

Atlas - Express Requests system

Step by step guide on how to use GTP Request Assistance.

- Step 1** – Login 2
- Step 2** – Update and manage your profile 3
- Step 3** – Send a travel request 5
 - Fill in your travel request 6
 - Advance search 6
 - Add a traveller to your request 7
 - How to add multiple travellers 7
- Step 4** – Complete travellers reference questions 10
- FAQ** – Frequently Asked Questions 11

Please note - Atriis GTP works best when using the following two internet browsers.

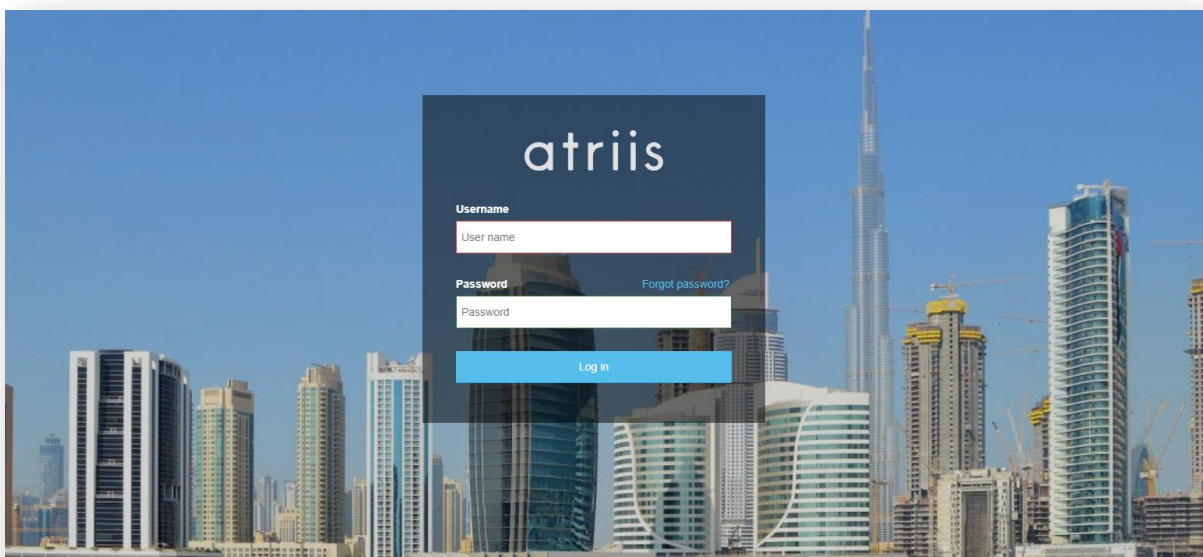
1. Chrome 
2. Microsoft Edge 

Step 1 – Login

Go to www.gtp-marketplace.com and enter your login details.

- Username – this will be the travellers/booker/arranger email address (depending on role assigned to you). *Note: the email address used is only the username to log in ONLY, this does not mean that travel request information will be sent to this email address*
- Password – this will be the password you created from your “Welcome email”.

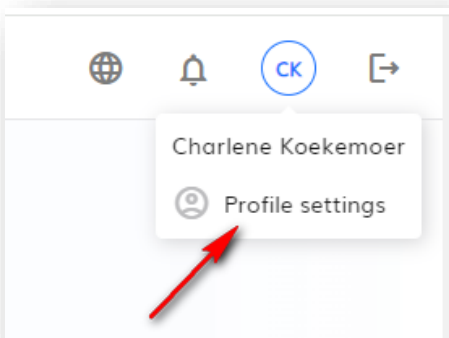
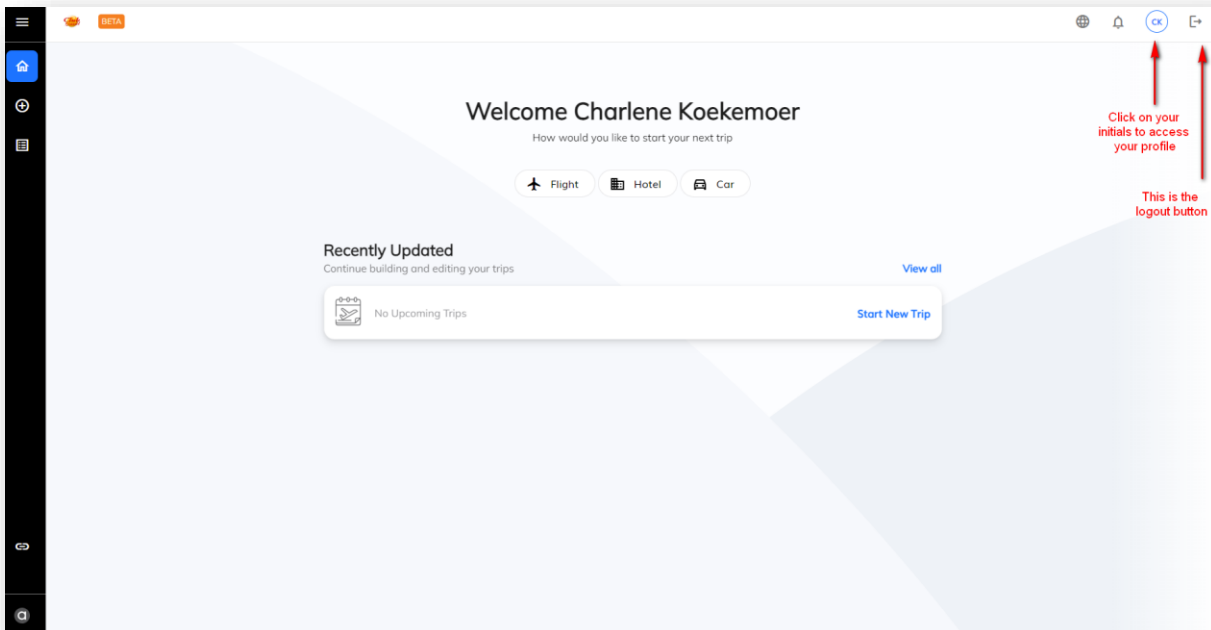
If you have forgotten your password, you can click on “Forgot password?” and follow the instructions.



