

## **User Guide – Club Travel HRG Ireland**

January 2018

**Note:**

Cytric is fully PCI compliant. Your personal profile data is secure within this platform.

In addition, Club Travel/HRG will comply with all GDPR requirements as per the GDPR law that becomes effective MAY 2018.



# Index

- Introduction..... 3
- How to login and setup your User Profile..... 3
  - First log in ..... 3
- Start Page / Personal Portal..... 6
  - 1. Personal Data ..... 7
  - 2. Emergency Contact Information..... 9
  - 3. Government ID and Visa Data..... 9
  - 4. Credit Card and Payment Card Information..... 9
  - 5. Frequent Traveller Programmes ..... 10
  - 6. Discount Cards ..... 10
  - 7. Personal Preferences..... 10
  - 8. Cytric System Management ..... 12
- Travel Arranger..... 13
  - Travel Bookers / Travel Arrangers ..... 13
  - Updating your Travellers Details ..... 13
- How to Assign a Travel Arranger ..... 15
- How to Create a New User ..... 17
- How to Grant User Rights ..... 19

## Introduction

Welcome to the online booking Tool powered by Cytric and supported by Club Travel HRG. On the next few pages, you can find useful hints with a few clicks.

At this stage you should have a System URL for Logging in

**An Example URL:** <https://amadeus.cytric.net/ama-ClubHRG-TestURL>

## How to login and setup your User Profile

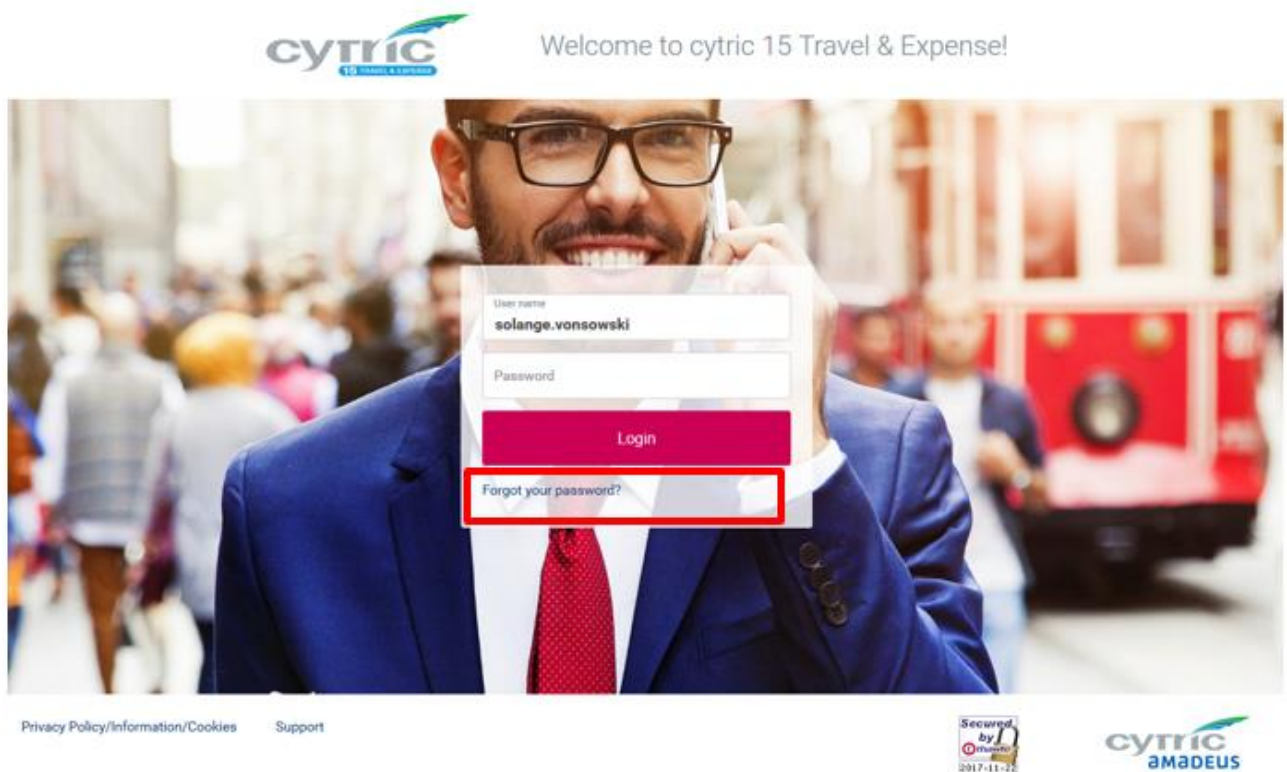
### First log in

You will receive an email with your **User name** and the URL to your system, which is unique to your department / Company to access the site.

At first login type in your username and click '**Forgot Password**'.

Your user name will be sent to you via email, and is usually a combination of firstname.surname

Eg: solange.vonsowski, however note that this is not always the case so refer to your login email for your exact user name.



Once you click on “Forgot Password” you will be taken to this screen and you be requested to provide 3 pieces of information: User Name: \*/ First Name: \*/ Last Name: \*

**NB\* Your User Name, First Name and Surname will be in the email you received about Cytric please ensure that this is entered EXACTLY AS IT IS IN THE EMAIL.**

## Request New Password

This page allows you to get a new password. To do so, please enter your personal information, as you have entered it in your User Profile. A new password will then be generated and forwarded to the eMail address stored in your profile.

User Name:*	<input type="text" value="solange.vonsowski"/>
First Name:*	<input type="text" value="Solange Marie"/>
Last Name:*	<input type="text" value="Vonsowski"/>

[Request New Password](#)

After entered your details click on Request New Password this will generate an automated password reset email.

Once you received your password reset email, click on the link provided and input the temporary password.

After a successful log-in you will be immediately brought to a password change screen, where you can change to a permanent password of your choosing.

