

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.



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Flight Booking

Search

This is your Cytric Welcome Page from here you will learn how to book a flight.

Select the flight option by clicking on the flight tab.


The screenshot shows the Cytric user interface. At the top, there is a navigation bar with the Cytric logo and user information for Solange Vonsowski. Below this, there are three main tabs: 'Flight' (highlighted with a red box), 'Hotel', and 'Car'. A red callout box with white text points to the 'Flight' tab, stating 'Select flight option clicking on the Flight Tab'. Below the tabs is a calendar for December 2017, with the 4th of the month highlighted.

➤ You will be taken to the search page / Enter your flight routing and dates

The screenshot shows the flight search page. It features a progress bar at the top with five steps: '1 Start', '2 Select options', '3 Select fare', '4 Complete this booking', and '5 Confirmation'. The 'Start' step is currently active. Below the progress bar, there are several input fields: 'From' and 'To' (both empty), 'Departure Date' and 'Return Date' (both empty), 'Airlines (optional, max 6)' (empty), 'Service Class' (set to 'Economy'), and 'Trip purpose' (empty). There are also radio buttons for 'One Way', 'Round Trip' (selected), and 'Advanced'. A red arrow button is located at the bottom right of the search form.

Clouser look/ Details

☰ **cytric**
My Trips
My Expense Statements
Administration of User Profiles
S Solange Vonsowski ▾



1 Start
2 Select options
3 Select fare
4 Complete this booking
5 Confirmation
01

One Way
✓ Round Trip
Advanced
02

From Dublin Airport (DUB)
Ireland IE

Only nonstop flights

Departure Date
Wed, 6 Jun 2018 / 08:00

To London (LON)
United Kingdom GB

Return Date

May 2018

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2018

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

✓ Depart... Arrival Time 08 : 00

OK

→ 03

Airlines (optional, max 6)

Service Class
Economy

Trip purpose

04
05
06

1. Intuitive Breadcrumb with navigation - Know where you are at all times, and easily navigate between pages
2. Multi-Stop: You can select One way/ Round Trip/ Advanced /More than Two Segments
3. Type in flight preferences like airport, date. Time Filters can be changed - Departure or Arrival /Non-Stop options - Limit availability to nonstop and direct connections can be selected
4. Airline Sector – You can select up to six Airlines to filter the results
5. Booking Class Selector (Economy / Premium Economy /Business /First)
6. Trip Purpose - You can select trip purpose predetermined within the options

Click on the red arrow to search for the flights.

4

Results - By Fare

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

You are booking for: **SV** Solange Vonsowski

1 Your Air Search Criteria [+]
2 Air Options
3 Price
4 Flight Booking
5 Confirmation

All prices are for all travellers in currency **EUR**

The credit card fee or payment charges are calculated according to the default payment settings. The fee may change in case another payment method will be used.

	1	2	3			
<input checked="" type="radio"/>	08:20 DUB Dublin, Ireland	1hr. 20min.	09:40 STN London, United Kingdom	Ryanair - 206		46.90
<input checked="" type="radio"/>	17:00 STN London, United Kingdom	1hr. 25min.	18:25 DUB Dublin, Ireland	Ryanair - 297		
<input type="radio"/>	18:35 STN London, United Kingdom	1hr. 25min.	20:00 DUB Dublin, Ireland	Ryanair - 212		
<input type="radio"/>	19:40 STN London, United Kingdom	1hr. 25min.	21:05 DUB Dublin, Ireland	Ryanair - 293	More	
Continue						
<input checked="" type="radio"/>	08:45 DUB Dublin, Ireland	1hr. 30min.	10:15 LGW London, United Kingdom	Aer Lingus - 232		70.98
<input checked="" type="radio"/>	17:10 LGW London, United Kingdom	1hr. 20min.	18:30 DUB Dublin, Ireland	Aer Lingus - 243		
<input type="radio"/>	19:10 LGW London, United Kingdom	1hr. 25min.	20:35 DUB Dublin, Ireland	Aer Lingus - 247	More	
Continue						
<input checked="" type="radio"/>	10:35 DUB Dublin, Ireland	1hr. 30min.	12:05 LHR London, United Kingdom	British Airways - 845		131.77
<input checked="" type="radio"/>	18:20 LHR London, United Kingdom	1hr. 25min.	19:45 DUB Dublin, Ireland	British Airways - 828	BASIC in Economy Class	
					More	
Continue						

Clouser look/ Details

You are booking for: **SV Solange Vonsowski**

All prices are for all travellers in currency **EUR**

1 Your Air Search Criteria [+] 2 Air Options 3 Price 4 Flight Booking 5 Confirmation

The credit card fee or payment charges are calculated according to the default payment settings. The fee may change in case another payment method will be used.

01	02	03
<p>08:20 DUB Dublin, Ireland</p> <p>17:00 STN London, United Kingdom</p> <p>18:35 STN London, United Kingdom</p> <p>19:40 STN London, United Kingdom</p>	<p>1hr. 20min.</p> <p>09:40 STN London, United Kingdom</p> <p>1hr. 25min.</p> <p>18:25 DUB Dublin, Ireland</p> <p>1hr. 25min.</p> <p>20:00 DUB Dublin, Ireland</p> <p>1hr. 25min.</p> <p>21:05 DUB Dublin, Ireland</p>	<p>Ryanair - 206</p> <p>Ryanair - 297</p> <p>Ryanair - 212</p> <p>Ryanair - 293</p> <p>46.90</p> <p>More</p> <p>Continue</p>
<p>08:45 DUB Dublin, Ireland</p> <p>17:10 LGW London, United Kingdom</p> <p>19:10 LGW London, United Kingdom</p>	<p>1hr. 30min.</p> <p>10:15 LGW London, United Kingdom</p> <p>1hr. 20min.</p> <p>18:30 DUB Dublin, Ireland</p> <p>1hr. 25min.</p> <p>20:35 DUB Dublin, Ireland</p>	<p>Aer Lingus - 232</p> <p>Aer Lingus - 243</p> <p>Aer Lingus - 247</p> <p>70.98</p> <p>More</p> <p>Continue</p>
<p>Friday, 05 January 2018</p> <p>10:35 DUB Dublin, Ireland Dublin Airport Terminal: 1</p> <p>Travel Time: 1hr. 30min.</p>	<p>1hr. 30min. →</p> <p>12:05 LHR London, United Kingdom London Heathrow International Airport Terminal: 5</p>	<p>British Airways - 845 Airbus A321 → Seat Map</p> <p>Seats available in: Economy, Business</p> <p>131.77 BASIC in Economy Class</p> <p>CO2 Y/YP 70kg C 89kg</p>
<p>Wednesday, 10 January 2018</p> <p>18:20 LHR London, United Kingdom London Heathrow International Airport Terminal: 5</p> <p>Travel Time: 1hr. 25min.</p>	<p>1hr. 25min. →</p> <p>19:45 DUB Dublin, Ireland Dublin Airport Terminal: 1</p>	<p>British Airways - 828 Airbus A319 → Seat Map</p> <p>Seats available in: Economy, Business</p> <p>Less</p> <p>CO2 Y/YP 70kg C 89kg</p> <p>Continue</p>