Step 2 – Update and manage your profile

Click on your initials on the top right-hand corner on the Welcome page.
Then click on “Profile settings”.

Screenshot of the Welcome page



In the Profiles settings page, you can update your profile in the following tabs:

- Personal details
- Contact information
- Passport and visas
- Frequent programs
- Travel preferences
- Forms of payment

When you are done, don't forget to click on **save**.
See screenshot below.


Charlene Koekemoer

Your profile settings

Personal Details
Contact Information
Passports and Visas
Frequent Programs
Travel Preferences
Form of Payment

CK [Change image](#)
Recommended size 80x80 px

Title	First Name	Middle Name	Last Name
Mr. <input type="text"/>	Charlene <input type="text"/>	GTP form <input type="text"/>	Koekemoer <input type="text"/>
Gender	Birth Date	Traveller type	Nationality
Male <input type="text"/>	DD MM YYYY <input type="text"/>	Adult (Ages 18+) <input type="text"/>	Nationality <input type="text"/>
Email	CC Email	Username	User group
charlenekoek@gmail.com <input type="text"/>	Enter email address <input type="text"/>	techitsupport@clubtravel.ie <input type="text"/>	ATEST <input type="text"/>
Language	Display currency	Time format	First day
English(GB) <input type="text"/>	EU euro <input type="text"/>	<input checked="" type="radio"/> 24 Hours <input type="radio"/> 12 Hours	<input type="radio"/> Sunday <input checked="" type="radio"/> Monday
<small>📘 Languages settings only affect emails display and not system display</small>			
Out of office	Backup approver		
<input type="checkbox"/> I'm now out of office	Select <input type="text"/>		



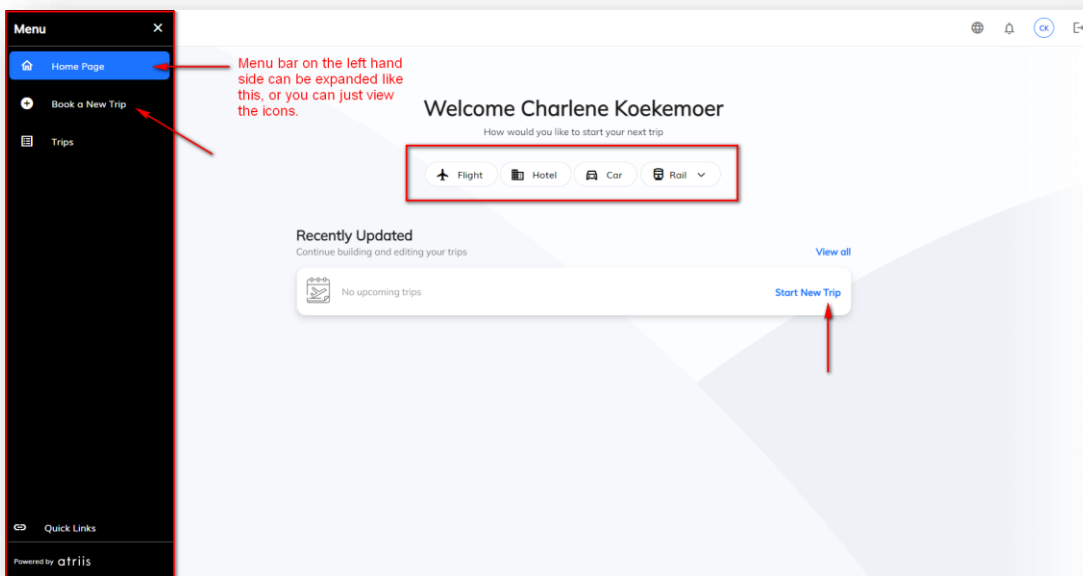
NOTE: Updating your profile is not applicable to Traveller Arrangers / Bookers if they do not book travel for themselves. Travellers need to make sure their own profiles are up to date at all times. Any company mandatory fields will have to be completed in order to submit a request.

