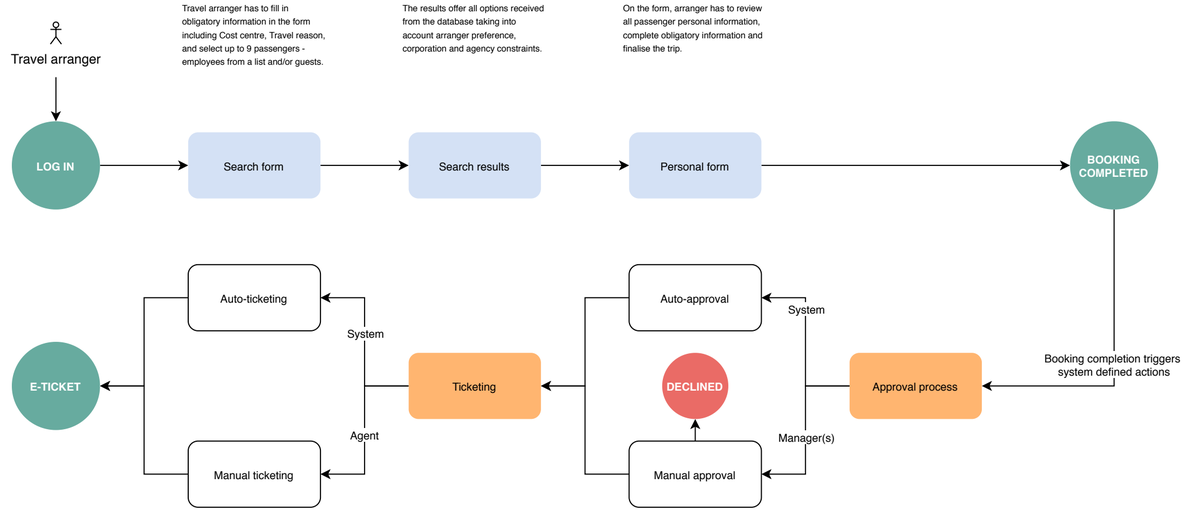

Search form

Travel arranger has to fill in obligatory information in the form including Cost centre, Travel reason, and select up to 9 passengers - employees from a list and/or guests.

Search results

The results offer all options received from the database taking into account arranger preference, corporation and agency constraints.

Personal form

On the form, arranger has to review all passenger personal information, complete obligatory information and finalise the trip.

Auto-ticketing

The system is capable of issuing tickets automatically, taking into account commissions, private fares and many other factors involved. When finished, the system sends email notification with itinerary and e-tickets.

Manual ticketing

Should agency wish to issue tickets manually, booking waits on dedicated queue to be taken by agent and issued. Agent is then responsible for the process including e-ticket delivery.

Ticketing

When the system collects all positive approvals, the booking is ready for ticketing. As well as with approval process, it is up to the configuration, how the system treats the booking.

Auto-approval

If the trip conditions meet corporation requirements, the system marks the trip as auto-approved.

Manual approval

If the trip conditions require manual approval by responsible manager, notification(s) to all concerned manager(s) is sent via email. In the email body, manager can check trip details including the itinerary and has to decide whether to approve or decline the trip. For that purpose, the email body includes two respective buttons.

Approval process

All trips must go through approval process. The process is triggered automatically by the system and runs in the background without arranger being involved.

By default, all passengers must be approved for the trip in order continue with ticketing. Even if one passenger is declined by the manager, no one travels and arranger must begin a new trip booking.

If the trip is declined by manager, the booking goes on a queue where agent picks it and manages cancellation.