1. Search criteria options

As an option, you can change the sort order of the display, you can use the tools on the left-hand side to:

- Change your search criteria
- View summaries of the fares found
- Change to earlier or later options
- Change the sort order of the options
- Reduce the displayed option to only show selected airlines
- Additional options

cytric Button (Various additional functions)

Change Your Search Criteria
Expand all Air Options

Summary of the low cost airline options

flybe	28.45	28.45	43.15	53.42
-------	-------	-------	-------	-------

Options found: 20
Sites Searched: 4
Price Range (EUR): 28.45 to 238.59

Summary of the fares found for your request

189.13	263.82
--------	--------

Pricings Completed: 73
Price Range (EUR): 180.74 to 1,445.49

Earlier or Later Options

Direction	Date	Same Day	Earlier Flights	Later Flights
→	05.January2018		09:00	09:00
←	10.January2018	18:00		18:00

Change the Sort Order of the Options

- Fare
- Policy
- Schedule
- Airline
- Flight Duration
- CO2 Emissions

Reduce display to show only selected airlines

Up to six airlines can be selected. [Continue without Enforced Airlines](#)

[Click here to see additional available options not quite matching your search criteria](#)

To show additional options outside your time preference please select direction and click on 'Show'.

→ 05.January2018	There are additional 6 options available.
← 10.January2018	There are additional 10 options available.

[Show](#)

- Airline Logo – Easy identification
- Traffic Light / Travel Policy Indicator- Show Flights out of Policy by clicking on more.

Flight Selection

Select a flight option and hit continue for more fare options and details

<p>Friday, 05.January2018</p> <p>08:45 DUB</p> <p>Dublin, Ireland Dublin Airport Terminal: 2</p>	<p>1hr. 30min.</p> <p>→</p>	<p>10:15 LGW</p> <p>London, United Kingdom London Gatwick Airport Terminal: S</p>	<p>Aer Lingus - 232 Airbus A320 → Seat Map</p> <p>Seats available in: Economy i</p> <p>0 e tr 0</p>	<p>Time Difference: 0</p> <p>70.98</p>
<p>Wednesday, 10.January2018</p> <p>17:10 LGW</p> <p>London, United Kingdom London Gatwick Airport Terminal: S</p>	<p>1hr. 20min.</p> <p>→</p>	<p>18:30 DUB</p> <p>Dublin, Ireland Dublin Airport Terminal: 2</p>	<p>Aer Lingus - 243 Airbus A320 → Seat Map</p> <p>Seats available in: Economy i</p> <p>0 e tr 0</p>	<p>Time Difference: 0</p> <p>C02 Y/YP 74kg</p>
<p>Wednesday, 10.January2018</p> <p>19:10 LGW</p> <p>London, United Kingdom London Gatwick Airport</p>	<p>1hr. 25min.</p> <p>→</p>	<p>20:35 DUB</p> <p>Dublin, Ireland Dublin Airport</p>	<p>Aer Lingus - 247</p> <p>Seats available in: Economy i</p> <p>0 tr 0 DynaWeb</p>	<p>Time Difference: 0</p> <p>C02 Y/YP 74kg</p> <p>Less</p>

[Continue](#)

Once you select the preferred flights, you will be offered all the different fare types on that flight.

Fare selection - Perfect Fare Configurator

Once you select the preferred flights, you will be offered all the different fare types on that flight.

On this page you will be shown alternative fares for the flights you have selected. Certain airlines may have multiple fares, for example, Aerlingus have Low, Plus and Flex fares, while other airlines such as British Airways have fares that do not include baggage. You can select your preferred fare on this page. Tick the box beside the fare you have selected and click continue.

You are booking for: Solange Vonsowski

1 Your Air Search Criteria [+] 2 Air Options [+] 3 Price 4 Flight Booking 5 Confirmation

Service fees are non-refundable even if the booking is cancelled

All prices are for all travellers in currency **EUR**

Friday, 05 January 2018
08:45 DUB
Dublin, Ireland

Wednesday, 10 January 2018
17:10 LGW
London, United Kingdom

Time Difference: 0

Aer Lingus - 232
10:15 LGW
London, United Kingdom

Time Difference: 0

Aer Lingus - 242
18:30 DUB
Dublin, Ireland

Economy Class (Y)
from 70.98

<input type="checkbox"/>	Service Class	Change	Refund	Luggage	Book by	Fare	Price
<input checked="" type="checkbox"/>	Y	(I)	(I)			Saver	70.98
This is your best choice for a restricted Economy fare without checked baggage.							
<input type="checkbox"/>	Y	(I)	(I)			Plus Saver	108.98
<input type="checkbox"/>	Y	(I)	(I)			Saver Plus	108.98
<input type="checkbox"/>	Y	(I)	(I)	1 bags - 20Kg total - 0.00 EUR		Plus	146.98
This is your best choice for a restricted Economy fare with baggage according to the airline rules.							
<input type="checkbox"/>	Y	(I)			(I) 8 DEC	(I)	202.35
<input type="checkbox"/>	Y	(I)			(I) 8 DEC	(I)	216.35
<input type="checkbox"/>	Y	(I)	(I)			Advantage Saver	216.98
<input type="checkbox"/>	Y	(I)			(I) 8 DEC	(I)	228.35
<input type="checkbox"/>	Y	(I)	(I)			Saver Advantage	237.98
<input type="checkbox"/>	Y	(I)			(I) 8 DEC	(I)	864.35
<input type="checkbox"/>	Y	(I)			(I) 8 DEC	(I)	937.35
<input type="checkbox"/>	Y	(I)			(I) 8 DEC	(I)	1,083.35

Contracted Service Fees may be added.

[Continue](#)

Complete the Booking

Flight Booking

All prices are for all travellers in currency **EUR**

[Service fees are non-refundable even if the booking is cancelled](#)

Your Selected Fare						
Service Class	Change	Refund	Book by	Luggage	Fare	Price
 					Saver	70.98

[Change Your Search Criteria](#) | [Select another Fare](#)

For completing the booking please enter

Special Remarks (Notes to Consultant):

Booked by:

First Name:*

Last Name:*

Telephone:

eMail:*

eMail:

User Profile:

Automatically transfer the above entered information into the User Profile.

Traveller:

Greeting: Mr. Mrs. Miss Ms.

Title: Prof. Dr. Mag.

First Name:*

Last Name:*

Telephone:

Mobile Telephone:


eMail:*

eMail:

Payment

Payment by Credit Card

Frequent Traveller Number for Aer Lingus

 Use this Frequent Traveller Number

Airline/Rail Provider:*

Do not use any Frequent Traveller Number

Please choose a baggage option.