Step 3 – Send a travel request

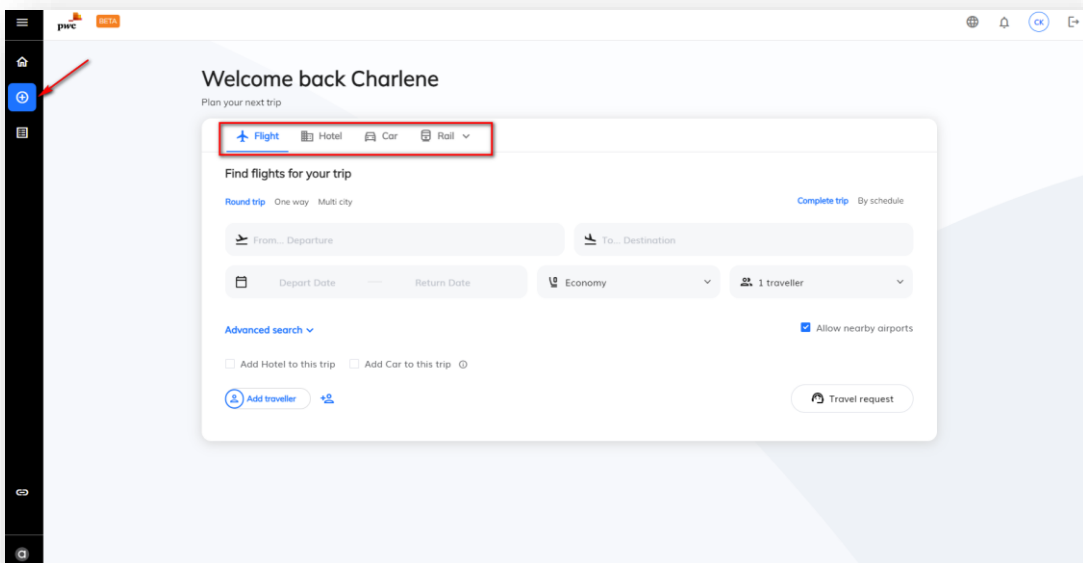
You can send your travel request via one of the following options:

- “Home page” (the page you see when you log in or house icon in the left panel)
 - click on “Start New Trip” button.
 - or select a “Flight”, “Hotel”, “Car” or “Rail” icons at the top of the page.
- “Book a new trip” page (plus icon in the left panel)
 - Select the product you want to start with at the top of the page, “Flight”, “Hotel”, “Car” or “Rail”.

Screenshot of the “Home page”

