From the results page Click on Share Quotes



Select the Flights you wish to Share (Up to 10 options) by clicking on the +Share symbol.

Complete Trip Search for Airline, City, Flight

Share quotes (0 Of 10)

Price	Airline	From → To	Depart	Arrive	Duration	Stops	Advisory
Instant Purchase ~€59.37	FR3006	DUB → AMS	19:00 Thu, 10 Jun 21	21:35 Thu, 10 Jun 21	1h 34m		
+ Share	FR3101	AMS → DUB	10:05 Fri, 11 Jun 21	10:40 Fri, 11 Jun 21	1h 34m		
Additional Pricing Options							More details
Instant Purchase ~€62.37	FR3006	DUB → AMS	19:00 Thu, 10 Jun 21	21:35 Thu, 10 Jun 21	1h 34m		
+ Share	FR3007	AMS → DUB	22:05 Fri, 11 Jun 21	22:40 Fri, 11 Jun 21	1h 34m		
Additional Pricing Options							More details

You can use the filters as normal to search and select options from the additional pricing.

Complete Trip Search for Airline, City, Flight

Share quotes (1 Of 10)

Filtered by Stops Filtered by Carrier

Price	Airline	From → To	Depart	Arrive	Duration	Stops	Advisory
€116.65	BA4469	DUB → LCY	16:50 Tue, 11 Jun 19	18:30 Tue, 11 Jun 19	1h 40m		
+ Share	BA832	LHR → DUB	06:50 Wed, 12 Jun 19	08:20 Wed, 12 Jun 19	1h 30m		
Additional Pricing Options							More details
MyTMC €116.65		DUB → LCY Economy (O) Baggage: 0 PC NOBAG					Fare Rules X
+ Share		LHR → DUB Economy (O) Baggage: 0 PC NOBAG					
Price €65.00 Tax €51.65							
€116.65							
Add MyTMC €136.65		DUB → LCY Economy (O) Baggage: 1 PC BAG					Fare Rules
+ Share		LHR → DUB Economy (O) Baggage: 1 PC BAG					
Price €85.00 Tax €51.65							
€136.65							

Before sending you can click on the offer Symbol to see and confirm the options you have selected.

If an option was selected from the Additional Pricing, the selected one will be highlighted.

Price €29 €338

Stops Select All No Stops €30 1 Stop €245 2 Stops 3 Stops

Times Depart from DUB 5:00 23:00 Or Insert exact hour e.g 17:45 Depart from LON 5:00 23:00 Or Insert exact hour e.g 17:45 Show Arrival Preferred Airlines

Share quotes (2 Of 10)

Offered

Price	Airline	From → To	Depart	Arrive	Duration	Stops	Advisory
Instant Purchase ~€29.98	FR2187	DUB → SEN	08:35 Tue, 11 Jun 19	09:45 Tue, 11 Jun 19	1h 10m		
✓ Added	FR2186	SEN → DUB	07:10 Wed, 12 Jun 19	08:25 Wed, 12 Jun 19	1h 15m		
Additional Pricing Options							More details
Price: 85.00 - 0.00 + 51.65 + 0.00 + 0.00 = €136.65							Cancellation Fee: Non-Refundable Change Fee: Non-Changeable
8.85	BA4469	DUB → LCY	16:50 Tue, 11 Jun 19	18:30 Tue, 11 Jun 19	1h 40m		
+ Share	BA832	LHR → DUB	06:50 Wed, 12 Jun 19	08:20 Wed, 12 Jun 19	1h 30m		
Additional Pricing Options							More details

Once you have selected all the options Click on the E-mail Symbol

The screenshot shows a search results page with the following details:

Non Stop	Ryanair	Aer Lingus	British Airways	Multiple
	€29.98	€59.98	€116.65	€157.85
1 Stop	---	---	---	€244.90
2 Stops	---	---	---	---

Search Parameters: DUB ↔ LON (Tue, 11 Jun 19 - Wed, 12 Jun 19) [Modify Search](#)

Buttons: Complete Trip, Search for Airline, City, Flight, Share quotes (3 Of 10), Page 1 of 49

Table Headers: Price, Airline, From → To, Depart, Arrive, Duration, Stops, Advisory

A pop-up Screen will show, if you have selected a traveller the traveller's email address will be pulled from the traveller profile, where you can remove by clicking on the X or you can type manually an email address.

You can update the Subject and add a message to the quote.