## Change Password

On this page your password may be changed. Please enter your old password once and your new password twice. Then click on 'Change' to save your new password.

The validity of the password has expired. Please note that you may have received an automatically generated password by eMail.

Old Password:*	<input type="text"/>
New Password:*	<input type="text"/>
New Password (for verification):*	<input type="text"/>

The User Password must contain at least 7 characters(at least one numeral, at least one lowercase letter, at least one capital letter ).

[Change](#)

## Back

The User Password must contain at least 7 characters (at least one number, at least one lowercase letter, at least one capital letter).

After creating a new password, you can login into Cytric.

The first time you access Cytric you must accept the Privacy Statement.

- Read the “Privacy Statement” by clicking on the tab.
- Select the option “I accept the Privacy Statement” and click on Confirm.

## Privacy Statement

Please tick the checkbox to accept the privacy statement.

I accept the Privacy Statement.

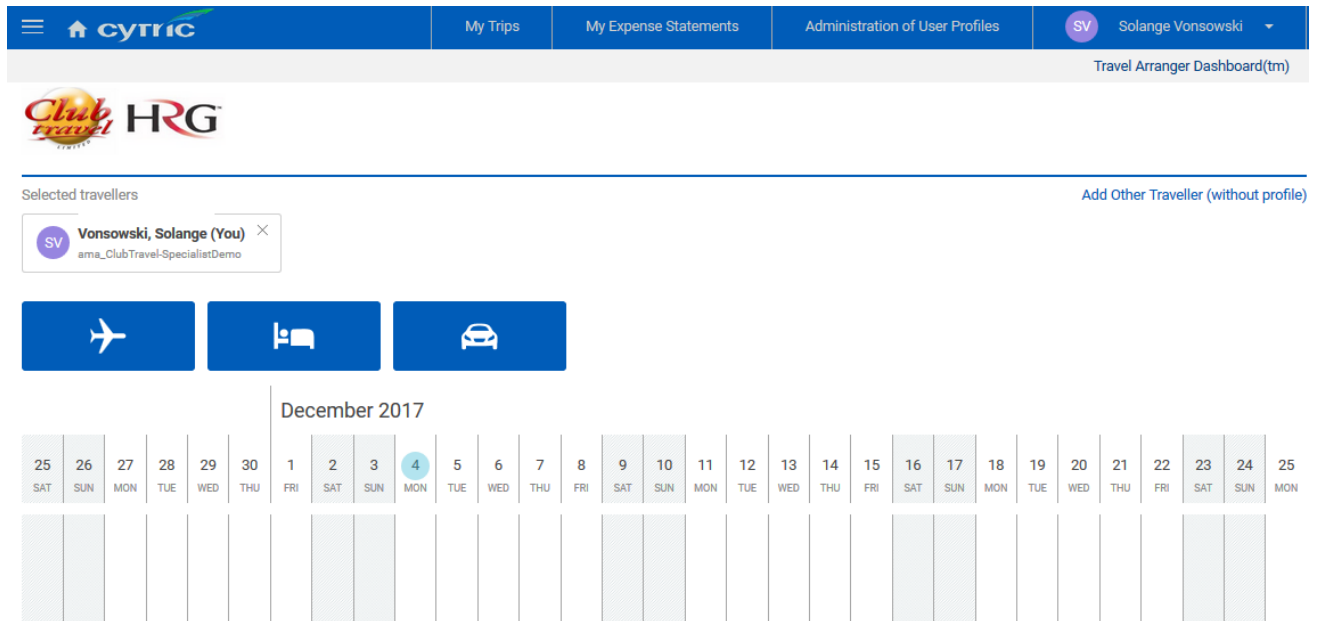
---

**\*\*NB\*\* All the travellers must accept the “Privacy Statement” otherwise they will not be able to login into Cytric and their Travel Arranger’s won’t be able to make bookings on their behalf.**

Once you re-set your password and Accepted the Privacy statement you are ready to use Cytric.

## Start Page / Personal Portal

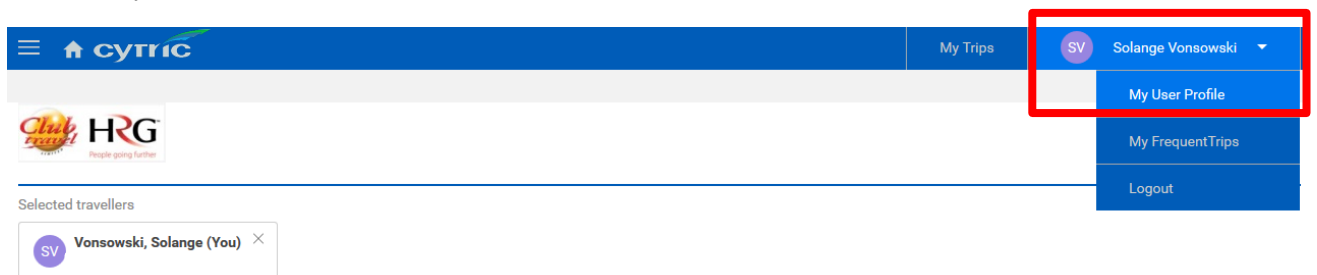
1. My Trips
2. My profile, my trips, Log out
3. Start flight, hotel or car booking
4. View your own existing trips



## My User Profile

The first time you access Cytric complete your User Profile

Click on My User Profile as shown,



Your user details are held in your user profile. Your profile forms the base for travel bookings made through Club Travel HRG. Please note that this profile is used when using the online booking tool, but also when making a phone or e-mail booking through Club Travel HRG.

If a profile is not correct when making a booking this could result in incorrect invoicing, travel preferences not being taken into account, problems with immigration and airport security etc.

Some fields in your profile are mandatory. These fields are marked with an asterisk

You will then be taken to the following screen where you can enter all of your personal information.

\*\*\*These tools are activated by your administrator\*\*\*

You may not see all the Tabs below when you log into your profiles. These settings are determined by your Employers.