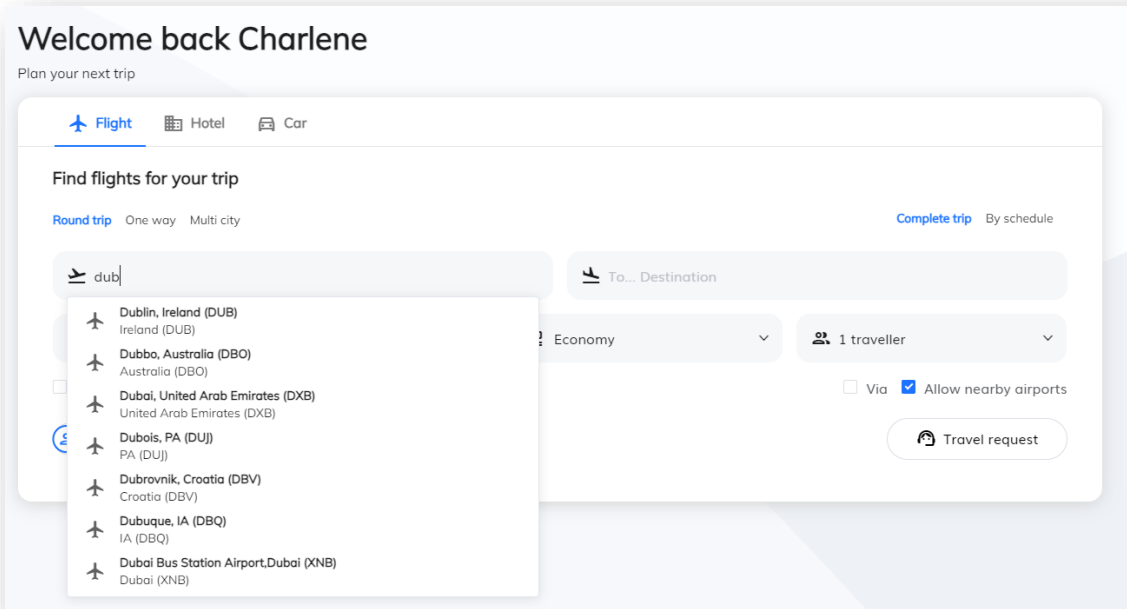


Screenshot of “Book a New trip” page



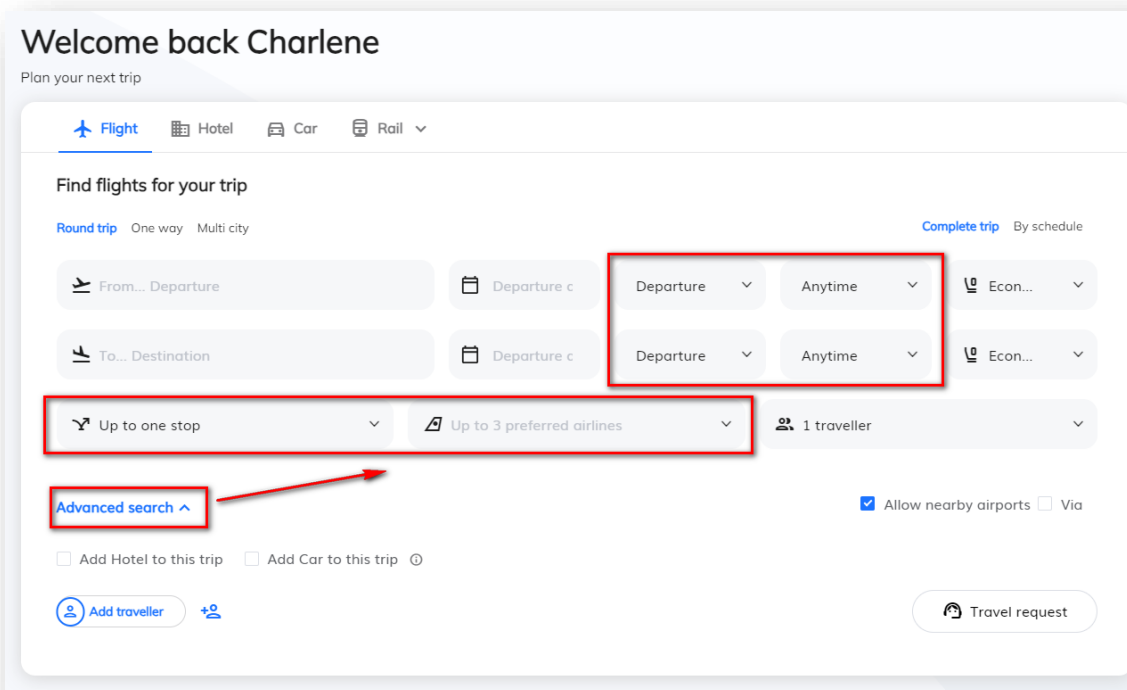
Fill in your travel request

When completing your request, all airport cities and hotel names will pre-populate as you are typing in your from and to destination. See screenshot below for an example.



Advance search

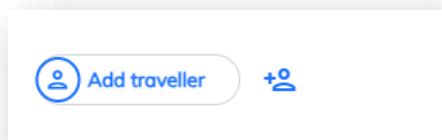
You can use this option if you have a more specific request, maybe specific times you need to fly, number of stops or any preferred airlines. This will open up additional options for your request.



Add a traveller to your request

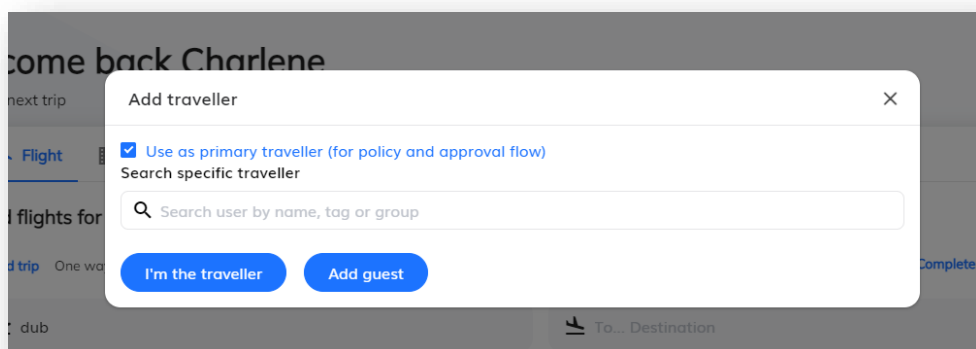
If you only have a Traveller role, your name will automatically appear here.

If you are a booker (book for colleagues), you would need to click on the “Add Traveller” button.



