

BCD Travel & Cytric

training material

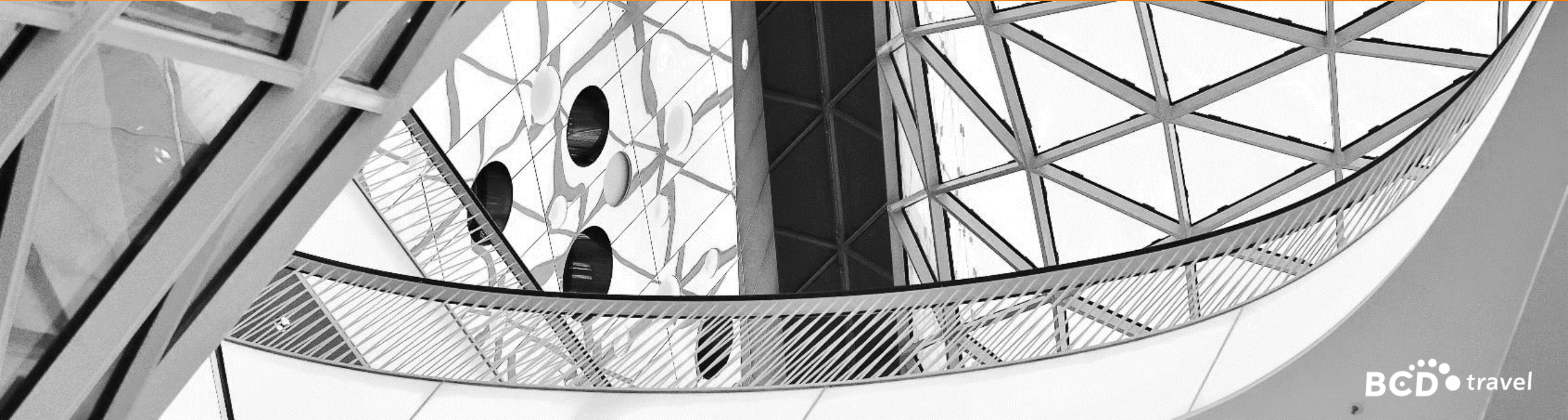
July 2019

Agenda

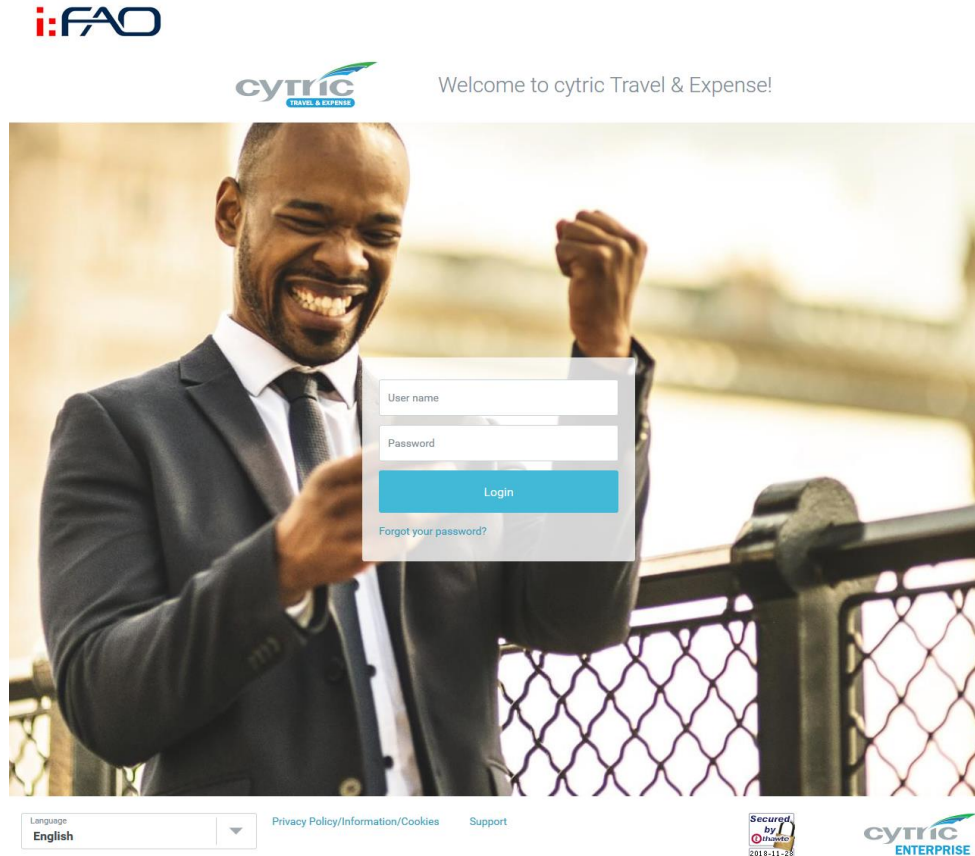
1. LogIn, Personal Portal™, Administration User Profiles
2. Flight Booking
3. Hotel Booking
4. Car Booking
5. cytric Mobile Companion
6. Retrieve Bookings
7. Act as a Travel Arranger
8. Tips & Tricks



LogIn, Personal Portal™, Administration User Profiles



Manuel Login



Please enter your company email address as your user name.

The password can be requested via „Forgot your password?“. Enter your user name and your name as written in your travel document.

Please note that the first letter of your first and last name has to be in capitals.

The temporary password will be sent to you via email.

Personal Portal™

The screenshot displays the Personal Portal interface. At the top, there is a dark navigation bar with the 'cytric' logo, a home icon, and several menu items: 'My Trips', 'cytric Expense', 'Management', and a user profile for 'Nikolej Kunz'. Below this is a secondary navigation bar with 'Trip Approvals', 'Travel Arranger Dashboard(tm)', 'Extras', and 'Services'. The main content area features the 'i:FAO' logo and a 'Selected travellers' section with a card for 'Kunz, Nikolej (You)'. Below the travellers section is a row of service icons: a plane, a train, a car, a hotel, and a car rental, along with 'cytric AppCLOUD' and 'Travel WIZZARD (tm)'. A calendar for December 2018 is shown below, with the 17th and 18th highlighted. The interface is annotated with three callouts: 'Start into a booking' pointing to the plane icon, 'User section' pointing to the user profile, and 'Services for your trip organisation' pointing to the service icons.