Baggage options:

You are booking for:

Solange Vonsowski

Your Flight Booking Workflow

- Confirmation
- Flight Booking
- Price [+]
- Air Options [+]
- Your Air Search Criteria [+]

01

02

03

04

05

06

For completing the booking please enter

Contract Ref:	<input type="text"/>
Demo Ref 1:	<input type="text"/>
Demo Ref 2:	<input type="text"/>
PO Number:	<input type="text"/>
REFERENCE 01:	Please Select <input type="button" value="v"/>
REFERENCE 02:	Please Select <input type="button" value="v"/>
REFERENCE 03:	<input type="text"/>
REFERENCE 04:	Please Select <input type="button" value="v"/>
REFERENCE 06:	Please Select <input type="button" value="v"/>
REFERENCE 08:	Please Select <input type="button" value="v"/>
RM3:	Please Select <input type="button" value="v"/>

07

Billing Address

Company:	<input type="text"/>
Attention to:	<input type="text"/>
Street:*	<input type="text"/>
Postal code:*	<input type="text"/>
City:*	<input type="text"/>
Country:*	<input type="text"/>

08

1. Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online. (126 characters)
2. User Profile - If you have not updated your user profile you can select to automatically transfer profile information you have entered on the finalise page to your user profile where it will be stored for future bookings
3. Traveller- The traveller's details will be displayed, any field marked with an asterisk (*) is a mandatory field and must be complete in order to make the booking
4. Payment - Form of payment for **web bookings is credit card** as these are instant purchase tickets. The Club Travel HRG credit card is embedded into the system if you use the TMC card 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 all other flight bookings, the form of payment is by invoice**
5. Frequent Traveller Number- Frequent flyer details can be entered on the finalise page or they will automatically show if they have been stored in the traveller's profile
6. Baggage Option - If you require a checked in bag for a web booking you can select the size of the bag you wish to add
7. Booking references – Customisable per company and will be relevant to your bookings, Complete as relevant.
8. Billing Address can be entered

Certain airlines (e.g. Ryanair) require you to select if you will be checking in online or at the airport. We strongly recommend to always select the Online Check-in.
There is a fee to check in at the airport

Check-In Information

The user must select one of the two options to continue.

- Airport Check-In
The fee for Airport Check-In is: 45.00 EUR
- Online Check-In
The fee for Online Check-In is: 0.00 EUR

You will need to select either Regular Boarding OR Priority Boarding, this will dependent on your Company Policy.

Priority Boarding for Ryanair FR337, FR341

- Regular boarding (Free of Charge)
- Priority Boarding
The additional charge for Priority Boarding will be up to 10.00 GBP

Acceptance of Terms and Conditions

Acceptance of Terms and Conditions *

[Back](#)

Complete this Booking
(liable for payment)

... and add Hotel

... and add Car

Once you have accepted the terms and conditions, you can complete the booking, at this stage you can select to add a hotel or car hire to your booking.

NB*This will book your current product Be careful*****

You DO NOT Have to enter all the information again – it pulls it across from original booking – when you hit complete this booking and add hotel, Car or another flight all the information it will be pre-entered, and you can make changes from there if necessary.

***** The system automatically books the previous selected flights in the background*****

Hotel Booking

This is your Cytric Welcome Page from here you will learn how to book a Hotel

Select the flight option by clicking on the Hotel tab.

The screenshot shows the Cytric dashboard with the following elements:

- Navigation bar: cytric, My Trips, My Expense Statements, Administration of User Profiles, Solange Vonsowski (SV).
- Header: Club Travel HRG logo, Travel Arranger Dashboard(tm).
- Selected travellers: Vonsowski, Solange (You).
- Navigation tabs: Flight (airplane icon), Hotel (bed icon, highlighted with a red box), Car (car icon).
- Callout box: "Select hotel option clicking on Hotel Tab" with a red arrow pointing to the Hotel tab.
- Calendar: December 2017, with the 6th of the month highlighted.

Hotel search

The screenshot shows the hotel search interface with the following elements:

- Progress bar: 1 Start, 2 Select hotel, 3 Select room, 4 Complete this booking (l...), 5 Confirmation.
- Search form:
 - Field 01: "Select a destination or a hotel" with "London (LON) United Kingdom" entered.
 - Field: "Check-in and Check-out dates" with "Fri, 5 Jan 2018 — Wed, 10 Jan 2018" and "5 nights".
 - Field: "Occupancy" with "Single" selected.
 - Field 02: "Trip purpose (optional)" dropdown menu with options: External Meeting, Customer; External Meeting, Supplier; Internal Meeting; Personal Trip; Trade Event, Seminar.
 - Field 03: "Destination Shortcuts" with "European Parliament" selected.

1. Enter your destination or type a hotel / Enter Check-in and Check-out dates
2. Trip Purpose - You can select trip purpose predetermined within the options
3. Destination Shortcuts can be selected 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

List of Hotels Display – Overview

1 Start 2 Select hotel 3 Select room 4 Complete this booking (L... 5 Confirmation

You are booking for:
 Vonsowski, Solange (You)

Single room at London for 5 nights, Fri, 5. JAN - Wed, 10. JAN

647 of 712 hotels according to your criteria. Showing hotels from category "Preferred Hotels", Filtered within: 25 km, having any stars

Select group

Preferred Hotels (49)


Sorted by

Price (asc)

<

1

of 2
>




Park Inn by Radisson London Heathrow
Radisson Hotels
 Bath Road, UB7 0DU Heathrow, United Kingdom
 Distance: 22.7 km

TripAdvisor
 2997 reviews
[Write a Review](#)

63.69 €
Breakfast unknown

Amadeus




Aloft London Excel
Aloft Hotels (Starwood Group)
 One Eastern Gateway Royal Victoria Dock, E16 1FR London, United Kingdom
 Distance: 11.2 km

TripAdvisor
 1903 reviews
[Write a Review](#)

76.02 €
Breakfast unknown

Amadeus




Hyatt Place London Heathrow Airport
Hyatt Hotels
 The Grove Bath Road, UB7 0DG Heathrow, United Kingdom
 Distance: 23.8 km

TripAdvisor
 3055 reviews
[Write a Review](#)

86.18 €
Breakfast unknown

Amadeus




Sheraton Skyline Hotel London Heathrow
Sheraton (Starwood Group)
 Heathrow Airport Bath Road, UB3 5BP Heathrow, United Kingdom
 Distance: 21.7 km

TripAdvisor
 2772 reviews
[Write a Review](#)

86.84 €
Breakfast unknown

Amadeus



Caesar Hotel
Worldhotels
 26-33 Queens Gardens, W2 3BE London, United Kingdom
 Distance: 4.2 km

TripAdvisor
 2050 reviews
[Write a Review](#)

89.64 €
Breakfast unknown

Amadeus

13

Cluser Look/ Details

1 Start 2 Select hotel 3 Select room 4 Complete this booking (L... 5 Confirmation

You are booking for: **SV Vonsowski, Solange (You)**

Single room at London for 5 nights, Fri, 5. JAN - Wed, 10. JAN

647 of 712 hotels according to your criteria. Showing hotels from category "Preferred Hotels", Filtered within: **25 km**, having **any stars**

Select group: **Preferred Hotels (49)** | Sorted by: **Price (asc)** | 1 of 2

Park Inn by Radisson London Heathrow
 Radisson Hotels
 Bath Road, U37 0DU Heathrow, United Kingdom
 Distance: 22.7 km

2997 reviews
 Write a Review
63.69 €
 Breakfast unknown

COMP The lowest available company rate (no breakfast information) is 79.38 €

- 01
- 02
- 03
- 04

1. You can view the hotels on a map view instead of a list view.
 You can use the filter option to sort the way the options are displayed



cyTRIC | My Trips | Administration of User Profiles | SV Solange Vonsowski

627 of 687 hotels according to your criteria. Showing hotels from category "Preferred Hotels", Filtered within: **25 km**, having **any stars**