Then you choose one of the following:

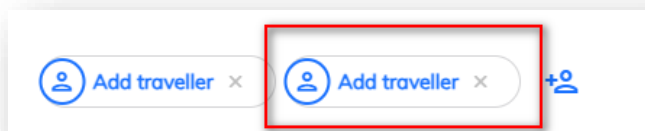
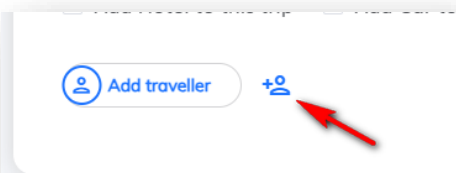
- If you are the traveller – select “I’m the traveller”.
- If you are booking for the guest – select “Add guest” and add in their details.
- If you are booker and booking on behalf of another traveller in your company (you have a booker role) - then you can search by name in the search box and select the traveller



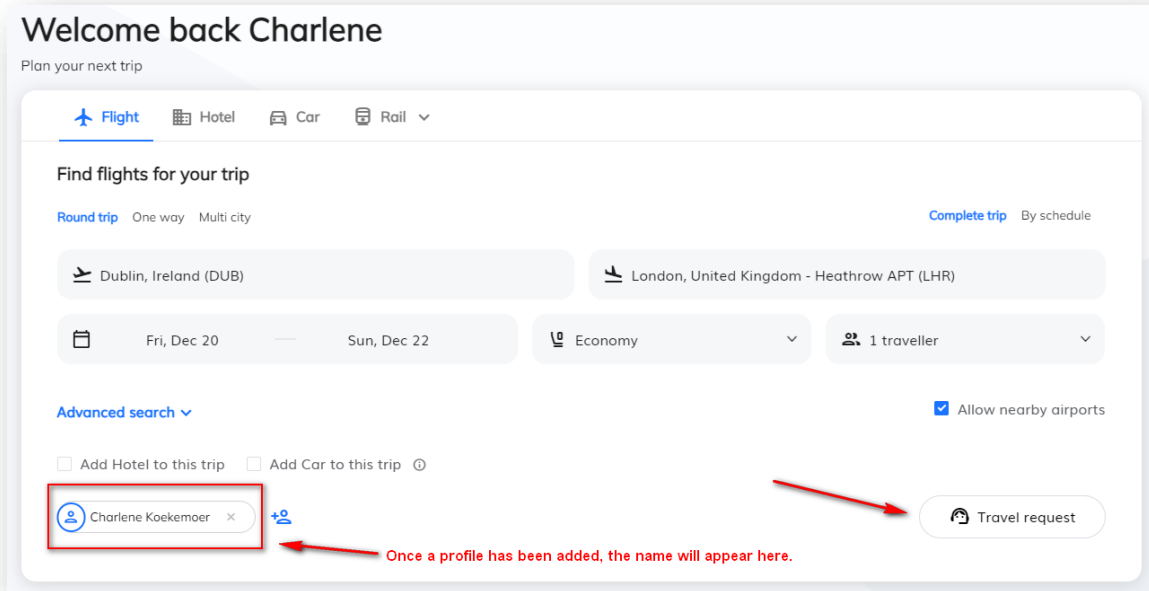
How to add multiple travellers

If your request involves more than 1 person travelling on the same itinerary. Click on the +person icon next to “Add traveller” to add their details. N.B. Each traveller requires their own profile or should be added as a guest.

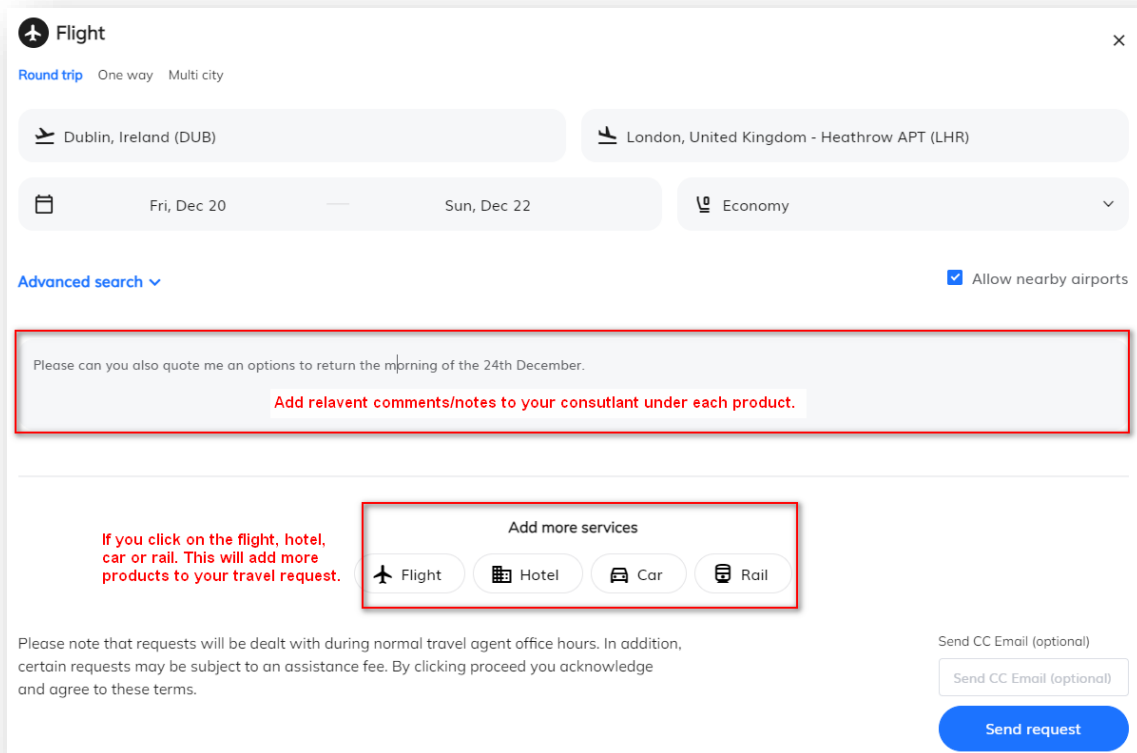
Please note: these settings are based on your company set up and if you are allowed to book a guest and or multiple travellers together. If you are not allowed, then these options will not show for you.