Start into a booking

User section

Services for your trip organisation

Personal Portal™

My Trips | cytric Expense | Management | **N** Nikolej Kunz

Trip Approvals | Travel Arranger Dashboard(tm) | Extras

iFAO

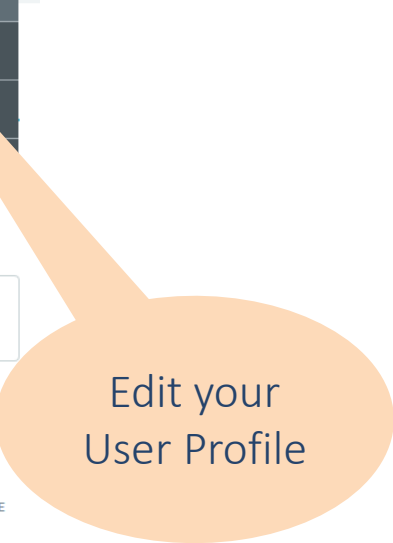
Selected travellers

N Kunz, Nikolej (You) ×
iFAO (demo)

cytric AppCLOUD | Travel WIZZARD (tm)

December 2018

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	1
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
															✈️	✈️														



My User Profile: Administration

My User Profile

Last change: Nikolej Kunz (FRATerminal1) on 28.11.2018 11:09

- 1 Personal Data
- 2 Government ID and Visa Data
- 3 Credit Card and Payment Card Information
- 4 Frequent Traveller Programmes
- 5 Personal Preferences
- 6 cytric System Management

Back

Areas that need to be filled or reviewed before the first booking

Keeping your profile up-to-date saves real booking time

My User Profile: 1 Personal Data



Edit and Save Personal Data

My User Profile

Personal Data

cytric PIN & Security Code

Store Access Information

Organisational Unit and Travel Policy Group

Location: i:FAO (demo), Frankfurt am Main

Travel Policy Group:* Board of Directors

Change

User Profile and QuickProfile Settings

Greeting:* Mr. Mrs. Miss Ms.

First Name:* Nikolej

Last Name:* Kunz

Title: Prof. Dr. Mag.

Date of Birth:* 6 June 1980

Identifier:

Country of Citizenship: Germany - DE

Business Address

Company: i:FAO (demo)

Street: Clemensstrasse 9

Postal code: 60487

City: Frankfurt am Main

Country: Germany - DE

Telephone:

Telefax:

Save your name as stated in passport

My User Profile: 2 ID and Visa Data



Government ID and Visa Data

- My User Profile
- Government ID and Visa Data
- Global Entry Data

Back

On this page Government IDs and Visa Data are displayed.

Stored Government IDs				+ Add	⋮
Name of Government ID	Issuing Country	Government ID Number	Expiry Date		
Reisepass (Primary)	Germany	1234XXXXXX	31/03/2028		

First Name:

Middle Name:

Last Name:

Country of Citizenship:

Date of Birth:

Gender: Male Female Unspecified

Make this Government ID your primary Government ID for APIS and TSA Secure Flight Data

Add an(other) ID

Change/Delete

Add all details accordingly

Please always select this option!

My User Profile: 3 Credit Card and Payment Card Information



Credit Card and Payment Card Information

- My User Profile
- Credit Card and Payment Card Information
- Assign Credit Cards to Vendors

On this page personal credit and payment cards to be used for bookings can be entered.

Stored Credit Cards						
Credit Card Name	Credit Card Company	Credit Card Number	Valid through	Use as FOID	Preferred Credit Card	
CA	Mastercard	XXXXXXXXXXXX8487	03/2021	Yes	No	

Add Credit Card:

Self-defined card name:

Credit Card Company:*

Credit Card Number:*

Valid through:*

Use as Form of Identification:

Use as preferred Credit Card:

Street:

Postal code:

City:

State:

Country:



Back

Add

My User Profile

4 Frequent Traveller Programmes



Frequent Traveller Numbers for Airlines

My User Profile

- Frequent Traveller Numbers for Airlines
- Frequent Traveller Numbers for Hotel Chains
- Frequent Traveller Numbers for Car Hire Vendors
- Frequent Traveller Numbers - Rail

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.

Stored Frequent Traveller Cards					
Airline/Rail Provider:	Frequent Traveller Number	Membership Programme	Confidential	Masked	
Lufthansa	LH XXXXXXXXXXX9365	Miles & More Card	No	Yes	
This card is also used for the following airline alliance: Star Alliance					

Add Frequent Traveller Cards for Air

Airline/Rail Provider:*

Frequent Traveller Programme:*

Frequent Traveller Numbers:*

Confidential:

Masked:

Use Number also for:

Add

Further categories as rental car and hotels

Pick the airline

Confirm alliance

Back

My User Profile: 5 Personal Preferences

cytric My Trips Expense Management N Nikolej Kunz

FAO

Personal Preferences

- My User Profile
- Personal Preferences**
- Select Travel Arranger
- Select Your Trip Approver for the Basic Approval System
- Define Approval Substitution
- Ticket ID

My International Settings:

Language Selection:* English

Display the Date as:* German

Display the Time as:* 24

Display the Temperature in:* Celsius

Display all Prices as:* 1.234.567,89

Display all distances as: Kilometres

My Air Travel Preferences:

Default Departure City: Frankfurt/Main, HE, Germany - FRA

Class of Service: Economy Premium Economy Business First

Seat: Window Aisle

Special Meal Request:* Standard Meal

My Rail Travel Preferences:

Default Departure Rail Station: Frankfurt HBF

Class of Service: Premier Class 1st Class Business Class Standard Class

Seating preferences: Seat booking required

Window Aisle

Type of Carriage: Widebody carriage Compartment Seat at Table

Rest Area Mobile Telephone Zone

Seating Preference Deutsche Bahn NVS

1st Class	Seat, at Table, Wide Body Carriage, Telephone
Standard Class	Telephone

[Rail Seat Map for Deutsche Bahn NVS](#)

Save your
system
preferences

Save your
seat and
meal
preference

My User Profile: 6 cytric System Management



Change your User Name and/or Password

[My User Profile](#)

Change your User Name and/or Password

[Delete All Personal Data](#)

On this page your system access information may be changed.

Change Your User Name ?

Your Current User Name: **sales@bcdtravel.at**

Your New User Name is:

Change Password ?