Park Inn by Radisson London Heathrow	63.69 €
Aloft London Excel	76.02 €
Hyatt Place London Heathrow Airport	86.18 €
Sheraton Skyline Hotel London Heathrow	86.84 €
Caesar Hotel	89.64 €
London City Suites	94.71 €
Radisson Blu Edwardian, Heathrow	95.80 €
M by Montcalm Shoreditch London Tech City	96.89 €

About | Privacy Policy/Information/Cookies | Support

Last login on 06DEC17 12:33 / TwinView(tm) Session ID: 260479-715174323

cyTRIC AMADEUS

Filter results

Search radius: 25 km (687)

1 25

Any
 ★★★★★ (577)
 ★★★★★ (358)
 ★★★★★ (101)

Hotel facilities

Hotel chains

Hotel which name includes

Cancel Apply

- Preferred Hotels will show first on the results from there you can select a different group of Hotels. Hotels with the price over the defined Rate Limit/Travel Policy will show as Too Expensive Hotels. Sold Out Hotel can be displayed, and you can also change the Search by hotel chain / price and distance

Select group
Preferred Hotels (12)

Sorted by
Preferred hotel chain (asc) and distance

Select group
Preferred Hotels (12)

- Preferred Hotels (12)
- Hotels (49)
- Too Expensive Hotels (111)
- Sold Out Hotels (43)

Sorted by
Preferred hotel chain (asc) and distance

- Price (asc)
- Price (desc)
- Distance
- Name (asc)
- Name (desc)
- Hotel chain (asc) and price
- Hotel chain (desc) and price
- Hotel chain (asc) and distance
- Hotel chain (desc) and distance
- Preferred hotel chain (asc) and price
- Preferred hotel chain (asc) and distance**

List of Too Expensive Hotels Display / Traffic Light Travel Policy Indicator

1 Start 2 Select hotel 3 Select room 4 Complete this booking (L... 5 Confirmation

You are booking for:
SV Vonsowski, Solange (You)





Single room at London for 5 nights, **Fri, 5. JAN - Wed, 10. JAN**

209 of 479 hotels according to your criteria. Showing hotels from category "Too Expensive Hotels", Filtered within: **15 km**, having **any stars**

Select group
Too Expensive Hotels (100)

Sorted by
Preferred hotel chain (asc) and distance

<
1 of 4
>

	<p>Corinthia Hotel London Corinthia Hotels Whitshell Place SW1A 2BD London, United Kingdom Distance: 0.6 km</p> <p><small>Out-of-Policy: London (LON), United Kingdom (GB), rate limit of 200.00 €.</small></p>	<p>TripAdvisor 2592 reviews Write a Review</p>	<p>458.59 € <small>Breakfast unknown</small></p>
	<p>The Savoy A Fairmont Managed Hotel Fairmont Hotels (Accor Group) Strand/WCOP/GEU London, United Kingdom Distance: 1.1 km</p> <p><small>Out-of-Policy: London (LON), United Kingdom (GB), rate limit of 200.00 €.</small></p>	<p>TripAdvisor 4854 reviews Write a Review</p>	<p>551.13 € <small>Breakfast unknown</small></p>
	<p>St James Hotel and Club Mayfair Accor Hotels 7 B Park Pl St James, SW1A 1LS London, United Kingdom Distance: 1.2 km</p> <p><small>Out-of-Policy: London (LON), United Kingdom (GB), rate limit of 200.00 €.</small></p>	<p>TripAdvisor 855 reviews Write a Review</p>	<p>385.56 € <small>Breakfast unknown</small></p>
	<p>The Atheneum 118 Piccadilly W1J 7BJ London, United Kingdom Distance: 1.5 km</p> <p><small>Out-of-Policy: London (LON), United Kingdom (GB), rate limit of 200.00 €.</small></p>	<p>TripAdvisor 2509 reviews Write a Review</p>	<p>265.63 € <small>Breakfast unknown</small></p>

- Trip Advisor indicator click on the symbol to be taken to the Trip Advisor website



- If you have special rates they will be highlighted

CORP The lowest available company rate (no breakfast information) is 79.61 €.

Hotel selection

Once you have selected your required hotel by clicking on the name of the hotel, you will be shown further information about the hotel including photographs, facilities, description and the rates available.

If you have special rate they will be highlighted, and you can click on the down arrow to see the cancellation policy, meal info, room description etc.

1 Start 2 Select hotel 3 Select room 4 Complete this booking (L... 5 Confirmation

You are booking for: SV Vonsowski, Solange (You)

Single room at DoubleTree by Hilton Hotel London - Tower of London for 5 nights, Fri, 5. JAN - Wed, 10. JAN

★★★★★
DoubleTree by Hilton Hotel London - Tower of London
 Doubletree (Hilton Group)
 7 Pepys Street, EC3N 4AF London, United Kingdom
 Distance: 3.5 km

P W H

TripAdvisor
 5962 reviews
 Write a Review

Hide photo gallery

This is Your Company BestBuy

<p>AAA STAY AND SAVE QUEEN GUEST ROOM COMP WIFI / IMAC MEDIA SYSTEM / SAT TV...</p> <p>1</p>	<p>Standard RAC Rate</p> <p>128.14 €</p> <p>Select room</p>
<p>AAA STAY AND SAVE QUEEN ACCESSIBLE ROOM SPACIOUS ROOM / IMAC MEDIA SYSTEM / SAT TV...</p> <p>1</p>	<p>Standard RAC Rate</p> <p>128.14 €</p> <p>Select room</p>
<p>HRG GLOBAL HOTEL PROGRAMME -PREFERRED QUEEN GUEST ROOM COMP WIFI / IMAC MEDIA SYSTEM / SAT TV...</p> <p>1</p>	<p>H4R</p> <p>134.95 €</p> <p>Select room</p>
<p>HRG GLOBAL HOTEL PROGRAMME -PREFERRED QUEEN ACCESSIBLE ROOM SPACIOUS ROOM / IMAC MEDIA SYSTEM / SAT TV...</p> <p>1</p>	<p>H4R</p> <p>134.95 €</p> <p>Select room</p>

Detailed Hotel Room / Select the room to continue

This is Your Company BestBuy

AAA STAY AND SAVE QUEEN GUEST ROOM COMP WIFI / IMAC MEDIA SYSTEM / SAT TV...