You can select to send just a summary the detailed quote or Both. Headers can also be removed.

The 'Share Quotes' window contains the following elements:

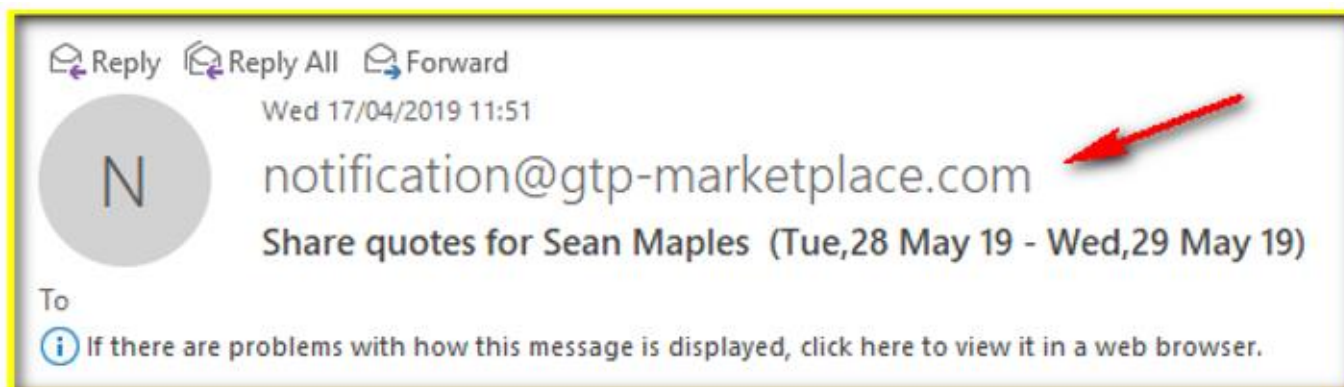
- To:** Sean Maples (with X icon), smith@training.com (with Add button)
- Select Language:** English
- Subject:** Share quotes for 1 traveller DUB ↔ SEN | LCY | LGW (Tue, 11 Jun 19 - Wed, 12 Jun 19)
- Message (Optional):** [Empty text area]
- Include in price offer:**
 - Summary
 - Detailed
 - Both
 - Remove Headers
- Date of quotation:** Wed, 17 Apr 19
- Trip Number:** 5301871
- Price Offer - Summary:**

Flight Offer # 1 - Pending booking						Total : €29.98
Flight for 1 Traveller						Client Deadline: Immediate purchase
Airline	From - To	Depart - Arrive	Duration	Stop	Baggage	
	Dublin (DUB) - London, Southend (SEN)	08:35 Tue, 11 Jun 19	1h 10m	Direct		
- Buttons:** Copy to Clipboard, Send, Cancel

If you wish to edit anything from the quote or share just the itinerary you can use the Copy to clipboard functionality. Once you Click Copy to Clipboard you can paste the information to the body of an email for example. From there you should be able to update any information you wish for and send directly from your own email.

The close-up shows the 'Copy to Clipboard' button highlighted with a red box, along with 'Send' and 'Cancel' buttons. A red arrow points to the 'Copy to Clipboard' button.

If you share the quotes from the system this is how the email looks like:



If the recipient replies to this email address it sends the email directly to who shared the quote.

After sending the quote to be able to select an option and add to your trip cart to book just click on the X.