Your Old Password:

Your new password is:

Your New Password (for verification):

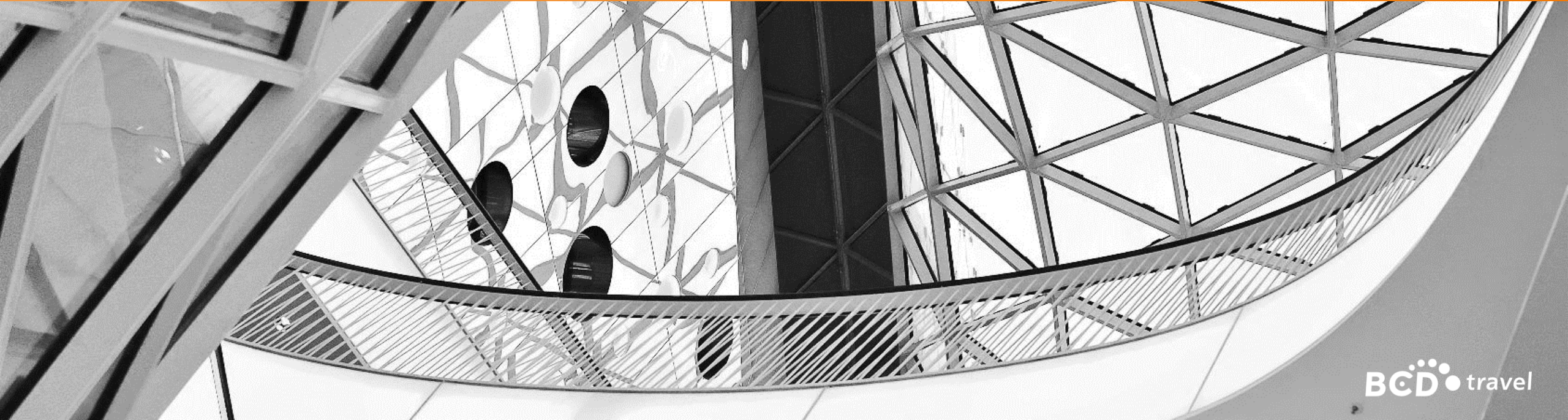
[Save and Continue to My User Profile](#)

[Save and Continue to Personal Portal\(tm\)](#)

[Back](#)

Change your password

Flight Booking



Flight Booking

Meine Reisen | cytric Expense | Management | N Nikolej Kunz

Reise-Genehmigungen | Travel Arranger Dashboard(tm) | Extras | Services

iFAO

Ausgewählte Reisende Anderen Reisenden hinzufügen (ohne Profil)

N Kunz, Nikolej (Sie) X
iFAO (demo)

Start a new flight booking

cytric AppCLOUD | Travel WIZZARD (tm)



Dezember 2018 Jan



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	1
SON	MON	DIE	MIT	DON	FRE	SAM	SON	MON	DIE	MIT	DON	FRE	SAM	SON	MON	DIE	MIT	DON	FRE	SAM	SON	MON	DIE	MIT	DON	FRE	SAM	SON	MON	DIE
															🚗	🚗														

Flight Booking: Search criteria


Typ in flight preferences like, airport, date, time


One Way Hin- und Rückreise Mehrere Städte

Von **Frankfurt (FRA) (Frankfurt/Main)** HE, Deutschland  


Nach **Berlin (BER)** BE, Deutschland  


Nur Nonstop-Flüge oder


Abreisedatum Abflug Zeit **Die, 17 Mär 2020** **06 : 00** 

Rückreisedatum Abflug Zeit **Mit, 18 Mär 2020** **16 : 00** 

Fluggesellschaften (optional, max 6)

Service Klasse **Economy** 

Reisegrund 



Flight Booking: Flight offers

Hin- und Rückreise **Frankfurt/Main** ⇌ **Berlin**

FRA → BER
Di, 17 Mär

















BER → FRA
Mi, 18 Mär

Sortiert nach
Frühester Abreise

Filter

In den Preisen sind keine Gebühren enthalten, die ggf. für Ihre Zahlungsform anfallen.

Zeitunterschied: 0h 00m

 Lufthansa - 172	Frankfurt/Main, HE, DE 06:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 07:25 TXL	Sofortkauf  
Gesamtpreise ab 93,36 €				
 Lufthansa - 170	Frankfurt/Main, HE, DE 06:45 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 07:55 TXL	Sofortkauf  
Gesamtpreise ab 93,36 €				
 Lufthansa - 126  Eurowings - 8001 (durchgeführt von GermanWings)	Frankfurt/Main, HE, DE 07:10 FRA	1 Stopp Gesamtzeit: 3h 00m	Berlin, BE, DE 10:10 TXL	 
Gesamtpreise ab 267,12 €				
 Lufthansa - 174	Frankfurt/Main, HE, DE 07:45 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 08:55 TXL	Sofortkauf  
Gesamtpreise ab 126,36 €				
 Lufthansa - 38	Frankfurt/Main, HE, DE 08:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 09:25 TXL	 
Gesamtpreise ab 129,36 €				

Filter and sort

Selection of the desired option

In Policy /
Out of Policy

Notice of Low-Cost Carrier booking

Flight Booking: filter options and sort criteria

Set time window for inbound and outbound flight

Select the option for the sorting

FRA → BER
Di, 17 Mär ✓

BER → FRA
Mi, 18 Mär

Sortiert nach
Frühester Abreise

Filter ^

Abflugzeit

06:30 - 20:45

Ankunftszeit

07:30 - 22:15

Stopps

Nonstop

bis zu 1 Stopp

Abbrechen





Filter löschen

Filter anwenden




Selection of possible stops

Flight Booking: flight selection

Variant 1

 Lufthansa - 38	Frankfurt/Main, HE, DE 08:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 09:25 TXL	 
Gesamtpreise ab 129,36 € 				


Hin- und Rückreise Frankfurt/Main ⇌ Berlin










 Lufthansa - 38	MÄR 17	Frankfurt/Main, HE, DE 08:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 09:25 TXL	 
	MÄR 18	Berlin, BE, DE -- : --		Frankfurt/Main, HE, DE -- : --	

FRA → BER | **BER → FRA**
Di, 17 Mär ✓ | Mi, 18 Mär

Sortiert nach
Frühester Abreise

 Filter 

 In den Preisen sind keine Gebühren enthalten, die ggf. für Ihre Zahlungsform anfallen. Zeitunterschied: 0h 00m

 Lufthansa - 173	Berlin, BE, DE 06:30 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 07:40 FRA	 
 Lufthansa - 2053, 97	Berlin, BE, DE 06:30 TXL	1 Stopp Gesamtzeit: 3h 10m	Frankfurt/Main, HE, DE 09:40 FRA	 
 Lufthansa - 2053, 99	Berlin, BE, DE 06:30 TXL	1 Stopp Gesamtzeit: 3h 40m	Frankfurt/Main, HE, DE 10:10 FRA	 

Selection of the desired option for the outbound flight

Selection of the desired option for the inbound flight

Hinweis: Sie können es auch umgekehrt machen, erst den Rückflug wählen und dann sehen Sie alle verfügbaren Hinflüge dazu.