Standard RAC Rate
128.14 €

Select room

Single room: In Policy
Breakfast: not included
Max occupancy: 1

Hotel rate information

MON	TUE	WED	THU	FRI	SAT	SUN
				128.14 €	128.14 €	128.14 €
128.14 €	128.14 €					

Total Rate without taxes and fees: **640.71 €**
The total amount is: **640.71 €**
The average rate per day is: **128.14 €**

Detailed Hotel Room and Rate Description

Rate Amount Total: GBP 565.00 ALL KNOWN TAXES / ESTIMATED TOTAL AMOUNT
Rate Amount: GBP 113.00 PER NIGHT FROM 05JAN18 UNTIL 10JAN18
Extra: EXTRA PERSON CHARGE FOR ROLLAWAY USE 0.01 GBP PER NIGHT EXCLUDED
Extra: EXTRA ADULT CHARGE 150.0 GBP PER NIGHT EXCLUDED
Cost Free Cancellation: Cancellation possible until 05JAN18 (local time)
CANCELLATION POLICY: 12AM 05JAN18 .
Guarantee: GUARANTEE REQUIRED. Credit card. CREDIT CARDS: AX DC CA VI
Deposit: DEPOSIT NOT REQUIRED. DEP CREDIT CARDS: AX DC CA VI
Form of Payment Credit Card: AX DC CA VI
Hotel Other Information: CREDIT CARD GUARANTEE
Stay: MINIMUM STAY: 1 DAY/NO MAXIMUM STAY
Room Description: QUEEN GUEST ROOM COMP WIFI / IMAC MEDIA SYSTEM / SAT TV WALKIN SHOWER / LAPTOP SAFE
Rate Description: AAA STAY AND SAVE EXCLUSIVE AAA/CAA MEMBER SAVINGS. VALID AAA/ CAA MEMBERSHIP CARD REQUIRED AT CHECK IN. TAXES AND SERVICE CHARGES INCLUDED
Check-in/Check-out: CHECK-IN: 15:00/CHECK-OUT: 12:00
Tax Info: TAX: 20.00 PCT PER ROOM PER NIGHT

Complete Hotel Booking

Hotel for DoubleTree by Hilton Hotel London - Tower of London, 05January2018, 5 nights

All prices are in currency **EUR**

You are booking for: Solange Vonsowski

Your Hotel Booking Workflow

- Confirmation
- Hotel**
- Available Rooms [+]
- Hotel Selection [+]
- Room Search Criteria [+]

Your Requested Room

Book via	Purchase	Breakfast	Room Rate Description	Rate
			AAA STAY AND SAVE QUEEN GUEST ROOM COMP WIFI / IMAC MEDIA SYSTEM / SAT TV... 1	128.14 Standard RAC Rate

Show Rate Information Detailed Room Information

Hotel Rate Information

During the stay these rates will be charged by the hotel:

MON	TUE	WED	THU	FRI	SAT	SUN
				128.14	128.14	128.14
128.14	128.14					

Total Rate without taxes and fees: **640.71**
The total amount is: **640.71**
The average rate per day is: **128.14**

Change Your Search Criteria | Select another Hotel | Select another Room

For completing the booking please enter

Special Remarks (Notes to Consultant):

01

02

03

Booked by:

First Name:* Solange

Last Name:* Vonsowski

Telephone:

eMail:* solange@ie.hrgworldwide.com

eMail:

User Profile:

Automatically transfer the above entered information into the User Profile.

04

Traveller:

Greeting: Mr. Mrs. Miss Ms.

Title: Prof. Dr. Mag.

First Name:* Solange

Last Name:* Vonsowski

Telephone:

Mobile Telephone:

eMail:* solange@ie.hrgworldwide.com

eMail:

05

Special Remarks:

The following remark will be sent to the recipient of this booking message. Please write in the language of the visited country or in English. Do not use special characters or hard returns. The text is transmitted without obligation and may not be considered. Please note that this field may contain up to 1900 characters.

06


Payment

Guarantee using Credit Card/Deposit

Hotel guarantee (CA)

07

Frequent Traveller Number for an Airline Programme


 Use this Frequent Traveller Number

Airline/Rail Provider:* Please Select

Do not use any Frequent Traveller Number

08

Frequent Traveller Number for Doubletree (Hilton Group)

 Use this Frequent Traveller Number

Hotel Chain: *

Do not use any Frequent Traveller Number

09

For completing the booking please enter

Contract Ref:

Demo Ref 1:

Demo Ref 2:

PO Number:

REFERENCE 01:

REFERENCE 02:

REFERENCE 03:

REFERENCE 04:

REFERENCE 06:

REFERENCE 08:

RM3:

10

Billing Address

Company:

Attention to:

Street:

Postal code:

City:

Country:

User Profile:

Automatically transfer the above entered information into the User Profile.

No Show/Cancellation

Before 05JAN18 (local time) can be cancelled without penalty 12AM 05JAN18 .

[Complete this Booking \(liable for payment\) ...](#)

[Back](#)

11


1. Confirm the Details

Click on Show Rate Information for more details *Hotels rates will show in the local currency

Hide Rate Information Detailed Room Information	
Please find below the detailed Hotel Room and Rate Description.	
Rate Amount Total	GBP 565.00 ALL KNOWN TAXES / ESTIMATED TOTAL AMOUNT
Rate Amount	GBP 113.00 PER NIGHT FROM 05JAN18 UNTIL 10JAN18
Extra	EXTRA PERSON CHARGE FOR ROLLAWAY USE 0.01 GBP PER NIGHT EXCLUDED
Extra	EXTRA ADULT CHARGE 150.0 GBP PER NIGHT EXCLUDED
Cost Free Cancellation	Cancellation possible until 05JAN18 (local time)
CANCELLATION POLICY	12AM 05JAN18 .
Guarantee	GUARANTEE REQUIRED. Credit card. CREDIT CARDS: AX DC CA VI
Deposit	DEPOSIT NOT REQUIRED. DEP CREDIT CARDS: AX DC CA VI
Form of Payment Credit Card	AX DC CA VI
Hotel Other Information	CREDIT CARD GUARANTEE
Stay	MINIMUM STAY: 1 DAY/NO MAXIMUM STAY
Room Description	QUEEN GUEST ROOM COMP WIFI / IMAC MEDIA SYSTEM / SAT TV WALKIN SHOWER / LAPTOP SAFE
Rate Description	AAA STAY AND SAVE EXCLUSIVE AAA/CAA MEMBER SAVINGS. VALID AAA/ CAA MEMBERSHIP CARD REQUIRED AT CHECK IN. TAXES AND SERVICE CHARGES INCLUDED
Check-in/Check-out	CHECK-IN: 15:00/CHECK-OUT: 12:00
Tax Info	TAX: 20.00 PCT PER ROOM PER NIGHT

Click on Detailed Room information for more details

All prices are in currency EUR



★★★★★
DoubleTree by Hilton Hotel London - Tower of London (Doubletree (Hilton Group))
 7 Pepys Street,
 EC3N 4AF London, United Kingdom
 Amadeus

Map

Distance 3.5 km
 8.7 km (LCY)
 0.1 km

TripAdvisor

5962 reviews
[Write a Review](#)