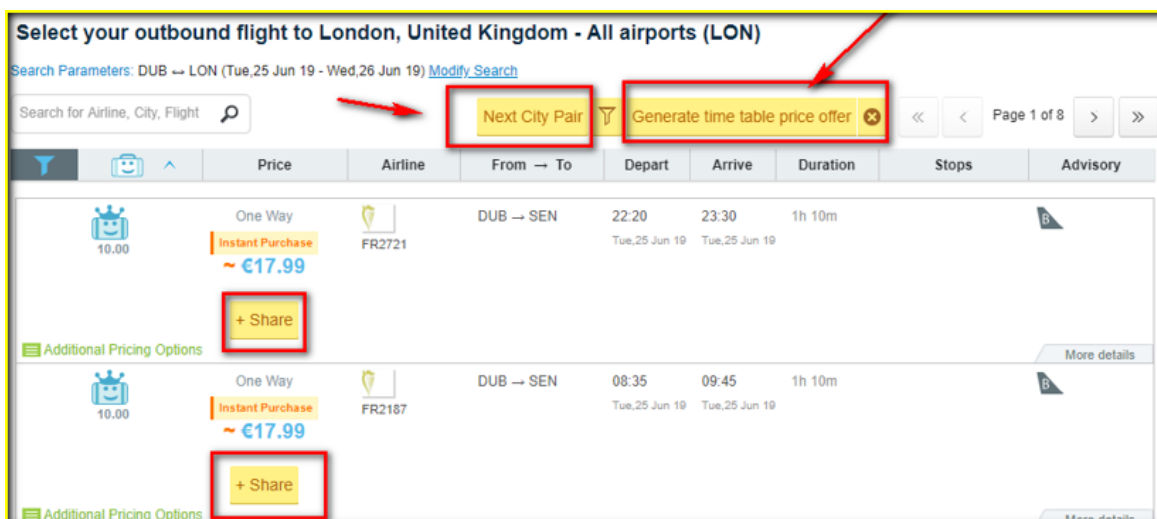


Sharing Flights – By Schedule:

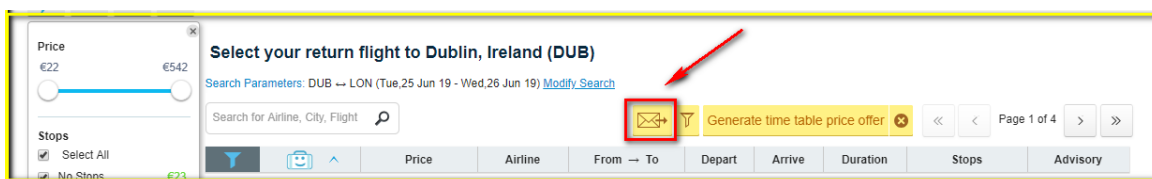
Sharing Quotes from the result page when searching by schedule, first you will have to select the Outbound options and then the Inbound options.

From the result page select GENERATE TIME TABLE, select the Outbound Options and then

Click Next City Pair to select Inbound options



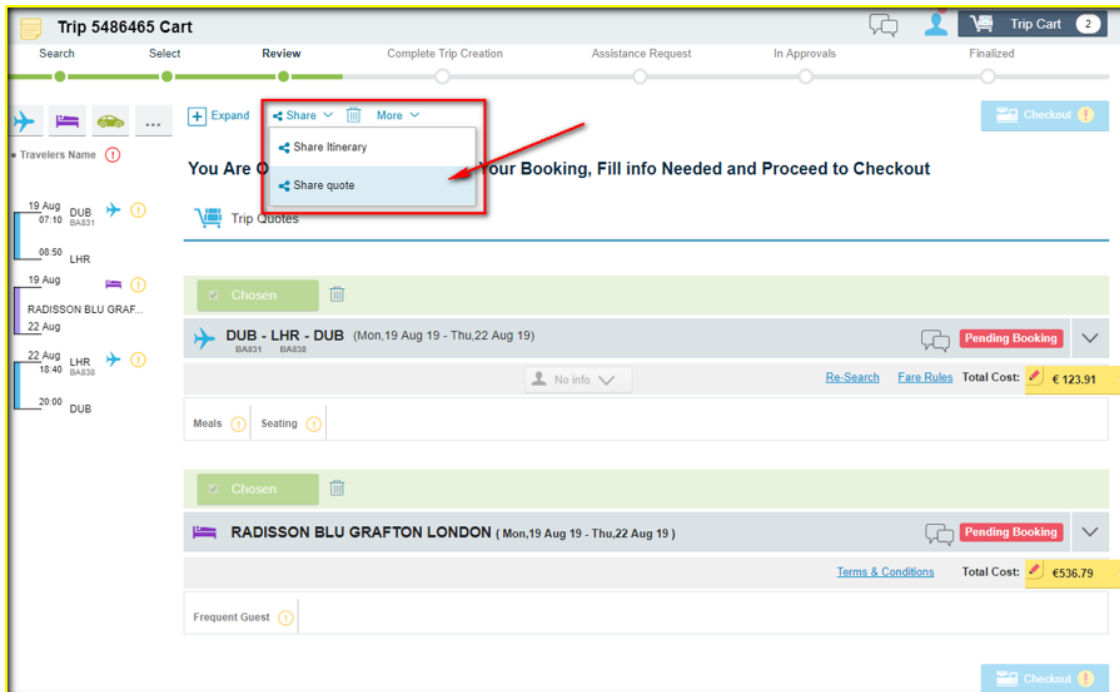
After the Inbound options are selected click on the Symbol to Share.