Flight Booking: Flight selection

Variant 2

Frankfurt/Main, HE, DE | Nonstop | Berlin, BE, DE

08:15 FRA | Gesamtzeit: 1h 10m | 09:25 TXL

Sie können Ihren Hinflug mit einem dieser Rückflüge kombinieren und beide gleichzeitig auswählen. [Preise ausblenden](#)

easyJet - 5551	Berlin, BE, DE 16:45 TXL	Nonstop Gesamtzeit: 1h 15m	Frankfurt/Main, HE, DE 18:00 FRA	Sofortkauf	Gesamtpreise in Economy ab 129,36 €
Lufthansa - 191	Berlin, BE, DE 14:45 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 15:55 FRA	Sofortkauf	Gesamtpreise in Economy ab 143,67 €
Lufthansa - 193	Berlin, BE, DE 15:45 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 16:55 FRA	Sofortkauf	Gesamtpreise in Economy ab 143,67 €
Lufthansa - 195	Berlin, BE, DE 16:45 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 17:55 FRA	Sofortkauf	Gesamtpreise in Economy ab 143,67 €
Lufthansa - 197	Berlin, BE, DE 17:45 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 18:55 FRA	Sofortkauf	Gesamtpreise in Economy ab 143,67 €

[Alle anzeigen](#)

Expand the area and select inbound and outbound flight together. Total price for a return flight.

All available return flights are displayed.

Flight Booking: Details

The screenshot displays two flight options from Lufthansa. The first flight is Lufthansa - 38, Frankfurt/Main, HE, DE to Berlin, BE, DE, departing at 08:15 FRA and arriving at 09:25 TXL. The second flight is Lufthansa - 191, Berlin, BE, DE to Frankfurt/Main, HE, DE, departing at 14:45 TXL and arriving at 15:55 FRA. Both flights have a duration of 1h 10m. The interface includes expandable sections for details, CO2 emissions, and total travel time. A callout points to the expandable section of the first flight, another to the travel time information, and a third to the 'Sofortkauf' (instant booking) option for the second flight. A price button is visible at the bottom right of the second flight's details.

Flight	Origin	Destination	Departure	Arrival	Duration	Class
Lufthansa - 38	Frankfurt/Main, HE, DE	Berlin, BE, DE	08:15 FRA	09:25 TXL	1h 10m	Economy
Lufthansa - 191	Berlin, BE, DE	Frankfurt/Main, HE, DE	14:45 TXL	15:55 FRA	1h 10m	Economy



Expand display for detail information

Travel time Information

Sofortkauf = booking directly on the airline's homepage

Flight Booking: Fare selection

Hin- und Rückreise **Frankfurt/Main** ⇌ **Berlin**

✓  Lufthansa - 38	MÄR 17	Frankfurt/Main, HE, DE 08:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 09:25 TXL
 Lufthansa - 39	MÄR 18	Berlin, BE, DE 10:15 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 11:25 FRA



Mehr Preise anzeigen

 Mischung von Serviceklassen ▾

 Filter ▾

 In den Preisen sind keine Reisebürogebühren oder Gebühren enthalten, die ggf. für Ihre Zahlungsform anfallen.

Empfohlener Preis

⇌ Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +86,67 € / -99,00 €	Gepäck 1 x 	CLASSIC	Gesamtpreis 185,67 € ✓ 
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Andere Preise



→ Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +52,25 € / -43,00 €	Gepäck 1 x 	CLASSIC	Gesamtpreis 179,67 € ✓ 
← Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +34,42 € / -50,00 €	Gepäck 1 x 	CLASSIC	

Travel overview

Filter options

Flight Booking: Fare selection – filter options

Hin- und Rückreise **Frankfurt/Main** ⇌ **Berlin**

 Lufthansa - 38	MÄR 17	Frankfurt/Main, HE, DE 08:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 09:25 TXL
 Lufthansa - 39	MÄR 18	Berlin, BE, DE 10:15 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 11:25 FRA

Mehr Preise anzeigen

 Mischung von Serviceklassen 

 Filter 

Mindestens ein Ticket im Tarif muss den Filterkriterien entsprechen (standardmäßig alle Tickets)

Änderungsbedingungen

Mit Gebühr | Ohne Gebühr | **Alle**

Stornierungsbedingungen

Nicht erstattungsfähig | Mit Gebühr | Ohne Gebühr | **Alle**

Nur In-Policy-Preise

Abbrechen

Filter anwenden

Filter by rebooking conditions

Filter by cancellation policy

Flight Booking: Fare selection

Different fare combinations are displayed

Mehr Preise anzeigen



Mischung von Serviceklassen

Filter

In den Preisen sind keine Reisebürogebühren oder Gebühren enthalten, die ggf. für Ihre Zahlungsform anfallen.

Empfohlener Preis

Selection of the desired fare

⇒ Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +86,67 € / -99,00 €	Gepäck 1 x	CLASSIC	Gesamtpreis 185,67 € ✓	→
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Andere Preise

1 von 2

→ Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +52,25 € / -43,00 €	Gepäck 1 x	CLASSIC	Gesamtpreis 179,67 € ✓	→
← Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +34,42 € / -50,00 €	Gepäck 1 x	CLASSIC		

⇒ Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung Keine Informationen	Gepäck 1 x	CLASSIC FLEX	Gesamtpreis 225,67 € ✓	→
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Flight Booking: Ancillary Services

 Lufthansa - 38	MÄR 17	Frankfurt/Main, HE, DE 08:15 FRA	Nonstop Gesamtzeit: 1h 10m	Berlin, BE, DE 09:25 TXL
 Lufthansa - 39	MÄR 18	Berlin, BE, DE 10:15 TXL	Nonstop Gesamtzeit: 1h 10m	Frankfurt/Main, HE, DE 11:25 FRA
 Serviceklasse ECONOMY	Änderung 70,00 €	Erstattung +86,67 € / -99,00 €	Gepäck 1 x 	CLASSIC Gesamtpreis 185,67 € 


 Sitzplätze auswählen **0,00 €**
[Details](#) 

 Gepäck hinzufügen **0,00 €**


 Zusatzleistungen hinzufügen **0,00 €**

Book additional services (fees may apply)

Flight Booking: Conclusion

 **Ticketing-Datum**

Choose between instant and delayed ticketing

 **Buchungsinformationen**

Ich erkläre mich einverstanden mit den Tarifbestimmungen des/r gewählten Flugtarife/s(erforderlich)

Agree to the purchase conditions

Möchten Sie einen weiteren Service zu Ihrer Reise hinzufügen, nachdem Sie diese Buchung abgeschlossen haben? Wählen Sie Ihren nächsten Buchungsservice hier.