You will be shown a Tab for Areas that have been approved to display by your Employer, so only areas you see will need to be completed. \*\*Any field marked with an asterisk (\*) is a mandatory field and must be completed.

## My User Profile

Last change: admin admin (admin) on 25.09.2017 13:09



1. Personal Data – Title, Name, Date of Birth, Contact Details. (Name must be as per passport, Please include any middle name(s) in the First Name field). Within this area you can also add extra remarks like Additional Notes for Car “SAT NAV”, Additional Notes Hotel – “LOW FLOOR” etc.

### Edit and Save Personal Data

[My User Profile](#)

[Personal Data](#)

**Organisational Unit and Travel Policy Group**

Location:   
 Division:

**User Profile and QuickProfile Settings**

Greeting:\*  Mr.  Mrs.  Miss  Ms.

\*Mandatory First Name:\*

Last Name:\*

Date of Birth:

**Business Address**

Street:   
 Postal code:   
 City:   
 Country:   
 Telephone:   
 Mobile Telephone:   
 eMail:\*   
Example: name@company.co.uk  
 First additional eMail:

Additional Information	
RM DEPARTMENT:	DONNA DEPT
RM EMPLOYEE ID:	123345465
RM JOB TITLE:	BUSINESS SOLUTIONS MANAGER
ADDITIONAL NOTES CARS:	STA NAV
ADDITIONAL NOTES HOTELS:	LOW FLOOR
ADDITIONAL VIP NOTES:	NA
ADDITIONAL OTHER NOTES:	QUIET ROOM IN HOTEL
NOTES RE SEATS / MEALS:	SEAT AT BACK OF AIRCRAFT

[Save](#)

The fields in grey are determined by your Employers and can not be changed. \*\*Any field marked with an asterisk (\*) is a mandatory field and must be completed.

After updating the details just click on Save and it's done. This action won't take you to the next step you have to go back to the My User Profile menu by using the arrow on top of the page.



## Edit and Save Personal Data

[My User Profile](#)

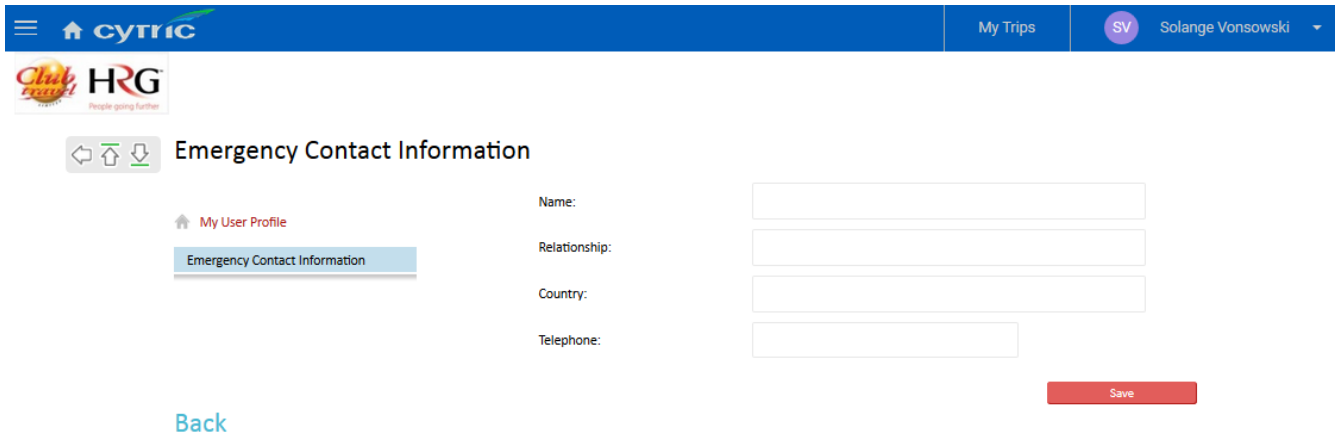
Name must be as per passport, Please include any middle name(s) in the First Name field  
Please do not use any characters (i.e. apostrophe) in the name or login name field

NB\* The message in Red that you see at the top of the page it's not an error. This is a permanent message and it will show at all times, once you hit save the information is stored on your profile

**Name must be as per passport, Please include any middle name(s) in the First Name field  
Please do not use any characters (i.e. apostrophe) in the name or login name field**

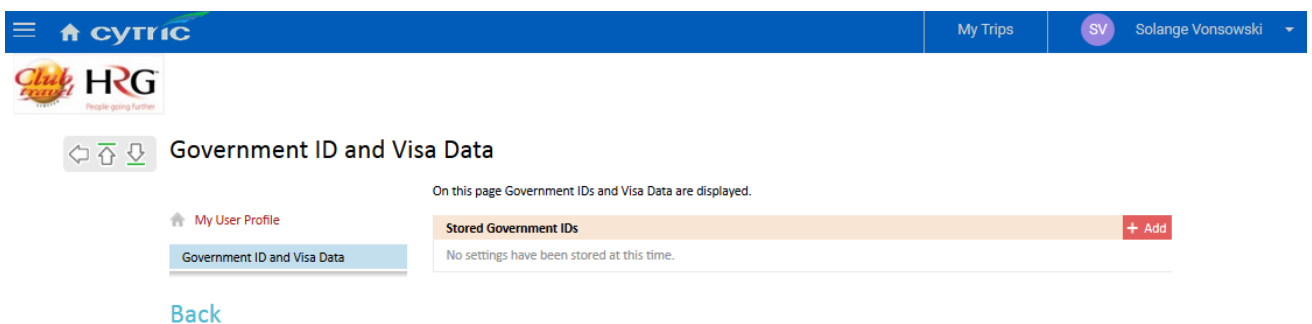


- Emergency Contact Information - contact details for your next of kin in case of emergency. It is recommended that this is completed, in case of any emergency whilst you are travelling abroad.