Sharing Quotes from the Trip Cart

Sharing Quotes from the trip card you can only Share the products you have selected and added to the trip cart. This option allows you to share Flights and Hotel at the same time.

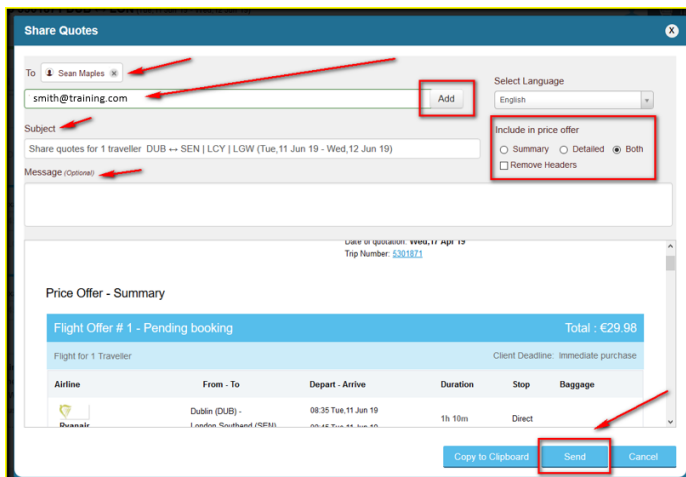
After selecting the products to your trip cart Click on Share at the Top of the page and click Share Quote.



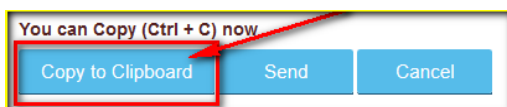
A pop-up Screen will show, if you have selected a traveller the traveller's email address will be pulled from the traveller profile, where you can remove by clicking on the X or you can type manually an email address.

You can update the Subject and add a message to the quote.

You can select to send just a summary the detailed quote or Both. Headers can also be removed.

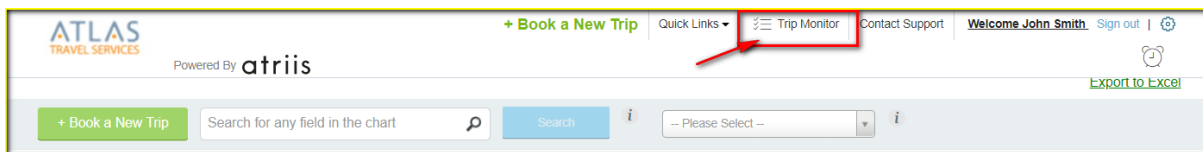


If you wish to edit anything from the quote or share just the itinerary you can use the Copy to clipboard functionality. Once you Click Copy to Clipboard you can paste the information to the body of an email for example. From there you should be able to update any information you wish for and send directly from your own email.



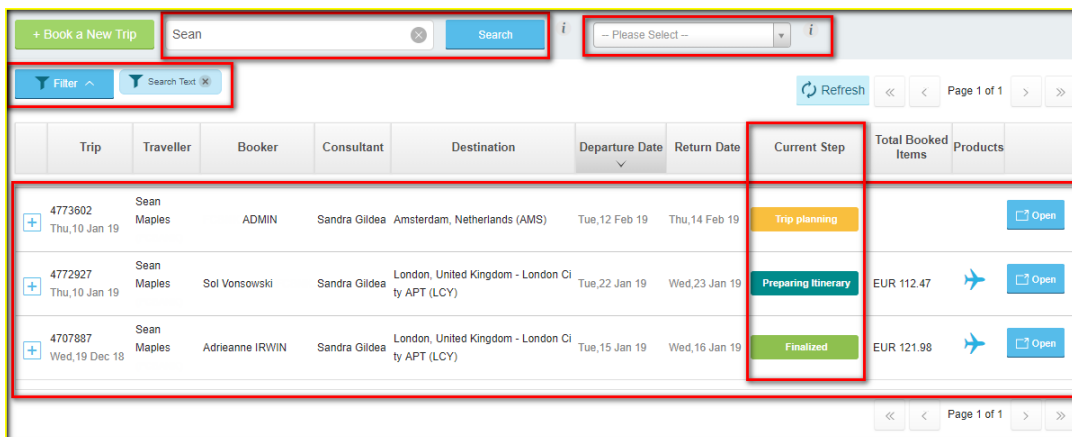
Trip Monitor

You can follow the status of your bookings from the Trip Monitor at the top of the page



You can search by Travellers name or use the filters.