Ihre nächste Buchung beginnt, sobald die aktuelle abgeschlossen ist.



189,01 €
Details 

Buchung abschließen
Zahlungspflichtig

Finalize the booking

Flight Booking: Confirmation



Confirmation for Nikolej Kunz

Approval:
The trip request is pre-approved and was sent to the approver for review.
Review Deadline: **Thursday, 29.11.2018 13:30 (CET)**
Approver: Nikolej Kunz (kunz@ifao.net), Full Approval Rights (current) [Send request to a different approver](#)
Reason to trigger the approval: Approval by booking type

Trip Purpose: External Meeting, Customer

Additional Booking Data:
LH 2, LH 29, 20.12.2018
Hiermit bestätige ich, dass mir eine Bestätigung vorliegt.: No
I Agree etc.: No
Musterdatenfeld: 5000
Checkbox Frage: No
Cost Center: 2000
HRS Kostenstelle: 7000
certified Travel Manager: 3000
Werksfahrad: 7777
Neue Kostenstellen: 3000
Personalnummer: 1234

Itinerary

Thursday, 20 December 2018 to Hamburg
Nikolej Kunz (Lufthansa, Miles & More Card - XXXXXXXXXXX9365)
LH 2 Economy Class (Y), Airline Reference: MQ66CC
06:30 Frankfurt/Main HE, DE (FRA), Frankfurt International Airport (FRA), Terminal 1
07:35 Hamburg HH, DE (HAM), Hamburg-Fuhlsbuettel Airport (HAM), Terminal 2
Status: Confirmed
Baggage: 1 Cabin Bag, 1 Checked Bag
Ancillary Services: Complimentary Food and Beverage, 100% Miles
Flight Duration: 1h 5min, Time Difference: 0, Miles: 257, CO2 Emissions: 66 kg
Booking Code: MQ66CC, Booking Date: 28.11.2018

Cancel Flight Booking

Friday, 21 December 2018 to Frankfurt/Main
Nikolej Kunz (Lufthansa, Miles & More Card - XXXXXXXXXXX9365)
LH 29 Economy Class (Y), Airline Reference: MQ66CC
18:00 Hamburg HH, DE (HAM), Hamburg-Fuhlsbuettel Airport (HAM), Terminal 2
19:10 Frankfurt/Main HE, DE (FRA), Frankfurt International Airport (FRA), Terminal 1
Status: Confirmed
Baggage: 1 Cabin Bag, 1 Checked Bag
Ancillary Services: Complimentary Food and Beverage, 100% Miles
Flight Duration: 1h 10min, Time Difference: 0, Miles: 257, CO2 Emissions: 66 kg
Booking Code: MQ66CC, Booking Date: 28.11.2018

Additional Options

[Copy Booking](#) | [Printable View](#) | [Currency](#)

Frequent Trip

Name:*

[Save as Frequent Trip](#)
[Save as Corporate Frequent](#)

Forward additional Confirmation eMail to:

eMail Address:*

[Send](#)

Weather Forecast for Hamburg 28.11.2018 through 02.12.2018

Next Day
Wednesday 28.11.2018

1°C | 2°C

Copy Booking for another Traveller

Save as a template

Transmit your confirmation to another email

Flight Booking: Confirmation

General Information

Frequent Traveller Information:

LH 2, LH 29: LH, Lufthansa, Miles & More Card - XXXXXXXXXXX9365

Ordered by:

Nikolej Kunz, eMail: kunz@ifao.net

Please select for the best price for a return flight always the same airline!

We thank you for this booking!

Important: The information enclosed here may change without notice. All times are local times. Please observe the visa and immigration regulations of your destination and/or transit country as well as information on health and vaccination rules. Only you are responsible for compliance. If your travel plans change, please cancel any bookings not needed anymore as early as possible. Any comparison prices provided here may change because of currency fluctuations.

There are cloudAPPs available for your trip!



[Continue to Active Bookings](#) | [Add Flight/Train](#) | [Add Hotel](#) | [Add Car Booking](#) | [Add cytric appCLOUD Booking](#) | [Change Booking](#) | [Cancel Entire Booking](#)

[Back](#)

Add flight, car
or hotel
booking

Change/ Cancel
Booking

[About](#) | [Privacy Policy/Information/Cookies](#) | [Support](#)

Last Login on 28.11.2018 12:10 / TwinView(tm) Session ID: 425540-447792223



In general, a cancellation and adjustments of a flight booking is possible in cytric before the ticket is issued by BCD Travel.

After a ticket is issued, your service team will help you with the adjustments.

Flight Booking: Active Booking Display

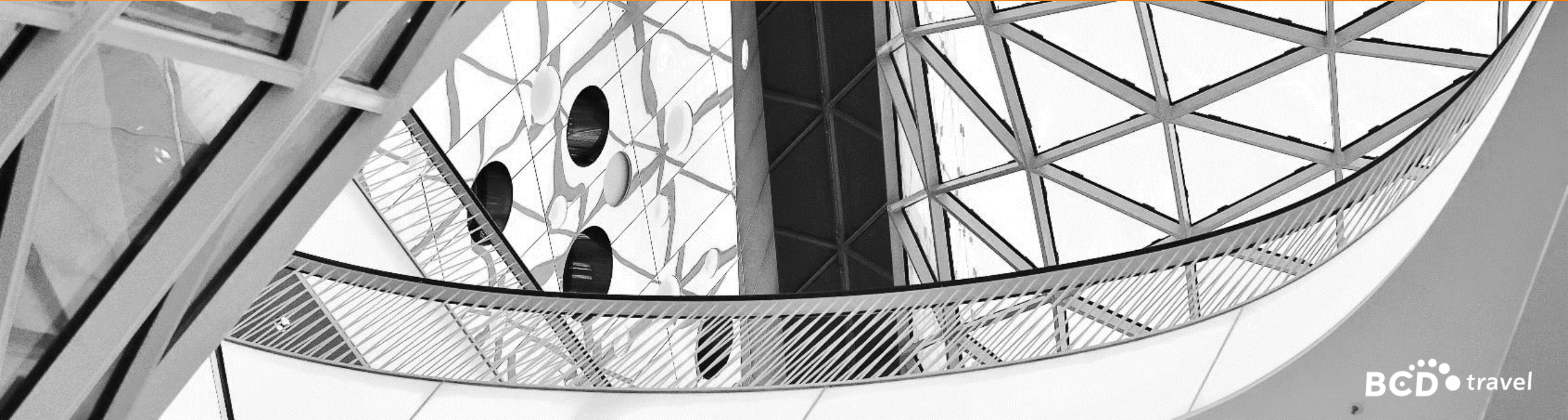
The screenshot shows the cytric dashboard interface. At the top, there is a navigation bar with the cytric logo and user information for Nikolej Kunz. Below this is the iFAO logo and a section for 'Selected travellers' listing 'Kunz, Nikolej (You)'. A row of service icons includes flight, car, and other options. A calendar for December 2018 is displayed, with a callout box for Thursday, December 20th. This callout box provides the following flight booking details:

- Flight Booking**
- 06:30 FRA**: Frankfurt/Main HE, DE - Frankfurt International Airport, Terminal: 1
- 07:35 HAM**: Hamburg HH, DE - Hamburg-Fuhlsbuettel Airport, Terminal: 2
- Lufthansa - 2**
- Travel time: 1hr. 5min., Direct**
- Pre-approved** (indicated by a green button)

View the flight booking on your Dashboard

Display the booking confirmation

Hotel Booking



Hotel Booking: Start

The screenshot shows the Cytric iFAO interface. At the top is a navigation bar with the Cytric logo, user profile (Nikolej Kunz), and various menu items like 'My Trips', 'cytric Expense', 'Management', 'Trip Approvals', 'Travel Arranger Dashboard(tm)', 'Extras', and 'Services'. Below the navigation bar is the iFAO logo. A 'Selected travellers' section shows 'Kunz, Nikolej (You)'. A horizontal menu contains icons for flight, train, car, hotel, and other services. The hotel icon is highlighted with an orange callout bubble that says 'Start a new hotel booking for yourself'. Below the menu is a calendar for December 2018, with the 17th and 18th highlighted. Navigation arrows are at the bottom of the calendar.

Start a new hotel booking for yourself

Hotel Booking: Search Criteria

cytric

My Trips cytric Expense Management Nikolej Kunz

i:FAO

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

You are booking for: Nikolej Kunz

Select a destination or a hotel
cytric Location Friedrich-Ebert-Anlage 2-14
Frankfurt/Main, Friedrich-Ebert-Anlage 2-14, 60325, HE, Germany

or enter an address.

Occupancy
Single Double

Check-in and Check-out dates
Mon, 10 Dec 2018 - Tue, 11 Dec 2018
1 night

Trip purpose (optional)
Business Meeting, Customer

i:FAO Location
Search

cytric Location Moskau
cytric Location Moskau - Moscow (MOW), Russian Federation (RU)

NYC
NYC - New York (NYC), NY, USA (US)

Last booked hotels

Hotel Savigny Frankfurt City
Frankfurt/Main, Savignystr. 14-16, 60325, HE, Germany

Le Méridien Frankfurt
Frankfurt/Main, Wiesenhuettenplatz 28-38, 60329, HE, Germany

Park Hotel am Berliner Tor
Hamburg, Borgfelder Straße 1-9, 20537, HH, Germany

IntercityHotel Hamburg Altona
Hamburg, Paul-Nevermann-Platz 17, 22765, HH, Germany

Select travel dates

Select city, address, company location or hotel chain

Hotel Booking: Selection

cytric

My Trips cytric Expense Management Nikolej Kunz

i:FAO

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

You are booking for:
N Kunz, Nikolej (You)

Single room at Friedrich-Ebert-Anlage 2-14, Frankfurt/Main for 1 night, Mon, 10. DEC - Tue, 11. DEC

294 of 294 hotels according to your criteria. Showing hotels from category "Corporate Hotels", Filtered within: 8 km, having any stars

Select group: Corporate Hotels (13) Sorted by: Distance

Hotel Name	Rating	Address	Distance	Price	Breakfast
Fleming's Express Hotel Frankfurt	4.5 stars	Poststr. 8, 60329 Frankfurt/Main, HE, Germany	0.2 km	85,50 €	Breakfast included
Hotel Savigny Frankfurt City	5 stars	Savignystr. 14-16, 60325 Frankfurt/Main, HE, Germany	0.2 km	95,60 €	Breakfast included
Manhattan Hotel	5 stars	Düsseldorfer Straße 10, 60329 Frankfurt/Main, HE, Germany	0.2 km	112,70 €	Breakfast included
Hotel Atrium	4 stars	Beethovenstraße 30, 60325 Frankfurt/Main, HE, Germany	0.7 km	65,00 €	Breakfast included

Hotel information

Contracted hotels


Applied travel policy

Hotel Booking: Available Rooms

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

You are booking for:
N Kunz, Nikolej (You)

Single room at Hotel Savigny Frankfurt City for 1 night, Mon, 10. DEC - Tue, 11. DEC






Hotel Savigny Frankfurt City
Flemings hotels
Savignystr. 14-16, 60325 Frankfurt/Main, HE, Germany
Distance: 0.2 km

FAO

TripAdvisor
676 reviews
Write a Review

Hide photo gallery



Room Type	Price	Booking Source
Standard Single Room - Free cancellation - Breakfast included in the price - Free WiFi	106,00 €	Booking.com
Standard Twin Room - single occupancy - Free cancellation - Breakfast included in the price - Free WiFi	116,00 €	Booking.com






Check rate information in detail

Booking source


Price

Hotel Booking: Conclusion

N Kunz, Nikolej

 Traveller Data & Contacts	Nikolej Kunz, kunz@ifao.net, test@ifao.net, 01776425960, Germany	▼
 Payment/guarantee	Mastercard (CA) XXXXXXXXXXXX8487, 3/2021	▼
 Billing Address	Nikolej Kunz, i:FAO (demo), Clemensstrasse 9, Frankfurt am Main, 60487, Germany	▼
 Remarks	You can share additional remarks to the recipient of this booking	▼
 Additional Information	Neue Kostenstellen: 3000 / Personal, Personalnummer: 1234 / VHC, Werksfahrrad: 7777	▼





Automatically transfer the above entered information to the profile of Nikolej Kunz

Booked By  Nikolej Kunz, kunz@ifao.net, test@ifao.net ▼

Cancellation policy: Before 10.12.2018 17:59 (Local time) can be cancelled without penalty

I agree to the terms and conditions (required)

Would you like to add another service to this trip after completing this booking?