The screenshot shows the 'Emergency Contact Information' page. At the top, there is a navigation bar with the 'cytric' logo and 'My Trips' section showing 'SV Solange Vonsowski'. Below the navigation bar is the HRG logo and a breadcrumb trail: 'My User Profile' > 'Emergency Contact Information'. The main content area contains a form with the following fields: Name, Relationship, Country, and Telephone. A red 'Save' button is located at the bottom right of the form. A 'Back' link is positioned below the form.

- Government ID and Visa Data - Passport information is a mandatory field. This is required by the immigration authorities when travelling to certain countries. Visa data is optional. If you have more than 1 passport, all passport details can be entered here



The screenshot shows the 'Government ID and Visa Data' page. The navigation bar is identical to the previous screenshot. The breadcrumb trail is 'My User Profile' > 'Government ID and Visa Data'. A message states: 'On this page Government IDs and Visa Data are displayed.' Below this, there is a section titled 'Stored Government IDs' with an '+ Add' button. The content area shows 'No settings have been stored at this time.' A 'Back' link is located below the section.

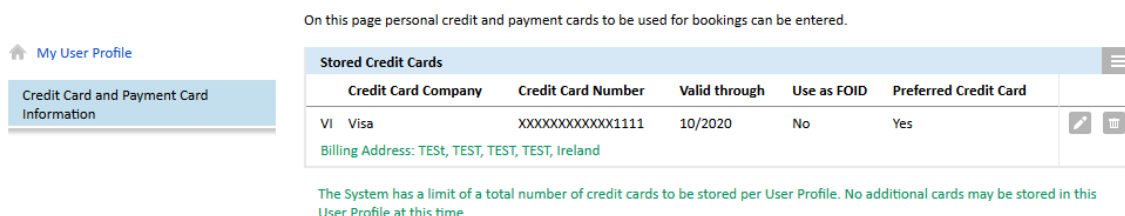
- Credit Card and Payment Card Information - On this page personal credit and payment cards to be used for bookings can be entered.

If you use the ClubTravel/HRG credit card to pay for flights and bookings, then you do not need to complete this.



If you use your own card to pay for flights and bookings, then this is optional (but we recommend you complete this in the profile otherwise each and every time you make a booking you will need to enter this information) If completed, it will be automatically pull through during the booking process and if not, Traveller/ Booker will need to enter the Credit Card Details with each booking that requires a credit card for payment- For example, Ryanair.

All credit card information is encrypted and is PCI DSS compliant. Once details are entered, it shows like this.

### Credit Card and Payment Card Information



The screenshot shows the 'Credit Card and Payment Card Information' page. The breadcrumb trail is 'My User Profile' > 'Credit Card and Payment Card Information'. A message states: 'On this page personal credit and payment cards to be used for bookings can be entered.' Below this, there is a table titled 'Stored Credit Cards' with the following data:

Credit Card Company	Credit Card Number	Valid through	Use as FOID	Preferred Credit Card	
VI Visa	XXXXXXXXXXXX1111	10/2020	No	Yes	 
Billing Address: TEST, TEST, TEST, TEST, Ireland					

Below the table, a message states: 'The System has a limit of a total number of credit cards to be stored per User Profile. No additional cards may be stored in this User Profile at this time.'

## 5. Frequent Traveller Programmes - Store your loyalty card details for Air, Hotel and Car.

Please note that when you are updating your frequent traveller information, **please Do Not Mask** the card details, see below for an example.

Once card information is masked, only the user can see this detail, and from time to time our consultants may also need access to this data.

See below for an example of a Masked Card v Unmasked Card.

### Frequent Traveller Numbers for Airlines

**You are Editing the User Profile of:**  
DonnaMarie Henry  
User Name: DHenry

On this page Frequent Traveller numbers can be entered. Please select the exact level of participation to enable the System to provide access to the services you are entitled to. If 'Confidential' was selected by the user, other users (e.g. the Administrator or Travel Arrangers) of this System will not be able to see the number. To delete a Frequent Traveller number, click on the 'Remove' button to the right.

Airline/Rail Provider:	Frequent Traveller Number	Membership Programme	Masked	
Aer Lingus	EI 123456789	AerClub Platinum	No	Unmasked
This card is also used for the following airline alliance: One World				
Air France	AF XXXXX7587	Flying Blue Platinum	Yes	masked

**Add Frequent Traveller Cards for Air**

Airline/Rail Provider:\*

Frequent Traveller Programme:\*

Frequent Traveller Numbers:\*

Masked:

Use Number also for:

[Add](#)

6. Discount Cards – On this page discount card numbers can be entered as confidential if selected by the user.

7. Personal Preferences – Enter your personal preferences such as default origin airport, Seat and Meal preferences. From here you can also select a Travel Arranger if more than one are assigned to you.

**Personal Preferences**

[My User Profile](#)

**Personal Preferences**

[Select Travel Arranger](#)

**My Air Travel Preferences:**

Default Departure City:

Display Service Classes in:

Seat:  Window  Aisle

Special Meal Request:\*

**My eMails for Travel Confirmation:**

Send confirmation eMail

html

[Back](#) [Save](#)

Select Travel Arranger. On this page select one or more users who will be able to book for you as a Travel Arranger. Please enter the User Name, First Name, Last Name or email address and click on the 'Find User' button. For a system-wide search leave the field empty and click "Find User" select the Travel Arranger from the list and click "Add".

cytric My Trips SV Solange Vonsowski

### Select Travel Arranger

On this page select one or more users who will be able to book for you as a Travel Arranger. Please enter the User Name, First Name, Last Name or eMail address and click on the 'Find User' button. For a system-wide search leave the field empty.