Address: 7 Pepys Street, EC3N 4AF London, United Kingdom

Rooms: 582

Facilities: Hotel: Number of Floors 12 , Number of Suites 16 , Built in 2010 , Renovated in 2012
 Room: Telephone, Alarm Clock, Bath, Shower, Hairdryer in Room, Minibar, Coffee/Tea in Room, Safe in Room, TV, In Room Movies, Room Windows to Open, Soundproof Windows, Free Newspaper
 Special Rooms: Nonsmoker Rooms
 Food & Beverage: Restaurant, Bar
 Services & Facilities: Accessible, Air Condition in Hotel, Rooms with A/C, Concierge Service, Executive Floor, Room Service, Room Service 24 Hours, Room Service from 00:00 , Room Service until 23:59 , Lift, Hotel Safe, Parking, Parking Garage, Parking Fee for 24h 30 , Valet/Laundry Service, Ironing Board, Pets Allowed
 Sports & Leisure: Fitness Room
 Payment: American Express Card, Diners Club Card, JCB Card, Mastercard, Visa Card
 Security: 24 Hours Security, Emergency Exit Plan, Emergency Info in all Rooms, Emergency Light, Fire Alarm, Audible Smoke Alarms, Smoke Detector, Sprinklers in all Rooms, Sprinklers in Hallways, Sprinklers in Public Areas, Multiple Exits, Second Door Lock
 Business: Business Center, Meeting Facilities, Capacity of Largest Meeting Room 250 , Number of Meeting Rooms 10
 Reception: Check-In Time 15:00 , Check-Out Time 12:00 , Express Check-In/Out, Express Check Out, Reception open 24 Hours
 Communication: Internet, Internet Access for Fee 0 per hour , WLAN, Wireless Internet in Public Area, Wireless Internet in Room, Direct Dial Phone, Multiple Telephones, Voice Mail, Fax in Room

Hotel Description: Situated just a few minutes' walk from Tower Hill and Fenchurch Street stations, our new London hotel is perfectly positioned within London's historic centre and financial hub. Tower Gateway DLR is also a few minutes away, providing easy access to London City Airport via the Docklands Light Railway in under 20 minutes. Mint Hotel Tower of London, designed by leading architects using the highest environmental standards available, offers the perfect mix of location and style. Guests can enjoy quality accommodation that engages with its historic surroundings from floor-to-ceiling windows and blends seamlessly with the enigmatic City of London skyline. Our London city hotel offers 583 guest rooms and suites, each with a multimedia Apple iMac, fresh air conditioning, floods of natural daylight and White Company luxury toiletries to make guests feel at home. Take a wander up to our hotel rooftop and you'll discover the SkyLounge; a relaxed penthouse bar complete with outdoor terraces and private dining rooms. The SkyLounge offers unrivalled views across the city skyline overlooking Tower Bridge and the River Thames, which can be enjoyed at any time of day. Fenchurch Lounge and the Lobby bar are ideal relaxation spaces on the ground floor offering comfortable booths to work or enjoy a wide selection of drinks and light bites. Free Wi-Fi at our new London hotel is offered as standard. Mint Hotel Tower of London is proud to offer guests and visitors a taste of Mint Hotel hospitality with our City Café. The hotel's destination restaurant offers quality British Cuisine created by our Head Chef Jonathan Ingram who combines the freshest local ingredients to create mouth-watering seasonal dishes with a modern twist.

[Show Nearby Airports](#)
[Show Nearby Rail Stations](#)

2. Price Average Daily Night and total amount displayed
3. Add special remarks – these notes will go through to your consultant if you have any additional requirements that cannot be booked online.
4. Booked By – The details of who is making the booking will be displayed
5. Traveller details (If you are booking as a travel arranger the details of the traveller that you are booking for will be displayed)
6. Special Requests can be sent to the Hotel
7. Payment - A credit card will be needed. You can use your company credit card or a Club Travel HRG credit card can be provided. The Club Travel HRG credit card it will be embedded into the system.
8. Frequent Traveller Number for an Airline Programme can be entered on the finalise page
9. Hotel Loyalty card details can be entered
10. Reference fields to complete the booking can be entered – The reference fields can be mandatory any field marked with an asterix (*) is a mandatory field and must be complete in order to make a booking
11. You can enter a billing Address if necessary. In addition to the information available on the complete the booking page, you can review the cancellation policy of the hotel.

At this stage you can select to add car hire /another flight or another hotel to your booking.

*** The system automatically books the previous selected hotel in the background***

Car Rental Booking

Car Search

This is your Cytric Welcome Page from here you will learn how to book a Hire Car.

Select the car option by clicking on the CAR tab.

The screenshot shows the 'Travel Arranger Dashboard' for Solange Vonsowski. The navigation bar includes 'My Trips', 'My Expense Statements', and 'Administration of User Profiles'. Below the navigation bar, there are three tabs: 'Flights', 'Hotels', and 'Cars'. The 'Cars' tab is highlighted with a red box. A red arrow points from a callout box that says 'Select car option clicking on the Car Tab' to the 'Cars' tab. Below the tabs is a calendar for December 2017.

You will be taken to the search page

The screenshot shows the 'Start Hire Car Book...' step of the search process. It features a progress bar with six steps: '1 Start Hire Car Book...', '2 Select hire car Stat...', '3 Select hire car', '4 Add-on', '5 Complete this boo...', and '6 Confirmation'. The 'Pick-up' location is set to 'London Gatwick Airport (LGW)'. The 'Drop-off' location is set to 'Same as pick-up'. There are checkboxes for 'Please deliver the car to this location' and 'Please collect the hire car at this location'. The 'Pick-up and drop-off dates' field is empty, and the 'Trip purpose (optional)' field is also empty. A red arrow points to the right of the 'Trip purpose' field. Three red callout boxes are present: '01' next to the location fields, '02' below the dates field, and '03' below the trip purpose field.

1. Enter your pick-up location or type an address/Drop-off location can be changed as is set as default on the system to be the same as pick-up location
2. Enter the pick-up and the drop-off dates/times
3. Select the trip purpose and click continue

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

Results of Hire Car Display

Clouser Look /Details

1 Start Hire Car Boo... 2 Select hire car Stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

You are booking for: SV Vonsowski, Solange (You)

156 hire cars found at **London Gatwick Airport** on **05 January 2018** at **08:00**, drop-off at **Same as pick-up** on **10 January 2018** at **08:00**

156 cars From category **In policy** Sorted by **Price (asc)** < 1 of 6 >

	Economy Kilometres included Unlimited (EBMR)	4 people 2 bags	102.02 €	01
	Economy 4-5 Door Kilometres included Unlimited (EDMR)	4 people 2 bags	107.13 €	02
	Compact 4-5 Door Kilometres included Unlimited (CDMR)	5 people 2 bags	108.12 €	03
	Mini Kilometres included Unlimited (MBMR)	4 people 1 bag	121.31 €	04
	Economy Kilometres included Unlimited (ECMR)	4 people 1 bag 1 suitcase	126.72 €	05
	Compact Kilometres included Unlimited (CBMR)	5 people 1 bag 1 suitcase	134.64 €	06

1) Filter options to narrow down the results



Filter results ✕

Car hire companies (max 5)

Unlimited km/mls included

Car category (max 5)

Special equipment (max 5)

2) Search Criteria – Out of policy rates can be displayed / Search criteria can be changed

From category In policy	Sorted by Price (asc)
In policy	Price (asc)
Out of policy	Price (desc)
All	Car company
	Distance

Cars out of Policy details - Display Traffic Light Travel Policy Indicator

	Luxury 4-5 Door Kilometres included Unlimited (LDAR)	5 3	1,305.90 €
			Select hire car
	Standard Van Kilometres included Unlimited (SVAR)		1,310.56 €
			Select hire car

3) Friendly User Interface easy identification of the details, which category and what it is included.