Payment information

Cancellation policy


Agree on the terms and conditions to proceed


106,00 € Complete booking
Total price Liabe to payment


Hotel Booking: Confirmation

Itinerary

Monday, 10 December 2018 in Frankfurt/Main, 1 Night

 **Nikolej Kunz**
Hotel Savigny Frankfurt City
Savignystr. 14-16, 60325 Frankfurt/Main, HE, Germany
Telephone: +49692573820, Telefax: +496927279678
Hotel Reference: 1771316189, Reservation ID: 1771316189-9589

TripAdvisor

676 reviews
[Write a Review](#)



Cost Free Cancellation: Cancellation possible until 10.12.2018 17:59 (local time)
Please find below the room and rate description and the information available at this time:
Maximum Room Occupancy: 1
Rate Description: Standard Single Room - Free cancellation - Breakfast included in the price - Free WiFi, Room description: This single room has a seating area, bathrobe and air conditioning., Meal Info: Breakfast is included in the room rate., Room facilities: Tea/Coffee Maker, Minibar, Safety Deposit Box, TV, Telephone, Air conditioning, Hairdryer, Iron, Radio, Desk, Seating Area, Free toiletries, Toilet, Private bathroom, Heating, Satellite Channels, Bath or Shower, Flat-screen TV, Hardwood or parquet floors, Wake-up service, Electric kettle, Wardrobe or closet, Towels, Linen, Upper floors accessible by lift, Clothes rack, Toilet paper, Bottle of water, Trash cans, Shampoo, Conditioner, Body soap, Feather pillow, Non-feather pillow, Accessible by lift, Bed configuration: 1 Single bed(s), Room surface: 18.0 m², Prepayment description: No prepayment is needed., Cancellation Policy: You may cancel free of charge until 18:00 on the day of arrival. You will be charged 90% of the total price if you cancel after 18:00 on the day of arrival., Extra Charges: 7 % VAT is included. € 2 Tourism fee per person per night is included., Credit cards pre-authorise: The property reserves the right to pre-authorise credit cards prior to arrival., Pets: Pets are allowed. Charges may be applicable., Internet: WiFi is available in all areas and is free of charge., Parking: Public parking is possible at a location nearby (reservation is not needed) and costs EUR 1.50 per hour.

Hotel Rate Information

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

Total Rate without taxes and fees in EUR: 97,20
Additional Fees per Stay in EUR: 8,80
Total rate amount including taxes and fees (9.1%) in EUR: 106,00
The average amount per day including taxes and fees is in EUR: 106,00

Guarantee/Deposit using Personal Credit Card Mastercard XXXXXXXXXXXX8487, 3/2021

Billing Address:
i:FAO (demo), Nikolej Kunz, Clemensstr. 14-16, 60487, Frankfurt am Main, Germany

Booking Code: RAWUYL, Booking Date: 30.11.2018

Hotel reference

Hotel rate information

Record Locator for travel agency

[Add Another Room](#) | [Cancel Hotel](#)


Hotel Booking: Change/Cancel

General Information

Ordered by:

Nikolej Kunz, eMail: kunz@ifao.net

Contacts:

 Telephone (Local): +4969299571954, Telephone: +442036847925, eMail: customer.service@booking.com
Hotel: Hotel Savigny Frankfurt City, Address: Savignystr. 14-16, 60325 Frankfurt/Main, HE, Germany, Telephone: +49692573820, Telefax: +496927279678

We thank you for this booking!

Important: The information enclosed here may change without notice. All times are local times. Please observe the visa and immigration regulations of your destination and/or transit country as well as information on health and vaccination rules. You are responsible for compliance. If your travel plans change, please cancel any bookings not needed anymore as early as possible. Comparison prices provided here may change because of currency fluctuations.

There are cloudAPPS available for your trip!



[Continue to Active Bookings](#) | [Add Flight/Train](#) | [Add Hotel](#) | [Add Car Booking](#) | [Add cytric appCLOUD Booking](#) | [Change Booking](#) | [Cancel Entire Booking](#)

[Back](#)

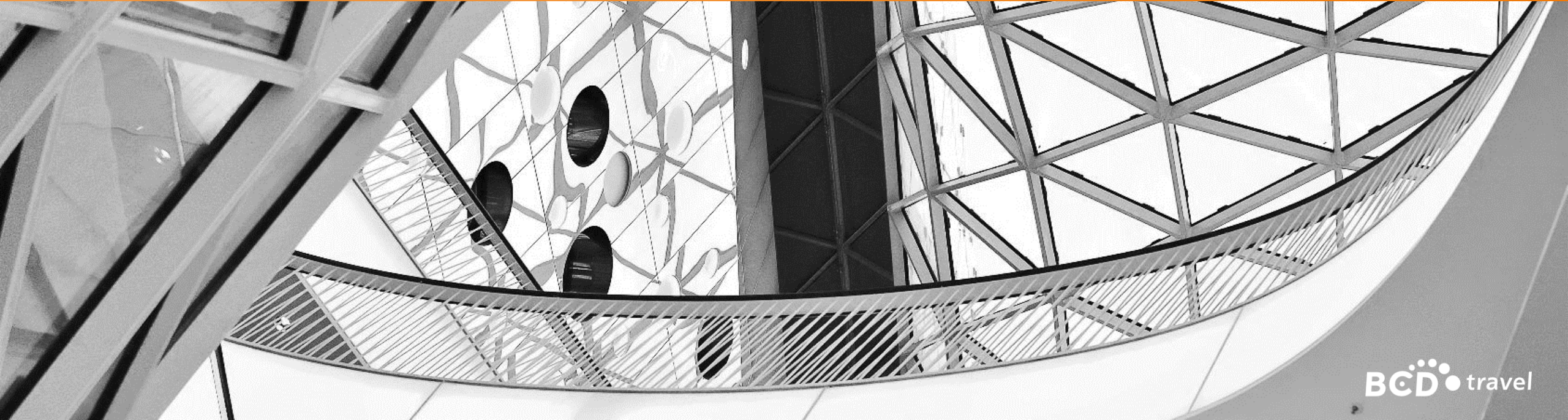
Add booking to existing one

Change or cancel existing booking

[About](#) | [Privacy Policy/Information/Cookies](#) | [Support](#)

Last Login on 30.11.2018 08:39 / TwinView(tm) Session ID: 87638-1006872359

Car Booking



Car Booking: Start

cytric

My Trips cytric Expense Management N Nikolej Kunz

Trip Approvals Travel Arranger Dashboard(tm) Extras Services

i:FAO

Selected travellers [Add Other Traveller](#)

Kunz, Nikolej (You) i:FAO (demo)

cytric AppCLOUD Travel WIZZARD (tm)

December 2018 Jan

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	1
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
															🚗	🚗														

Start a new car booking for yourself

Car Booking: Search Criteria

cytric

My Trips cytric Expense Management N Nikolej Kunz

FAO

1 Start Hire Car Booki... 2 Select hire car Stati... 3 Select hire car 4 Add-on 5 Complete this booki... 6 Confirmation

You are booking for:
N Kunz, Nikolej (You)

Pick-up
cytric Location Friedrich-Ebert-Anlage 2-14
Frankfurt/Main, Friedrich-Ebert-Anlage 2-14, 60325, HE, Germany DE

or enter an [address](#).