**Active Travel Arrangers**  
No settings have been stored at this time.

**Find Travel Arranger**

User Name:

First Name:

Last Name:

eMail:

Location:

Division:

**Find User**

[Back](#)

**Found Travel Arrangers**

Travel Arrangers:\* **Please Select**

Travel Arranger Assignment for Profile Administration:

- Please Select
- Arranger, Alan (alanarranger)
- Enright, Anne (anne.enright)
- HRG, Admin (adminhrg1)
- Vidal, Ambarina (ambarina.vidal@amadeus.com)
- user, admin (admin)

Travel Arranger Assignment for Profile

Administration: **Add**

The Travel Arranger selected can be changed/ deleted at the all times. More than one Travel Arranger can be selected.

cytric My Trips Administration of User Profiles SV Solange Vonsowski

### Select Travel Arranger

On this page select one or more users who will be able to book for you as a Travel Arranger. Please enter the User Name, First Name, Last Name or eMail address and click on the 'Find User' button. For a system-wide search leave the field empty.

**Active Travel Arrangers**

Name	This Travel Arranger is allowed to administrate my User Profile:
Arranger, Alan	Yes

**Edit** **Delete**

You can also access My Travel Arrange page from the top of page under you user name.

cytric My Trips Administration of User Profiles SV Solange Vonsowski

### My User Profile

Last change: admin user (admin) on 26/01/2018 13:45

Personal Data

Emergency Contact Information

Government ID and Visa Data

Credit Card and Payment Card Information

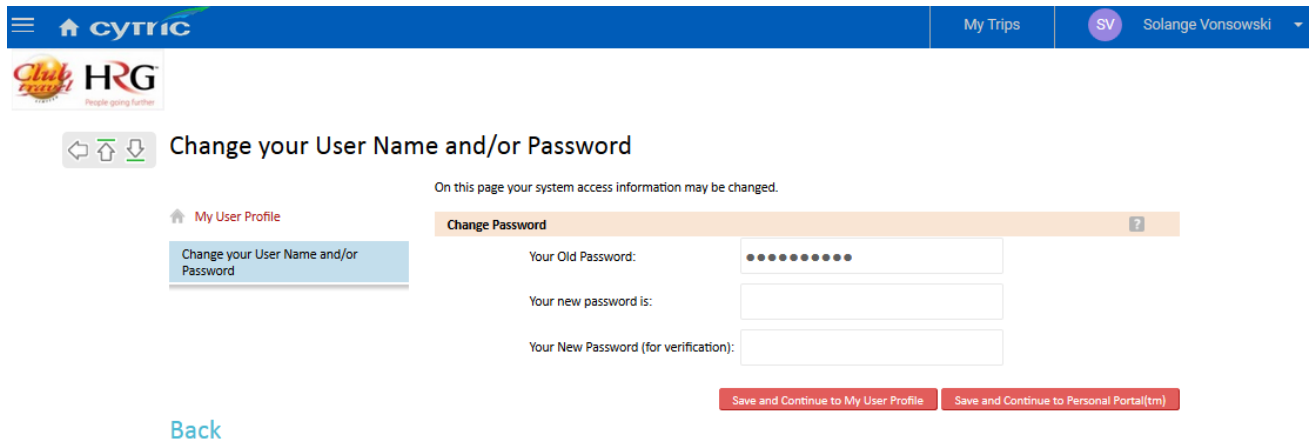
Frequent Traveller Programmes

Personal Preferences

cytric System Management

- My User Profile
- My FrequentTrips
- My Travel Arranger**
- Cytric Support Page
- Logout

8. **Cytric System Management** - You have access to change your password details in this section in the case that you wish to change it before the system prompts you to (currently prompted every 90 days.)



The screenshot shows the Cytric system management interface. At the top, there is a blue navigation bar with the 'cytric' logo on the left, 'My Trips' in the center, and a user profile 'SV Solange Vonsowski' on the right. Below the navigation bar is a header area with the 'Club Travel HRG' logo and the tagline 'People going further'. The main content area is titled 'Change your User Name and/or Password' and includes a sub-section 'Change Password'. The 'Change Password' section contains three input fields: 'Your Old Password' (with masked characters), 'Your new password is:', and 'Your New Password (for verification):'. At the bottom of the form are two buttons: 'Save and Continue to My User Profile' and 'Save and Continue to Personal Portal(tm)'. A 'Back' link is visible on the left side of the page.

