User Guide – Atlas Travel Services.

February 2021

Note:

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







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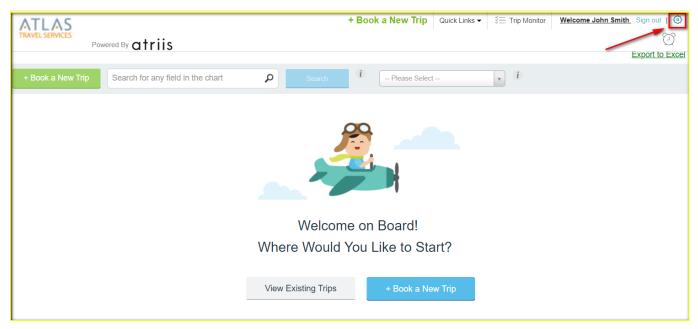


GTP Admin Center

Travel Managers have access to the GTP Admin Center, from there they can update Traveller's profiles, create new users and Access System Settings such as Point of Interest, Preferred Hotels and Quick Links.

To access the GTP Admin Center Click on the Symbol at the top pf the page on the left hand side.

*If the symbol doen't show for you it means your profile is not set up as Travel Manager and you don't have access to it.



The GTP Admin Centre will open in a new tab, from here you have access to:

- Users: Create new users, updated profiles and Delete profiles
- **Point of Interest:** Add short-cuts for Address for Hotel Search.
- Preferred Hotels: Add preferred Hotels and Link to point of interest
- Quick Links: Add relevant short-cut links

to Admin Cent	er _{Powered By} atrii	S				weicom	<u>e John Smith</u> Sign
ATLAS TRAINING	Users						
Users Point of Interest	Search user	, 🖸	Active 🗌 Inactive				
Preferred HotelsQuick Links	Send welcome ema	il Activate Deactiva	te Delete				
	First Name	Last Name	E-mail	User Group	Approval flow	Role	Status
	BEN	ATLAS TRAINIG		ATLAS TRAINING		Travel Arranger	Active
	AMANDA	ATLAS TRAINING		ATLAS TRAINING		Travel Arranger	Active
		ATLAS TRAINING		ATLAS TRAINING		Travel Arranger	Active
	MAREK	ATLAS TRAINING		ATLAS TRAINING		Travel Arranger	Active
	ADRIEANNE	ATLASTRAINING		ATLAS TRAINING		Travel Arranger	Active
	John	Smith		ATLAS TRAINING		Travel Arranger	Active
	+ Add New User						



Users

Download all user's personal data

You can download all the user's personal data to an excel spreadsheet to manage from there.

Gtp Admin Cente	Powered By ATRUS	
	Users	~
Users Point of Interest	Search user 🔎 🗋 Active 🗋 Inactive	
Preferred Hotels Quick Links	Send welcome email Activate Deactivate Delete	Download all users personal data
	First Name Last Name E-mail User Group Approval flow	Role Status
	+ Add New User	

A pop-up box will show where you can save or open the file.

• Users	Users Search user	P Active Inactive				
Point of Interest Preferred Hotels Quick Links		mail Activate Deactivate Delete			Download a	ill users personal d
	First Name Add New User	Opening UsersData.sisx You have chosen to open: UsersData.xisx which is: Microsoft Excel Worksheet (8.5 KB) from: https://www.gtp-marketplace.com What should Firefox do with this file?	×	Approval flow	Role	Status
		Qpen with Microsoft Excel (default) Save File Do this automatically for files like this from now on. OK Cancel				



Updating your Travellers Details

If you are a Travel manager you can update your Travellers details if necessary, from The GTP Admin Center you can search for a user by typing the name or selecting from the list.

ず Admin Center	Powered By atrii	S				Welcome	John Smith_ Sign ou
ATLAS TRAINING	Users John	0	Active 🗌 Inactiv	e :			
Point of InterestPreferred HotelsQuick Links	Send welcome ema						
	First Name	Last Name	E-mail	User Group	Approval flow	Role	Status
_	John + Add New User	Smith		ATLAS TRAINING		Travel Arranger	Active

Select the Travellers name and a box with all the profile tabs will open like the below, update traveller's information as per instructions provided into the Profiles training manual.