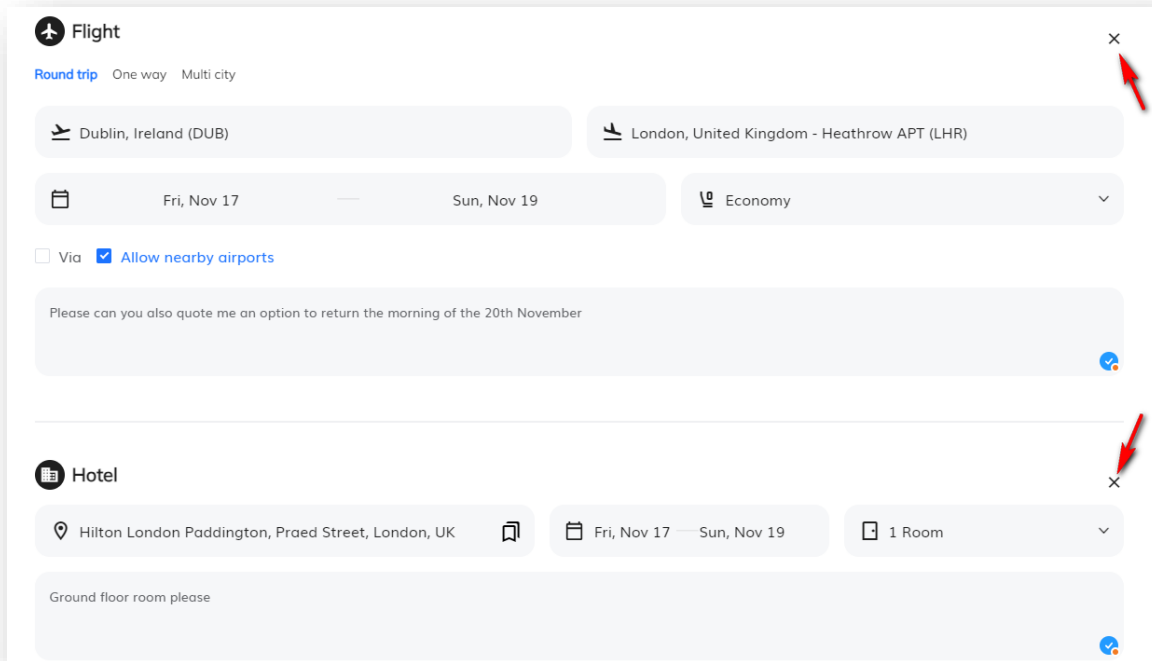
Once you have added the relevant traveller profile and filled in a product, you can click on the “Travel request” button on the bottom right-hand corner.



This will then take you to the next page, where you can add more products / services at the bottom of the page. Don't forget to add any relevant comments under on each product. See screenshot below for an example.

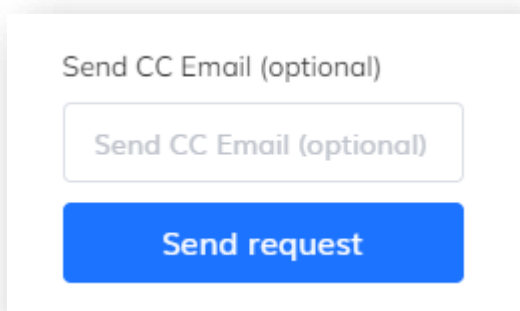


If you need to remove a product you added, you can do this by clicking on the “X” on the right-hand side of the block.



The screenshot shows two product blocks in a list. The top block is titled "Flight" and includes options for "Round trip", "One way", and "Multi city". It shows a flight from Dublin, Ireland (DUB) to London, United Kingdom - Heathrow APT (LHR) on Fri, Nov 17 to Sun, Nov 19 in Economy class. Below the flight details is a text input field with the comment: "Please can you also quote me an option to return the morning of the 20th November". The bottom block is titled "Hotel" and shows a room at Hilton London Paddington, Praed Street, London, UK for Fri, Nov 17 to Sun, Nov 19, with 1 Room. A text input field contains the comment: "Ground floor room please". Red arrows in the original image point to the 'X' close buttons on the right side of both blocks.