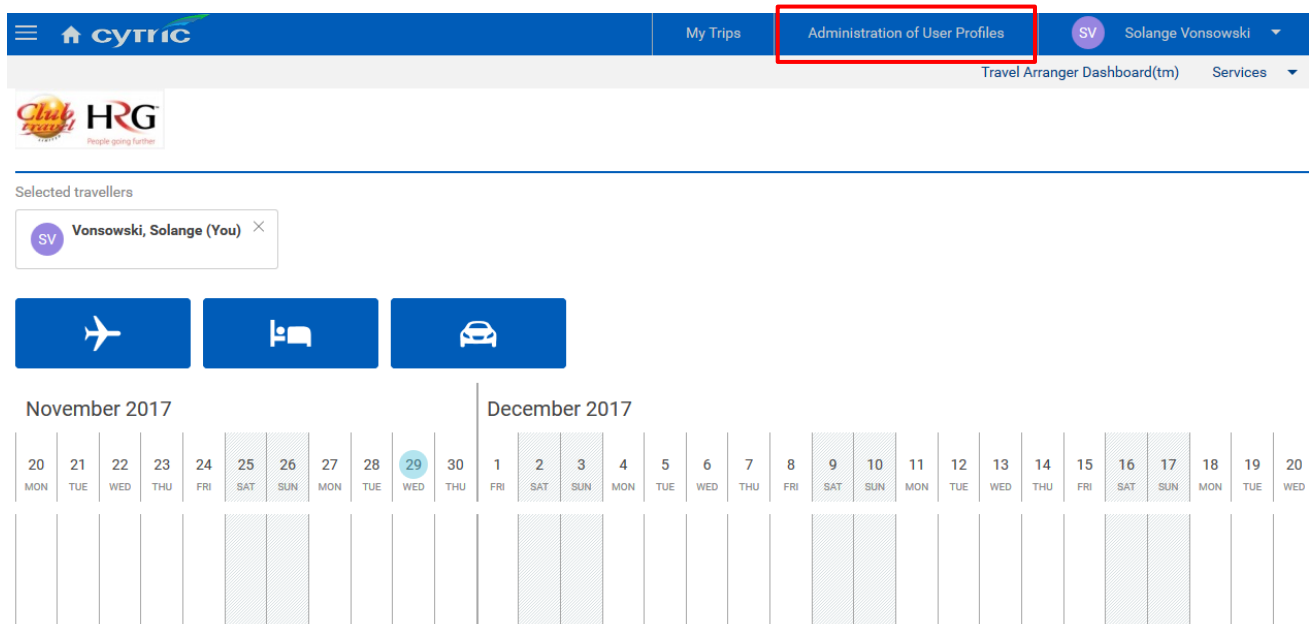
## Travel Arranger

Travel Bookers / Travel Arrangers - have access to update profiles for other users and make bookings on their behalf.

**NB** Travel arrangers have access only to travellers assigned to them. Travellers can select their travel arrangers if they have more than one assigned to them.

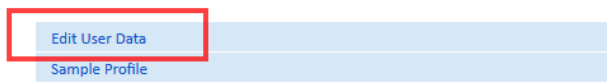
## Updating your Travellers Details

By clicking on the 'Administration of User Profiles' tab, Then Clicking on Edit User Data.



The screenshot shows the HRG system interface. At the top, there is a navigation bar with the 'Administration of User Profiles' tab highlighted in red. Below the navigation bar, there are icons for flight, hotel, and car rental. A calendar view for November and December 2017 is displayed, with the 29th of November highlighted. Below the calendar, there is a section for 'Administration of User Profiles' with a red box around the 'Edit User Data' button.

### Administration of User Profiles



The screenshot shows the 'Administration of User Profiles' section with two buttons: 'Edit User Data' and 'Sample Profile'. The 'Edit User Data' button is highlighted with a red box.

Find User by searching for First Name / Or Last Name/ Or Location if applicable / Or if there are less than 200 users you can leave it blank and click "Find" a list with all the travellers assigned to you will be displayed.

### Find Users

Enter the data of the user you wish to find. To see the list of all users, leave the text boxes empty and click 'Find'.

User Name:

First Name:

Last Name:

eMail:

Location:

Division:

Sort the List by:

Last Name  First Name  Last Login Date  User Name

Once you search you will be given a list like this

Click Edit on the one you want to edit and repeat the profile personal details as outlined above.

**List of Users**

You can click on 'Edit' to edit user data, click on 'Remove' to remove a user or select several users and click the 'Remove Selected Users' button to delete more than one user. Note: You need to have the right assigned to you. The selected users and their data will be completely removed from this system and cannot be accessed or restored afterwards.

<input type="checkbox"/>	<b>Master Director</b>	<a href="#">Edit</a>   <a href="#">Remove</a>
User Name: <b>mrdirector</b>		
Telephone:		
eMail: <a href="mailto:sabrina@clubtravel.ie">sabrina@clubtravel.ie</a>		
Last Login: 24/10/2017 16:44		
Last Change: Alan Arranger (alanarranger) on 24/10/2017 22:48		
User Rights: cytric User		
Booker		
<input type="checkbox"/>	<b>Missus Director</b>	<a href="#">Edit</a>   <a href="#">Remove</a>
User Name: <b>mrsdirector</b>		
Telephone:		
eMail: <a href="mailto:donna@clubtravel.ie">donna@clubtravel.ie</a>		
Last Login:		
Last Change: admin user (admin) on 24/10/2017 16:35		
User Rights:		

[Delete the Selected Users](#)

[Back](#)

And then you will see the screen as before with all the Profile Sections

Complete as normal.

## User Profile of Master Director (mrdirector)

Last change: Alan Arranger (alanarranger) on 24/10/2017 22:48

Privacy Statement: accepted on 24/10/2017 16:34

Edit and Save Personal Data

Emergency Contact Information

Government ID and Visa Data

Credit Card and Payment Card Information

Frequent Traveller Programmes

Personal Preferences

cytric System Management

[Back to List of Users](#)

You can see at the all times the name of the Traveller that you are updating the profile for.

☰ cytric
My Trips | Administration of User Profiles | SV Solange Vonsowski

**Edit and Save Personal Data**

**You are Editing the User Profile of:**  
Master Director  
User Name: mrdirector

Name must be as per passport, Please include any middle name(s) in the First Name field  
Please do not use any characters (i.e. apostrophe) in the name or login name field

**Organisational Unit and Travel Policy Group**

Location:

Division:

[Edit User Data](#)

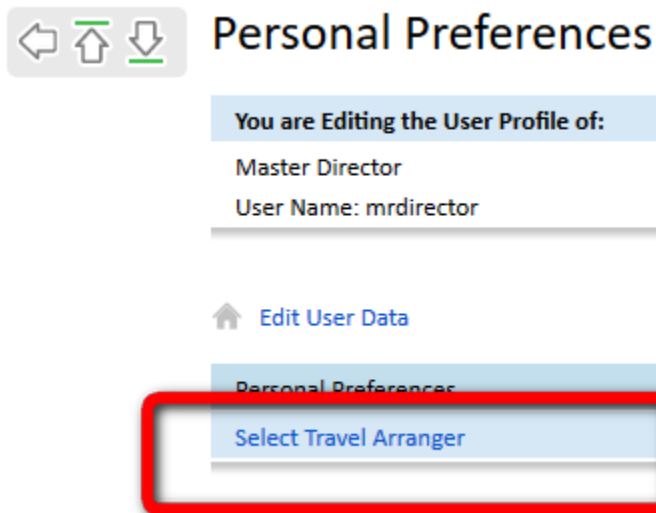
**Personal Data**

## How to Assign a Travel Arranger

Once you are in on your traveller profile go to the Personal Preferences Box.