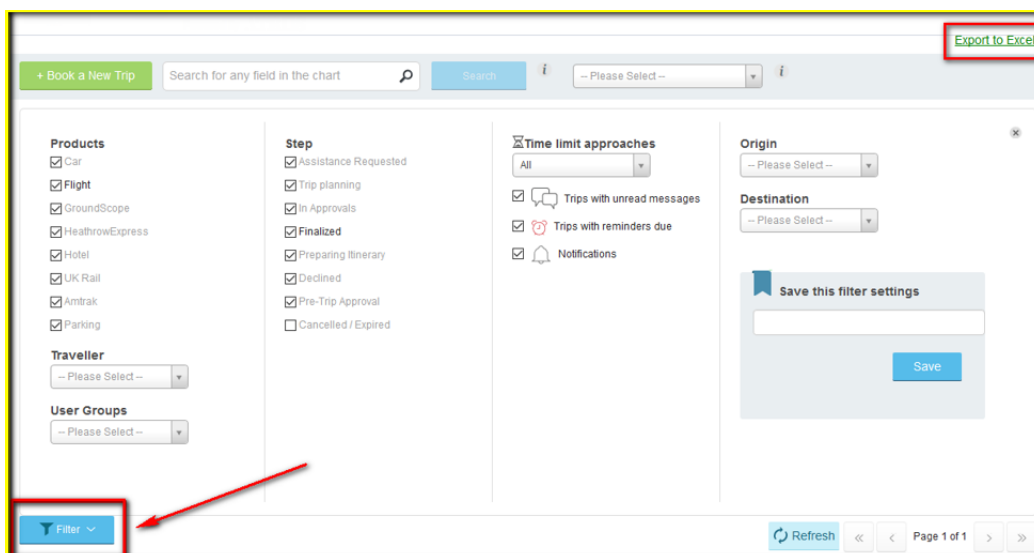
Current Step shows the Status of the Bookings.



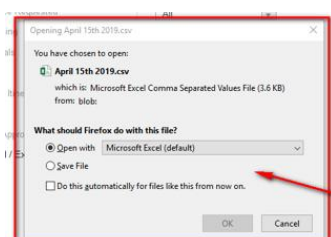
From the Trip Monitor you can use the filters to search for trips or to create reports and export to excel.

Click on the arrow down on Filter to expand the menu.

Enter your criteria and the results will show on the Trip Monitor



Click Export to Excel at the top to generate the file. You can open and/or save the file.

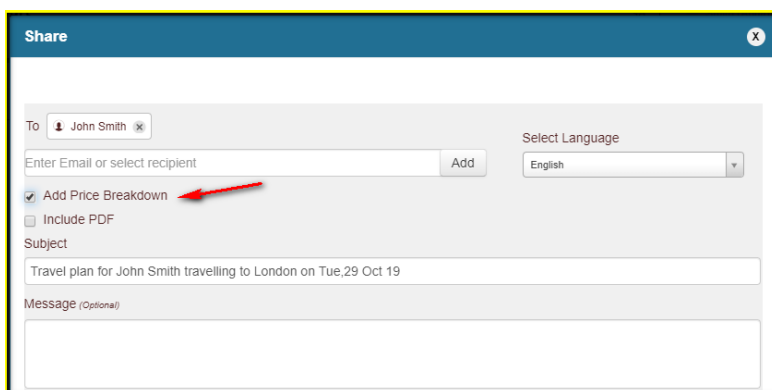
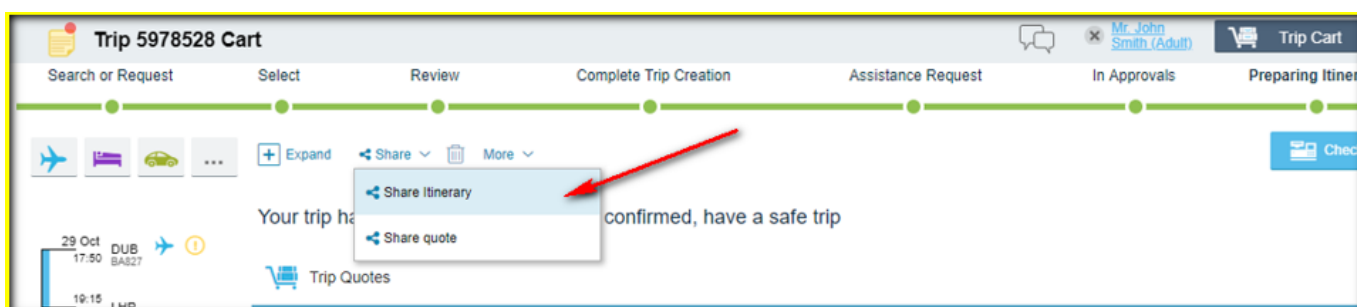