After adding all products and comments, click on “Send request” at the bottom right-hand corner of the page. If the request and options should be copied to another person e.g. a manager, a traveller, approver, or send a copy to yourself you can add the email address into the “Send CC Email” box.



The screenshot shows a form with the following elements:

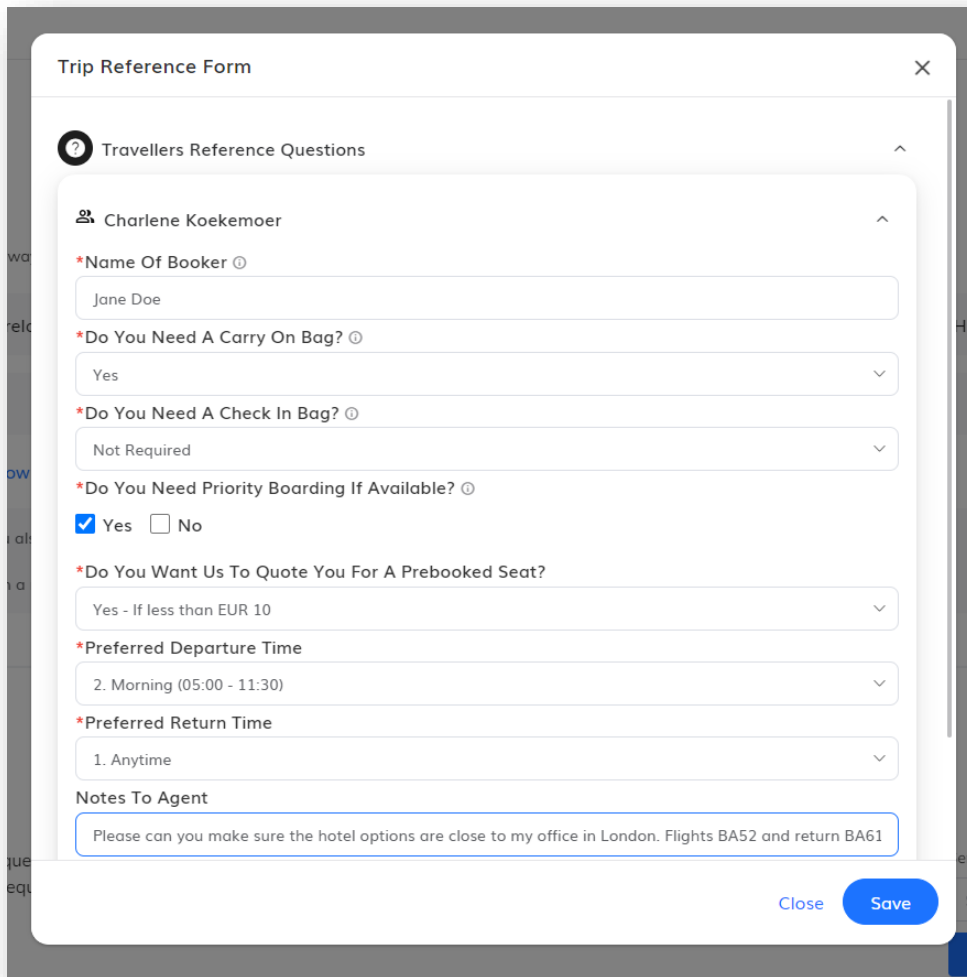
- A label: "Send CC Email (optional)"
- An input field containing the placeholder text: "Send CC Email (optional)"
- A blue button labeled "Send request"

Step 4 – Complete travellers reference questions

The “Trip Reference Form” is customised per company depending on specific invoicing or policy requirements. All mandatory fields must be completed to send the request to your dedicated consultant.

Example screenshot below

NOTE: Each client’s form will look different depending on their travel policy.

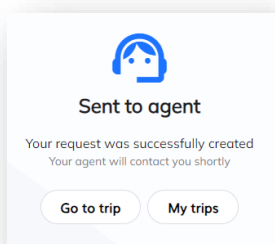


The screenshot shows a "Trip Reference Form" window. At the top, it says "Travellers Reference Questions" with a question mark icon. Below this, the user's name "Charlene Koekemoer" is displayed. The form contains several fields:

- *Name Of Booker**: A text input field containing "Jane Doe".
- *Do You Need A Carry On Bag?**: A dropdown menu with "Yes" selected.
- *Do You Need A Check In Bag?**: A dropdown menu with "Not Required" selected.
- *Do You Need Priority Boarding If Available?**: Radio buttons for "Yes" (checked) and "No".
- *Do You Want Us To Quote You For A Prebooked Seat?**: A dropdown menu with "Yes - If less than EUR 10" selected.
- *Preferred Departure Time**: A dropdown menu with "2. Morning (05:00 - 11:30)" selected.
- *Preferred Return Time**: A dropdown menu with "1. Anytime" selected.
- Notes To Agent**: A text area containing "Please can you make sure the hotel options are close to my office in London. Flights BA52 and return BA61".