On the Left side of the page click on Select Travel Arranger



On this page select one or more users as a Travel Arranger.

You can search for yourself, to assign yourself, by typing in User Name, First Name, Last Name or Email address and click on the 'Find User' button. For a system-wide search leave the field empty.

### Select Travel Arranger

**You are Editing the User Profile of:**  
Master Director  
User Name: mrdirector

[Edit User Data](#)

[Personal Preferences](#)

[Select Travel Arranger](#)

On this page select one or more users who will be able to book for you as a Travel Arranger. Please enter the User Name, First Name, Last Name or eMail address and click on the 'Find User' button. For a system-wide search leave the field empty.

**Active Travel Arrangers**  
No settings have been stored at this time.

**Find Travel Arranger**

User Name:

First Name:

Last Name:

eMail:

Location:

Division:

[Find User](#)

[Back](#)

Once you search you will be offered names – as below, example:Tom Arranger

[Find User](#)

**Found Travel Arrangers**

Travel Arrangers:\* Please Select

Travel Arranger Assignment for Profile: Please Select

Administration: Arranger, Tom (tomarranger)

[Add](#)

**CLICK ADD** - and also tick this box if you want to allow this Arranger to update the profile.

[Find User](#)

**Found Travel Arrangers**

Travel Arrangers:\* Arranger, Tom (tomarranger)

Name: Arranger, Tom (tomarranger)

eMail: donna@clubtravel.ie

Location:

Division:

Travel Arranger Assignment for Profile:

Administration:

[Add](#)

You can Edit or Delete by clicking these buttons

### Select Travel Arranger

**You are Editing the User Profile of:**

Master Director

User Name: mrdirector

---

[Edit User Data](#)

[Personal Preferences](#)

[Select Travel Arranger](#)

On this page select one or more users who will be able to book for you as a Travel Arranger. Please enter the User Name, First Name, Last Name or eMail address and click on the 'Find User' button. For a system-wide search leave the field empty.

Active Travel Arrangers	
Name	This Travel Arranger is allowed to administrate my User Profile:
Arranger, Tom	Yes

**Find Travel Arranger**

User Name:

First Name:

Last Name:

eMail:

Location:

Division:

[Find User](#)



## How to Create a New User

On the Cytric welcome page click on Management/Administration of User Profiles

The screenshot shows the Cytric home page. At the top, there is a navigation bar with the Cytric logo, a home icon, and a menu icon. The user is logged in as 'AU admin user'. The 'Management' dropdown menu is open, showing options: 'Administration of User Profiles' (highlighted with a red box), 'Travel Management System', 'Dashboard(tm)', and 'Services'. Below the navigation bar, there is a 'Selected travellers' section with a card for 'AU user, admin (You)'. There are three main action buttons: a plane icon for flights, a hotel icon for accommodations, and a car icon for rental. Below these is a calendar for October and November 2017.

Click on Creat New User

The screenshot shows the 'Administration of User Profiles' page. The navigation bar at the top shows 'My Trips', 'Management', and 'AU admin user'. The main heading is 'Administration of User Profiles'. Below the heading is a list of actions: 'Create New User' (highlighted with a red box), 'Edit User Data', 'Sample Profile', 'Edit User Access Rights', and 'Unlock User'. Below the list is a 'Back' link and a prompt: 'Select the Location and Division (if applicable)'. At the bottom, there is a 'QuickProfile' section with a form for 'Organisational Unit and Travel Policy Group' containing 'Location:\*' and 'Division:\*' dropdown menus, and a 'Continue' button.

[Back](#)

Select the Location and Division (if applicable )

The screenshot shows the 'QuickProfile' form. It has a header with the Cytric logo and 'My Trips'. Below the header is a 'QuickProfile' section with a 'Back' link and a 'Continue' button. The main form is titled 'Organisational Unit and Travel Policy Group' and contains two dropdown menus: 'Location:\*' with the value 'Please Select' and 'Division:\*' with the value 'No Selection'. A 'Continue' button is located at the bottom right of the form.

[Back](#)

Create a User Name (must contain at least 4 characters)

It has to be a combination of firstname.surname in lower case letter

Eg: mark.smith

Create a Password (must contain at least 7 characters one numeral one lowercase letter and one capital letter)

Create an easy and generic password as the users will be asked to change on their first log in

Eg: Password01



## QuickProfile

### Organisational Unit and Travel Policy Group

Location:

Division:

Please enter data for the new User.

### Login Information

User Name:\*

mark.smith

The User Name must contain at least 4 characters.

User Password\*

The User Password must contain at least 7 characters(at least one numeral, at least one lowercase letter, at least one capital letter).

Re-enter User Password (for verification):\*

### User Profile and QuickProfile Settings

Greeting:\*

Mr.  Mrs.  Miss  Ms.

First Name:\*

Mark

Last Name:\*

Smith

Title:

Prof.  Dr.  Mag.

### Additional Information

ADDITIONAL NOTES:

CAR/FERRY NOTES:

Type the User email address – Click on Creat User Profile and Save data

### Business Address

eMail:\*

mark.smith@clubtravelhrg.ie

Example: name@company.co.uk

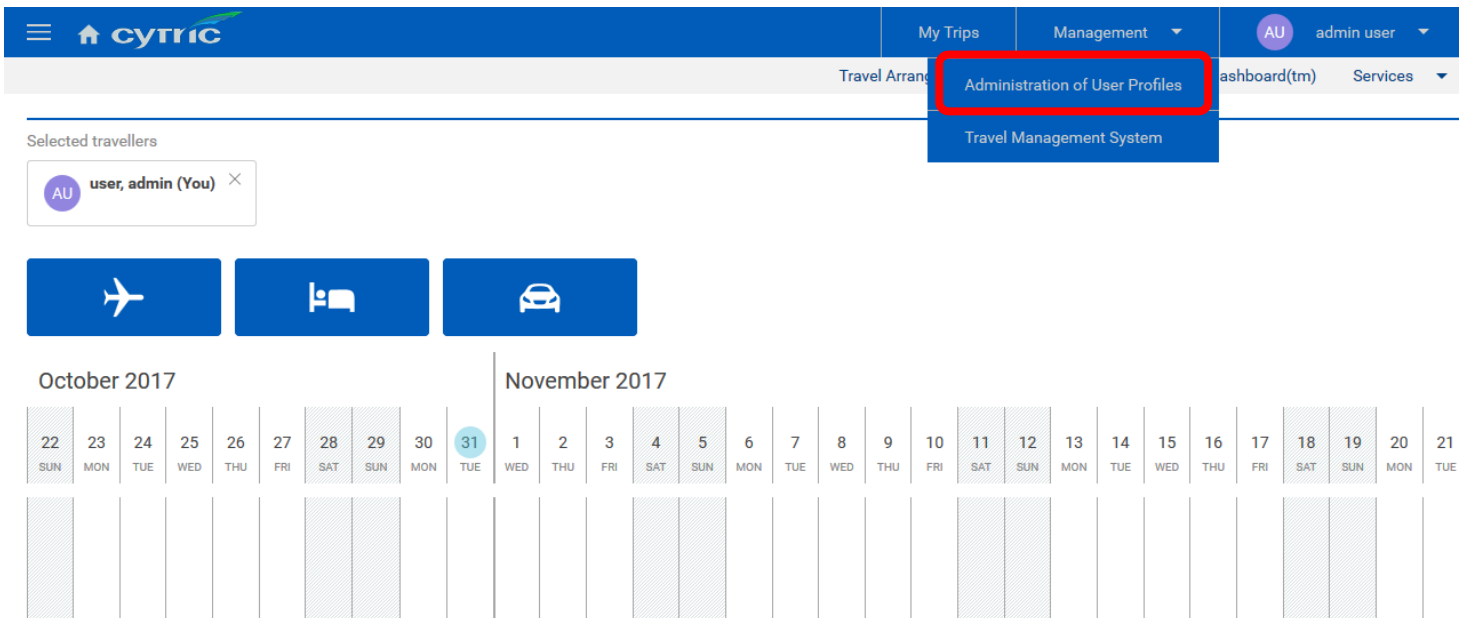
Create User Profile and Save Data

Back

## How to Grant User Rights

All the new users will be default as Travellers/Bookers – you have to grant user rights for the Travel Arrangers only.

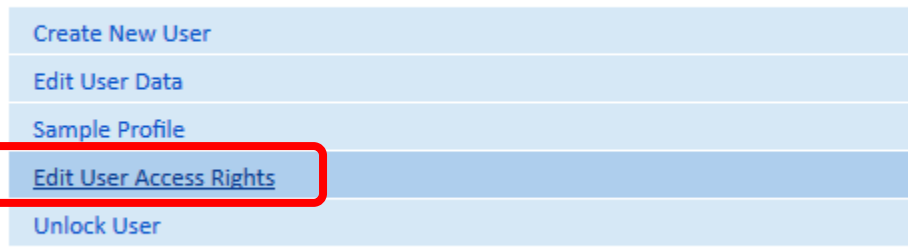
On the Cytric welcome page click on Management/Administration of User Profiles



The screenshot shows the Cytric dashboard. The top navigation bar includes 'My Trips', 'Management', and 'admin user'. A dropdown menu under 'Management' is open, with 'Administration of User Profiles' highlighted in a red box. Below the navigation, there are buttons for flight, hotel, and car rental, and a calendar view for October and November 2017.

Click on Edit User Access Rights

## Administration of User Profiles



The screenshot shows a vertical list of menu items: 'Create New User', 'Edit User Data', 'Sample Profile', 'Edit User Access Rights' (highlighted in a red box), and 'Unlock User'.

[Back](#)

Search by name or press enter to show a list with all travellers

### Find Users

Enter the data of the user you wish to find. To see the list of all users, leave the text boxes empty and click 'Find'.

User Name:

First Name:

Last Name:

eMail:

Location:

Select the traveller by clicking on edit



## List of Users

You can click on 'Edit' to edit user data, click on 'Remove' to remove a user or select several users and click the 'Remove Selected Users' button to delete more than one user. Note: You need to have the right assigned to you. The selected users and their data will be completely removed from this system and cannot be accessed or restored afterwards.

<input type="checkbox"/>	<b>Tom Arranger</b>	<a href="#">Edit</a>   <a href="#">Remove</a>
<hr/>		
User Name:	<b>tomarranger</b>	
Telephone:		
eMail:	<a href="mailto:donna@clubtravel.ie">donna@clubtravel.ie</a>	
Last Login:	24/10/2017 16:56	
Last Change:	admin user (admin) on 24/10/2017 16:59	
User Rights:	cytric User	
	Booker	
	cytric Travel Arranger	
	Travel Arranger	
	cytric Travel Management	
	Administrator User Profiles	

[Delete the Selected Users](#)

[Back](#)

From here you can change the user password ( if you don't want to do that you have to clear the field before saving ) and Select Travell Arranger

“Travel Arranger ( All Travellers ). It will grant access to all travellers

“Travel Arranger”. It will grant access only to travellers assigned to them.

## Change User Access Rights

**You are Editing the User Profile of:**  
 Alan Arranger  
 User Name: alan.arranger

On this page the access rights of the selected user can be changed and/or a new password for the selected user can be defined.

**Define New Password** ?

New Password:

Re-enter New Password (for verification):

**User Access Rights**

**cytric User**

Booker

**cytric Travel Arranger**

Travel Arranger

Travel Arranger (All Travellers)

Travel Arranger

Travel Arranger (without TAD)

Travel Arranger (Restricted with Profile Admin)

Travel Arranger (restricted)

[Save](#)

[Back](#)

After that click on save at the botton of the page and it's done.