Booking Confirmation

In all cases – when a booking is made – GTP sends confirmations to the relevant users.

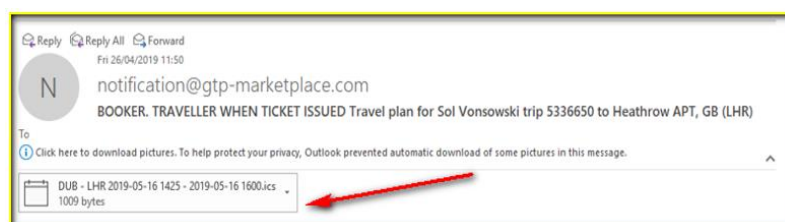
A Record of the Booking will be sent to our consultants, and fulfilment of the Booking will take place.

1. TRAVEL PLAN NOTIFICATION to confirm when Tickets are issued by the consultant.
2. Actual tickets from the Atlas Travel or directly from the Supplier (Airline / Hotel)
3. You can also Share the Itinerary/Travel Plan Directly from the system once booking is finalised.
 - a. You will see the below page when booking Finalised
 - b. Click Share – Share Itinerary
 - c. Simply add Relevant email address and click send, you can include a price Break down and a PDF as well as a link to add to Calendar

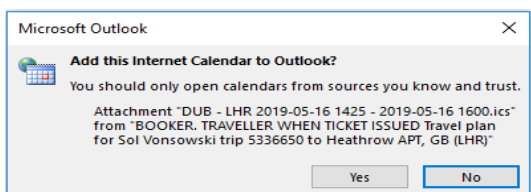


From the Travel Plan email confirmation, you can add the Trip plan directly to your calendar.

From the Travel Plan email Click on the attachment.



A pop-up will show, Select Yes and Close. This will save to your calendar.



*Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker. This will disable the calendar attachment.

Cancellations

If you need to make changes to your bookings, or cancel bookings, please do this by contacting the dedicated travel consultants. Please **DO NOT USE GTP** to do this.

All cancellation requests **MUST** be emailed to your Travel Consultant with

Booking Reference and The written request to cancel.

All relevant cancellation fees will be charged as per booking conditions.

The option to remove the booking can be done in some cases, however there are different types of products that can be booked through the system. Some of these can be cancelled directly from GTP, and others cannot. If a booking needs to be cancelled or changed, it is always safer to do this through the consultant. Please **DO NOT USE GTP** to do this.

GTP– Support/Training Page

With all Technology, it is inevitable that we will come across errors and possible bugs within GTP when you are using it.

Connections between suppliers and providers can go down, Your Internet may go for a few seconds, the processing of bookings could be interrupted etc.

So, it's vital to try and establish what the actual issue is and get as much information as possible in order to expedite a speedy resolution.

In order to do this, it would be extremely helpful to us if you could follow the below procedure when you are reporting bugs.

On Your GTP home page Click on the Contact Support Tab at the top of the page, that will open a pop-up box with information and a link to access the GTP Support Page. Or you can navigate there via the following link:

<https://www.clubatlasgtraining.com/gtp>

From here you will be brought to a website where you can find our FAQ, Training manuals & other tools to assist you in using GTP.

Contact-us Page:

On the first page of this form, we aim to get as much information about you, so that we know who we're helping. This will be things like your company/department and your username on the system. On the second page of the form, we are looking for as much information about the error that you are having with the system. **We urge users to fill in as many of the fields on this form as possible.** The more information that we have, the faster and more likely we are to be able to help you efficiently resolve the issue.

Once you have completed this form, a job will be logged with us and we will aim to respond to all within a 24hour period. However, some queries may require us to contact a 3rd party and may take longer to respond back.