Hire Car Booking Workflow

- | | |
|------------------------|----------------------|
| Air Condition | Bike rack |
| Manual Transmission | Luggage rack |
| Automatic Transmission | Ski rack |
| Diesel | Navigation |
| Electric | Satellite radio |
| Hybrid | Snow chains |
| Insurance | Winter tyres |
| Big piece of luggage | Cross Border Fee |
| Hand luggage | Number of travellers |

4) Click on click on the down arrow to see more details

	Economy Kilometres included Unlimited (EBMR)	4 2	102.02 €
			Select hire car
Enterprise Rent-a-Car			
Stations	Pick-up London Gatwick Airport, GATWICK AIRPORT, GATWICK, GATWICK AIRPORT, LOWER FORECOURT ROAD 06:00 - 23:59	Drop-off Same as pick-up station	
General information:	VAUXHALL CORSA OR SIMILAR Car category: (EBMR)		
Included services:	Insurances: COLLISION DAMAGE WAIVER 1.		

5) Passenger and luggage capability



6) Traffic Light Travel Policy Indicator



Car Selection


Select the hire car by clicking

Once you have selected the option you wish to book you have the option to request special requirement such as sat navigation system and snow tyres, this is on request only.

1 Start Hire Car Book... 2 Select hire car Stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

Pick-up hire car at **London Gatwick Airport** on **05 January 2018** at **08:00**, drop-off at **Same as pick-up** on **10 January 2018** at **08:00**

You are booking for: **SV Vonsowski, Solange (You)**



Economy
Kilometres included **Unlimited**
(EBMR)

4 2

102.02 €

Stations	Pick-up	Drop-off
	<p>London Gatwick Airport, GATWICK AIRPORT, GATWICK, GATWICK AIRPORT, LOWER FORECOURT ROAD 06:00 - 23:59 Distance: 0.7km</p>	<p>London Gatwick Airport, GATWICK AIRPORT, GATWICK, GATWICK AIRPORT, LOWER FORECOURT ROAD 06:00 - 23:59 Distance: 0.7km</p>

Add special equipment	Equipment	Availability
	Snow tyres	Subject to availability <input type="checkbox"/>
	Snow chains	Subject to availability <input type="checkbox"/>
	Ski rack	Subject to availability <input type="checkbox"/>
	Satellite radio	Subject to availability <input type="checkbox"/>
	Navigation System	Subject to availability <input type="checkbox"/>
	Luggage Rack / Roof Rack	Subject to availability <input type="checkbox"/>
	Diesel Engine	Subject to availability <input type="checkbox"/>

Please note: Selecting additional special equipment may cause impose additional fees.












*** Please note: Selecting additional special equipment may impose additional fees. ***


Click on 'Continue'

Complete Car Booking

Hire Car Booking

<input type="radio"/> EUR <input type="radio"/> GBP		You are booking for: Solange Vonsowski	<div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">01</div>								
Your Selected Rate		Your Hire Car Workflow <ul style="list-style-type: none"> <input type="radio"/> Confirmation <input checked="" type="radio"/> Hire Car Selection <input checked="" type="radio"/> Vendor Locations <input checked="" type="radio"/> Selection of Hire Car Vendor <input checked="" type="radio"/> Start Hire Car Booking 									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Car Type</th> <th style="width: 30%;">Special Equipment</th> <th style="width: 20%;">km/miles</th> <th style="width: 30%;">Total Rate</th> </tr> </thead> <tbody> <tr> <td>  Economy (I), 2-3 door car </td> <td>  Manual transmission (included)  Air Condition (included) </td> <td>Unlimited km/mis included</td> <td style="text-align: right;">102.02</td> </tr> </tbody> </table>	Car Type	Special Equipment	km/miles	Total Rate	 Economy (I), 2-3 door car	 Manual transmission (included)  Air Condition (included)	Unlimited km/mis included	102.02	Inform the Hire Car Vendor of the Arrival: Airline Code and Flight Number: <input style="width: 150px;" type="text"/>		<div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">02</div>
Car Type	Special Equipment	km/miles	Total Rate								
 Economy (I), 2-3 door car	 Manual transmission (included)  Air Condition (included)	Unlimited km/mis included	102.02								
For completing the booking please enter Special Remarks (Notes to Consultant): <input style="width: 250px;" type="text"/>											
Booked by:		<div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">03</div>									
First Name:*	<input type="text" value="Solange"/>										
Last Name:*	<input type="text" value="Vonsowski"/>										
Telephone:	<input type="text"/>										
eMail:*	<input type="text" value="solange@ie.hrgworldwide.com"/>										
eMail:	<input type="text"/>										
User Profile: <input type="checkbox"/> Automatically transfer the above entered information into the User Profile.		<div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">04</div>									
Traveller:											
Greeting:	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Miss <input type="radio"/> Ms.										
Title:	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mag.										
First Name:*	<input type="text" value="Solange"/>										
Last Name:*	<input type="text" value="Vonsowski"/>										
Street:	<input type="text"/>										
Postal code:	<input type="text"/>										
City:	<input type="text"/>										
Country:	<input type="text"/>										
Telephone:	<input type="text"/>										
Mobile Telephone:	<input type="text"/>										
eMail:*	<input type="text" value="solange@ie.hrgworldwide.com"/>										
eMail:	<input type="text"/>										
Payment No Credit Card Guarantee / Invoice		<div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">05</div>									

Frequent Traveller Number for an Airline Programme

 Use this Frequent Traveller Number

Airline/Rail Provider:*

Do not use any Frequent Traveller Number

For completing the booking please enter

Contract Ref:

Demo Ref 1:

Demo Ref 2:

PO Number:

REFERENCE 01:

REFERENCE 02:

REFERENCE 03:

Billing Address

Company:

Attention to:

Street:

Postal code:

City:

Country:

User Profile:

Automatically transfer the above entered information into the User Profile.

Complete this Booking
(liable for payment) ***

1. Confirm your information enter your flight details if you have not booked with flights
2. Special remarks can be sent to the consultant
3. Booked By – Your details will be displayed
4. If you are booking as a Travel arranger your traveller details will be displayed
5. Payment Is made by credit card when you are collecting your car
6. Frequent Traveller card can be entered
7. Reference fields to complete the booking can be entered – Any field marked with an asterix (*) is a mandatory field and must be complete in order to make a booking
8. You can enter a billing Address if necessary. At this stage you can select to add another product to your booking or just finish the booking.

*** The system automatically books the previous selected car hire in the background***

Booking Confirmation

In all cases – when a booking is confirmed in Cytric – a Booking Confirmation will be sent to the Booker, A Record of the Booking will be sent to our consultants, and fulfilment of the Booking will take place.