طلة Admin Center	Powered By atriis	Welcome John Smith, Sign our
ATLAS TRAINING	Users	
Users Point of Interest	John 🛛 🖉 Active 🗆 In	nactive
Preferred Hotels Quick Links	Send welcome email Activate Deactivate Delete	
	First Name Last Name E-mail	User Group Approval flow Role Status
	John Smith	ATLAS TRAINING Travel Arranger Active
	+ Add New User	
	General and Contact Information Passports and Victor Corporate settings	isas Frequent Programs Travel Preferences Form of Payment Additional Info
	First Name: Middle Name:	Last Name: Active
	John	Smith
	Email: CC Email:	Out of office: Back up approver:
	johnsmith@atlas.ie	
	Gender Title Title Male Female Mr.	Date of birth: Traveller Type: 1APR90 Adult(Ages 18+)
	Time Format First Day 24 hour 12 hour Sunday Mone	Display Currency Language i day EUR English(GB)

**When selecting a title, we do not recommend selecting Dr. or Prof. as this might cause issues with some airlines where the Dr./Prof. title will be recognised as middle name.

Update the profile information as normal and click Save at the bottom of each Tab.

Enter modifications comments	Save	



How to Create a New User

From the GTP Admin Center Click on +Add New User

Admin Center	Powered By atrii	s				vvercome	John Smith_ Signe
ATLAS TRAINING	Users						
Users Point of Interest		0	Active 🗌 Inacti	ve			
Preferred Hotels Send welcome email Activate Deactivate Delete							
Quick Links	First Name	Last Name	E-mail	User Group	Approval flow	Role	Status
	John	Smith		ATLAS TRAINING		Travel Arranger	Active

A pop-up Screen will show:

Enter the Traveller information, select the user Group from the drop-down list and click Save

*The user group from the drop-down list will show only the one relevant to your company system but is necessary to select.

Gender: Male Female Middle Name (optional):
fiddle Name (optional):
Jser Group:
ATLAS TRAINING

Once you hit Save, the profile is created and can be completed as normal.



Sending Welcome Emails

From the GTP Admin Center, you can also send a welcome email to any users at any time.

Select a specific user or select all at once and click send Welcome email.

ATLAS TRAINING	Users						
Users Point of Interest	Search user	P 🛛 A	Active 🗌 Inactive				
Preferred HotelsQuick Links	Send welcome ema	il Activate Deactiv	ate Delete				
	First Name	Last Name	E-mail	User Group	Approval flow	Role	Status
	BEN	ATLAS TRAINIG		ATLAS TRAINING		Travel Arranger	Activ
	AMANDA	ATLAS TRAINING		ATLAS TRAINING		Travel Arranger	Activ
	LORNA	ATLAS TRAINING		ATLAS TRAINING		Travel Arranger	Activ
	MAREK	ATLAS TRAINING		ATLAS TRAINING		Travel Arranger	Activ
	ADRIEANNE	ATLASTRAINING		ATLAS TRAINING		Travel Arranger	Activ
	John	Smith		ATLAS TRAINING		Travel Arranger	Active
	+ Add New User						
					Enter mor	lifications comments	Sav

The user will receive an email like the example below

L

ATLAS
TRAVEL SERVICES
Welcome to GTP
Dear John Smith
Hello and welcome to GTP! We are happy you have joined
Your user name is : jsmith@atlastraining.ie
Click here to get started



How to Delete a Profile

To delete a profile in GTP, you will need to make sure that you are choosing the **Delete** option highlighted in red. Type to search for the travellers you wish to have the profile deleted and click the little tick-box to select the profile and click on the Delete option.

Gtp Admin Center	Powered By atriis		Welcome John Smith Sign auf
ATLAS TRAINING Users Point of Interest	Users Joh 🛞 🗹 Active 🗌 Inactive		
Preferred Hotels Quick Links	Send welcome email Activate Deactivate Delete	User Group Approval flow	Role Status
	John Smith A Add New User	TLAS TRAINING	Travel Arranger Active

All personal information will be deleted straight away from the profile system (Umbrella/GDS) and from the corporate user profile 24hours after it was deleted.