At the bottom right of the form, there are "Close" and "Save" buttons.

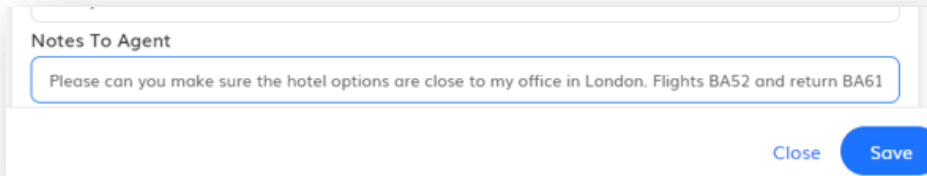
When you are finished filling in the references, click on save and you will receive a confirmation that your request was successfully created.



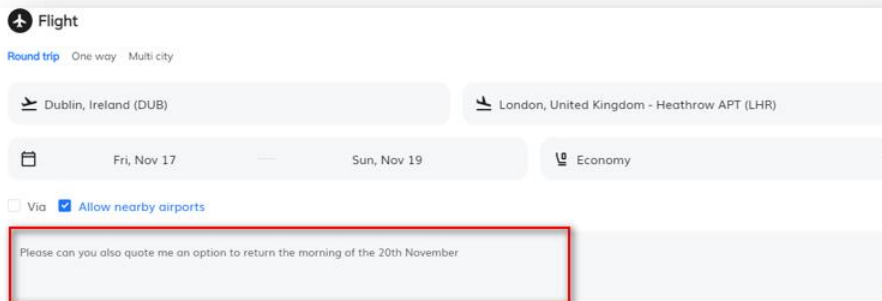
FAQ – Frequently Asked Questions

1. How do I add a transfer, rail or ferry to my travel request?

- a) You can add this into the “Notes to agent” on the last page, where you complete references and questions.

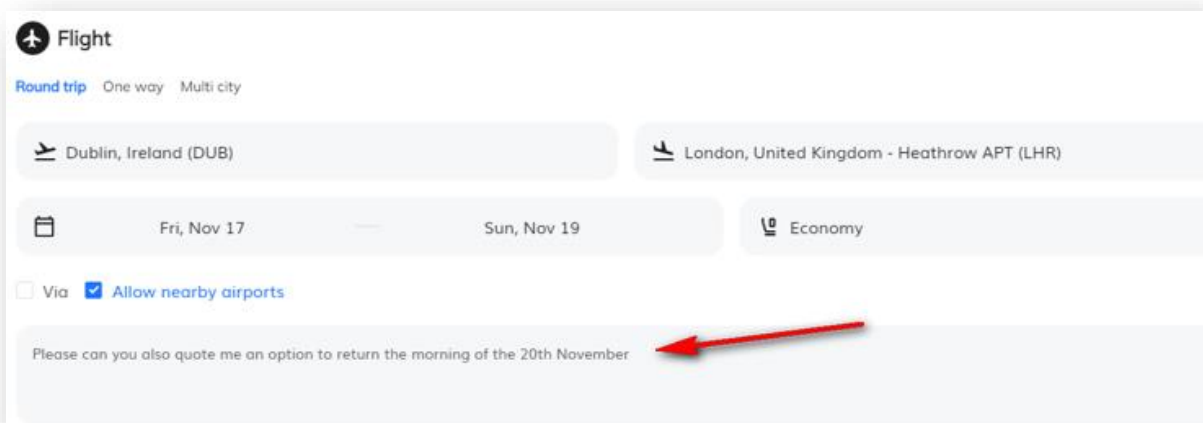


- b) Or, in comments block under each product.



2. What if I want options of different dates?

You can add these into the notes under each product. See example below.



3. How will I receive my quote?

You will receive your quote as per normal via email from your consultant.

4. Can I request a quote on behalf of someone else?

Yes you can. When you add in the traveller, you would add in the traveller's profile or the guest details (if your company allows you to book guests).

5. Do I need to have a profile in order to use the Express request?

Yes you do. You can not log in without having a profile and logon.

6. Do I need to complete the mandatory fields in my profile to send a request?

Yes, if you have not completed the mandatory fields, you will get a pop up to complete these details.

7. What is the difference between "Complete trip" and "By schedule"?

These functions are not in use. They are only for companies that use Atriis GTP as an online booking tool.

8. Can I send a request for ONLY rail/ferry/transfer via the form?

Not at the moment. If you have a request for only a rail/ferry/transfer booking, you can email us your request. If you would like to book a train/ferry/transfer with another product (hotel/flight/car hire), then you can add your transport request into the comments or notes to agent.

9. Where do I go to make changes to my booking after I have received my quote or booking confirmation?

You would reply to the email from your agent that sent you your quote or booking confirmation.