An example of what a booking confirmation looks like is here:

Booking Confirmation - Sabrina Vonsowski - 06MAR18 - LGW, DUB - N8TRC9
To: Siobhan Sweeney; cytric

Admin User

Confirmation for Sabrina Vonsowski

Additional Booking Data:

BA 5902, BA 5913, 06MAR18
Approval Password: th3jp
ATO or Trip or PO Number: test
Policy Reason: LF Lowest Fare Selected
Cost Centre: 123897

Itinerary

Tuesday, 06 March 2018 to London

Sabrina Vonsowski (Government issued Picture ID)
BA 5902 Economy Class, Airline Reference: N8TRC9
This flight will be operated by Aer Lingus

08:45 Dublin, IE (DUB), Dublin Airport (DUB), Terminal 2
10:15 London, GB (LON), London Gatwick Airport (LGW), Terminal 5

Status: Confirmed
Baggage: 1 piece(s)
Ancillary Services: No additional service booked.
Flight Duration: 1h 30min, Time Difference: 0, Miles: 288, CO2 Emissions: 72 kg
Booking Code: N8TRC9, Booking Date: 05DEC17

[Cancel Flight Booking](#)

Saturday, 10 March 2018 to Dublin

Sabrina Vonsowski (Government issued Picture ID)
BA 5913 Economy Class, Airline Reference: N8TRC9
This flight will be operated by Aer Lingus

17:10 London, GB (LON), London Gatwick Airport (LGW), Terminal 5
18:30 Dublin, IE (DUB), Dublin Airport (DUB), Terminal 2

Status: Confirmed
Baggage: 1 piece(s)

Payment Information

Ticket #	Airline and Flight Number	Service Class	Fare
1	BA 5902 BA 5913	Economy	BELOW BELOW
Changes allowed without fee in the same booking class. Refundable without fee.			
Fare per traveller in EUR: 711.72			Fare for all travellers in EUR: 711.72
			Total fare for all travellers for all Air segments in EUR: 711.72
			Total Cost of the complete Trip in EUR: 711.72

Traveller: Sabrina Vonsowski

Payment:

BA 5902, BA 5913: Payment by Invoice

Ticket Information

Ticketing Date: BA 5902, BA 5913: Ticket(s) will be issued on Wednesday, 06 December 2017

Ticket Options: BA 5902, BA 5913: Electronic ticket, Not ticketed.

For Check-in for Flight: BA 5902, BA 5913: Government issued Picture ID

Travel Arranger Dashboard

How to book as a Travel Arranger

Log in as normal and click on the Travel Arranger Dashboard on the right site of the page

The screenshot shows the top navigation bar with the 'cytric' logo and several menu items: 'My Trips', 'My Expense Statements', 'Administration of User Profiles', and a user profile dropdown for 'Solange Vonsowski'. A red box highlights the 'Travel Arranger Dashboard(tm)' link in the user profile dropdown. Below the navigation bar is the 'Club Travel HRG' logo and a 'Selected travellers' section containing a card for 'Vonsowski, Solange (You)'. There are three blue buttons with icons for flight, hotel, and car. Below these are two calendar views for November and December 2017, with the 2nd of December highlighted.

From the Travel Arranger Dashboard, you can see all the travellers assigned to you, and select a traveller to be booking for.

You can search for travellers by name or you can select from the list moving across the pages.

This screenshot shows the search and filter options for travellers. A red box highlights the 'Search for travellers' input field. Below it are checkboxes for 'Show only favourite travellers', 'Travellers with: bookings', and 'only active bookings/requests'. A 'Location' dropdown menu is also visible. Below the search area is a calendar for November and December 2017, with the 2nd of December highlighted. A red box highlights a pagination control showing '< 1 of 2 >'. Below the calendar is a list of travellers, each with a checkbox and a profile card. The list includes: 'admin, admin', 'Arranger, Alan', 'Bond, James', 'Fisher, Ariel', 'Henry, Donna', 'identifier, test', and 'Irwin, Adrienne'. A red box highlights the entire list of travellers.

Once you select a traveller you will have to delete the other selected traveller by clicking on the X as you can only book for one traveller at the time.

Selected travellers Add Other Traveller (without profile)

SV **Vonsowski, Solange (You)** X
ama_ClubTravel-SpecialistDemo

JB **Bond, James** X
ama_ClubTravel-SpecialistDemo

This System has been configured to support a maximum of 1 travellers in the same booking. Please note that for certain services this number is reduced to one.

Show only favourite travellers
 Travellers with:
 bookings
 only active bookings/requests

November 2017							December 2017														
	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	THU	FRI	SAT	SUN	MON	TUE	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
<input type="checkbox"/> AA admin, admin <small>ama_ClubTravel-SpecialistDemo</small>																					
<input type="checkbox"/> AA Arranger, Alan <small>ama_ClubTravel-SpecialistDemo</small>																					
<input checked="" type="checkbox"/> JB Bond, James <small>ama_ClubTravel-SpecialistDemo</small>																					

The selected traveller will show on the top of the page and from here you can start the booking as normal by selecting Flight, Hotel or Hire Car.

Selected travellers Add Other Traveller (without profile)

JB **Bond, James** X
ama_ClubTravel-SpecialistDemo

✈️

🏨

🚗

Show only favourite travellers
 Travellers with:
 bookings
 only active bookings/requests

November 2017							December 2017														
	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	THU	FRI	SAT	SUN	MON	TUE	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
<input type="checkbox"/> AA admin, admin <small>ama_ClubTravel-SpecialistDemo</small>																					
<input type="checkbox"/> AA Arranger, Alan <small>ama_ClubTravel-SpecialistDemo</small>																					
<input checked="" type="checkbox"/> JB Bond, James <small>ama_ClubTravel-SpecialistDemo</small>																					

When you start the booking, you can easily identify on the right hand of the page for who you are booking for.

☰
cytric
My Trips
My Expense Statements
Administration of User Profiles
SV Solange Vonsowski

You are booking for:
James Bond

1 Your Air Search Criteria
2 Air Options
3 Price
4 Flight Booking
5 Confirmation

How to make the Travel Arranger Dashboard your welcome page.

The Travel Arranger Dashboard can be made your welcome page if desired by following a few steps.

On My User profile click on Personal Preferences

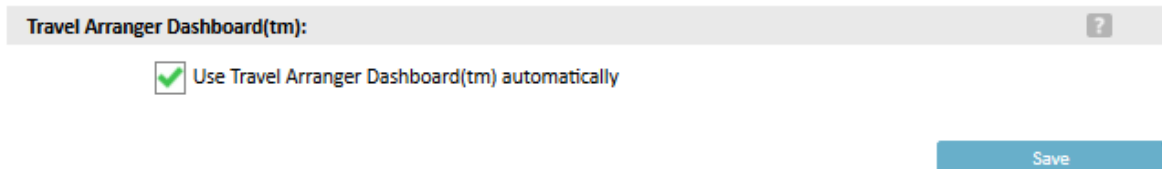
My User Profile

Last change: Sol Vonsowski (Solwski) on 02DEC17 12:33



The screenshot displays a grid of settings options for a user profile. The options are arranged in three rows. The first row contains: Personal Data, Emergency Contact Information, Government ID and Visa Data, and Credit Card and Payment Card Information. The second row contains: Frequent Traveller Programmes, Discount Cards, Personal Preferences (highlighted with a red border), and cytric Mobile Companion. The third row contains: cytric System Management.

At the bottom of the page select the option Use Travel Arranger Dashboard automatically and hit save.



The screenshot shows a settings section titled "Travel Arranger Dashboard(tm):" with a help icon. Below the title, there is a checked checkbox labeled "Use Travel Arranger Dashboard(tm) automatically". A blue "Save" button is located at the bottom right of the section.

From now on when you login into Cytric you will be taken directly to The Travel Arranger Dashboard.

Cancellations

Please note that this applies to **CYTRIC BOOKINGS & CLASSIC BOOKINGS**

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

- a) Booking Reference
- b) The written request to cancel

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