When deleting a user, the following message is displayed:



******NB****** Once a profile is deleted all the information will no longer be available.



Once profile is deleted, user will then get a green success box to confirm



How to Deactivate a Profile

THIS IS NOT RECCOMENDED. TO ENUSRE A USER PROFILE IS REMOVED FROM ALL ATLAS TRAVEL DATA BASES PLEASE USE THE DELETE OPTION

Deactivating a profile is **NOT** like deleting a profile. The information will still be visible in the system.

Once a profile is deactivated it cannot be re-activated as the information wont synch back to the the profile system (Umbrella/GDS) – If you wish to retrieve a deactivated profile's information, a new profile must be created

To de-activate a profile in GTP, you will need to make sure that you are choosing the little tick-box and then choosing the de-activate option.

$\hat{oldsymbol{ heta}}$ Admin Cent	Powered By atrii	S					
	Users						
Users Point of Interest		0	Active 🗌 Inactive	es:			
Preferred Hotels Quick Links	Send welcome em	ail Activate Dead	ctivate Delete				
	First Name	Last Name	E-mail	User Group	Approval flow	Role	Status
	John	Smith				Travel Manager	Active
	+ Add New User						

Once you click Deactivate, you will see a little pop-up box like this:



The status of the profile changes to Inactive.

Users			
🖉 🗌 Active 🗹 Inactive			
Send welcome email Activate Deactivate Delete			
First Name Last Name E-mail	User Group Approva	l flow Role	Status
🗌 John Smith		Travel Manager	Inactive

Please note that a profile that sits as inactive for the period, will **NOT** be removed from our <u>GDS system</u> <u>immediately</u>.

The inactive profile will be automatically deleted from GTP after a maximum of one week.

This process is GDPR compliant.

****NB**** The profile cannot be re-activated – a new one must be created.



How to Grant User Rights

The rights for a user will be determined by the role you assign to the user on their profile.

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

You can grant/change the rights of a user at any time by selecting the profile from the general and Corporate Settings tab. From the general and Corporate Settings of the user profile click on the "pencil" icon to activate the box role and select the role from the drop-down list.

ज्य्मे Admin Center	Welcome John Smith Sign ou Powered By atriis
ATLAS TRAINING	Users
Users Point of Interest	John 💿 🔽 Active 🗋 Inactive
Preferred Hotels	Send welcome email Activate Deactivate Delete
Quick Links	First Name Last Name E-mail User Group Approval flow Role Status
	John Smith ATLAS TRAINING Travel Arranger Active
	+ Add New User
	General and Contact information Passports and Visas Frequent Programs Travel Preferences Form of Payment Additional Info corporate settings
	First Name: Last Name: Active
	John Smith
	Email: CC Email: Out of office: Back up approver:
	jsmith@
	Gender Title Date of birth: Traveller Type:
	Male Female Mr. v 1APR90 Adult(Ages 18+) v
	Time Format First Day Display Currency Language /
	24 hour 12 hour 🖍 Sunday Monday 🖍 EUR 👻 🔪 English(GB) 🗸 🍃
	Username: Role: jsmith@atlastralning.ie Traveler ~ /
	Corporate Settings Send welcome email

Once you have selected the Role just click Save at the bottom of the page.

Username:	Role:			
	please select role	×		
	م ا			
	Traveller			
Corporate Settings				Send welcome emai
	Travel Arranger			
Haara Crauni	Travel Manager	Per Diem		
Users Group:				
× ×			 / 	
Approval Flow				
Approval Flow				
× .	of – Please Select –	7		
Pre-Trip Approval (of – Please Select –	7		
Pre-Trip Approval (of – Please Select –	7		



Point Of Interest

From here you can add an Address as point of interest to be shown as a short-cut for the hotel search.

Click +Add New Point of Interest (You can add as many as you like)

Name the Location – E.g. London Office

Select the type of the Location from the drop-down list: Office Location/Client Location/General Location

Upload Picture – You can upload a picture (Optional – Max size should be 35pix)

Select the location – Enter the address - The Location map is powered by Google.

Once you start typing the address results will be given, select from there and the map will update.

Click Save at the bottom of the page to store the Location.

You can also update by selecting or delete clicking on the symbol.

London Office	London, UK	51.507350,-0.127758	â	
				4



Preferred Hotels

You can add Preferred Hotels uploaded from a file or by entering the Hotel Manually.

	F Powered By .XTR IS			
	Preferred Hotels			
• Users	Search Hotel 🔎		Download preferred Hotels	Upload From Fi
Point of Interest Preferred Hotels	Link to point of interest Delete all hotels			
Quick Links				
	Hotel Name Address	Country Rate C	Agreement Rate Point Of ode Rate Currency interest	Priority
	Add Hotels			
	Search by hotel name, city name or landmark	Get Hotels	Wembley	Bar ra 9
-	Distance: 20 KM 🔹		London Google Map data #2018 Google Terms of	A102 f Use Report a map error
	Search by name	Search by r	iame 🔎	
	Available Hotels		Chosen Hotels	

Enter the Hotel Name or the Address and click Get Hotels.

A list of Available Hotels will show on the left – Select the ones you want and click on the Arrow to move to the Chosen Hotels. *Click the arrow back to remove the Hotel from the Preferred Hotel List before saving.

Click Save at the bottom of the page.

Add Hotels DoubleTree by Hilton Hotel London ExCel, Festor Distance: 5 KM v	n W	Get		ondon Ala	rking Dager Terms of Us	
Search by name	Q		Search by name		P	
Available Hotels		[] (Chosen Hotels		
Travelodge London City Airport Doubletree By Hilton London Excel Holiday Inn Express London - ExCeL Moxy London Excel Aloft London Excel Hampton By Hilton London Docklands Hampton By Hilton London Docklands Holiday Inn Exp Excel Moxy By Marriott London Excel Connaught House Hotel		♦ ♦				
				Enter modifications	comments	Save

Once you selected the Hotel to the Chosen Hotels List and clicked Save, the Hotel will show on the list.

From here you can link the Hotel to a Point of Interest by clicking on "Link"



Gtp̆ Admin Center	Powered By .XTRHS							
CLUBT	Preferred Hotels							
Users Point of Interest Preferred Hotels	Search Hotel Link to point of interest	Delete all hotels			ſ	Download pre	eferred Hotels	Upload From File
Quick Links						Dete	Polot Of	
	Hotel Name	Address	Country	Rate Code	Agreement Rate	Rate Currency	Point Of interest	Priority
		Excel2 Festoon Way, Royal Victoria Dock,London	GB				<u>Link</u>	None 🗾 💼

A pop-up screen will show, select the Location from the list and click on "Link".

Link to Point of in	terest			×
London	8			
London Office		London, UK		
			Cancel	Link

Quick Links

From here you can add Quick Links to be accessed by all the users of your GTP system on the main page.

GTĎ Admin Center	Powered By . VTR	s			
Users Point of Interest	Quick Links Search quick link	٩			
Preferred Hotels Quick Links	Image + Add	Description	URL	Priority Enter modifications comments	Save

Once you click on "+Add" a pop-up will show enter the information and click "Save"

Add new quick link	×
Description:	
Atlas Training	
URL:	
http://atlastraining.com	
Priority:	
1	
Image:	
Choose File No file chosen	
Dimensions should be 32X32 pixels max.	
Save Can	cel



Umbrella Profile Management System

GTP is integrated with Umbrella Faces Travel Profiles, the new profile storage system supported by AtlasTravel. We will be using Umbrella as our new platform to store your traveller details.

Umbrella sends reminder emails from time to time regarding expiration dates for Passports and credit card.

The email will come from profiles@atlas.ie and subject will be Umbrella Faces: Reminders

Please be aware that when you receive these emails, you will need to update your information in GTP

Example:

From: Atlas Travel Services <profiles@atlas.ie> Sent: 17 September 2020 09:54 To: John Smith johnsmith@atlas.ie Subject: Umbrella Faces: Reminders</profiles@atlas.ie>
Dear Mr. John Smith
Your profile held by Club Travel in Umbrella Faces, last updated on 15-Feb-2020, contains the following outdated information:
Passport, expires on 09-Dez-20
We kindly ask you to update your information.
Your access credential are as follows:
 URL: <u>https://tenzing.umbrella.ch/faces/atlas_travel/login</u> Username: johnsmith@atlastraining.ie Agency key: atlastravel
The Atlas Travel Services team