Please deliver the car to this location

Drop-off
Same as pick-up

or enter an [address](#).

Please collect the hire car at this location

Pick-up and drop-off dates
Mon, 17 Dec 2018 08 :00 – Tue, 18 Dec 2018 08 :00
1 day

Trip purpose (optional)
External Meeting, Customer

→

Select time,
date, corp.
location and
country of car
hire

Car Booking: Station Selection

Select your pick-up or del/col Station

Show Car Categories and Offers

The screenshot displays the cytric car booking interface. At the top, there is a navigation bar with the cytric logo, user profile (Nikolej Kunz), and menu options like 'My Trips', 'cytric Expense', and 'Management'. Below this is a progress bar with six steps: '1 Start Hire Car Book...', '2 Select hire car Stati...', '3 Select hire car', '4 Add-on', '5 Complete this booki...', and '6 Confirmation'. The current step is '2 Select hire car Stati...'. The main area shows a map of Frankfurt with a red circle indicating the selected location 'cytric Location Friedrich-Ebert-Anlage 2-14'. A search bar on the right allows filtering results. Below the search bar, a list of offers is shown, including details like 'Frankfurt a. M. Ostend/BMW, Frankfurt am Main, Hanauer Landstr. 255' and '07:00 - 19:00'. A 'Find options' button is visible at the bottom left of the map area. The footer contains links for 'About', 'Privacy Policy/Information/Cookies', and 'Support', along with the cytric ENTERPRISE logo.

Car Booking: Car Selection

The screenshot shows the 'Car Selection' step of a car booking process on the cytric website. The user is logged in as 'Nikolej Kunz'. The search parameters are: Location Friedrich-Ebert-Anlage 2-14, pick-up on 17 December 2018 at 08:00, and drop-off on 18 December 2018 at 08:00. The search results are filtered by 'In policy' and sorted by 'Price (asc)'. Four car options are displayed, each with a 'Select hire car' button. A green checkmark icon next to the price indicates that the selected car is 'green' (in-policy).

Car Model	Kilometres included	Price (€)	Green In-Policy
Mini	150 Total (MCMN)	63,99	Yes
Economy 2-4 Door	150 Total (ECMR)	64,99	Yes
Compact	150 Total (CCCC)	70,98	Yes
Compact	150 Total (CCMR)	71,98	Yes

Adjust search criteria

“green” in-policy

Choose your car and get details

Car Booking: Rate Details and Cancellation Policy

Economy 2-4 Door
Kilometres included **150 Total**
(ECMR)

4 1 1

64,99 €

Select hire car

Stations

Pick-up **cytric Location Friedrich-Ebert-Anlage 2-14,**
Frankfurt a. M. West/Messe, Frankfurt am Main,
Mainzer Landstr. 351-353
06:00 - 20:00 Distance: 2.1km

Drop-off Same as pick-up station

General information: VW Polo, seats: 4 [Cancellation rules](#)
Car category: (ECMR)

Included services: Insurances: Third party insurance.

Check the Cancellation Policy

Included Insurances

Car Booking: Add Equipment

cytric


My Trips cytric Expense Management N Nikolej Kunz

FAO

1 Start Hire Car Booki... 2 Select hire car Stati... 3 Select hire car 4 Add-on 5 Complete this booki... 6 Confirmation

You are booking for: N Kunz, Nikolej (You)

Pick-up hire car at **cytric Location Friedrich-Ebert-Anlage 2-14** on **17 December 2018** at **08:00**, drop-off at **Same as pick-up** on **18 December 2018** at **08:00**

 **Economy 2-4 Door**
Kilometres included **150 Total**
(ECMR)







4 1 1 64,99 €

Stations

Pick-up
cytric Location Friedrich-Ebert-Anlage 2-14,
Frankfurt a. M. West/Messe, Frankfurt am Main,
Mainzer Landstr. 351-353
06:00 - 20:00 Distance: 2.1km

Drop-off
cytric Location Friedrich-Ebert-Anlage 2-14,
Frankfurt a. M. West/Messe, Frankfurt am Main,
Mainzer Landstr. 351-353
06:00 - 20:00 Distance: 2.1km

Add special equipment

	Winter Package	Subject to availability	<input type="checkbox"/>
	Snow chains	Subject to availability	<input type="checkbox"/>
	Ski rack	Subject to availability	<input type="checkbox"/>
	Navigation System	Subject to availability	<input checked="" type="checkbox"/>
	Diesel Engine	Subject to availability	<input type="checkbox"/>
	Automatic transmission	Subject to availability	<input type="checkbox"/>

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

[→](#)

About Privacy Policy/Information/Cookies Support

Last login on 30.11.2018 09:42 / TwinView(tm) Session ID: 93708:372835936

cytric ENTERPRISE

Add your special equipment

Car Booking: Conclusion

N Kunz, Nikolej

 Traveller Data & Contacts	Nikolej Kunz, kunz@ifao.net, test@ifao.net, Germany, Clemensstrasse 9, Frankfurt am Main, 60487, Germany	▼
 Payment/guarantee	Mastercard (CA) XXXXXXXXXXXX8487, 3/2021	▼
 Billing Address	Nikolej Kunz, i:FAO (demo), Clemensstrasse 9, Frankfurt am Main, 60487, Germany	▼
 Frequent Traveller Number	Please provide information No card used	▼
 Remarks	You can share additional remarks to the recipient of this booking	▼
 Car Delivery/collection Address	Delivery: Friedrich-Ebert-Anlage 2-14, Frankfurt/Main, 60325, DE Collection: Friedrich-Ebert-Anlage 2-14, Frankfurt/Main, 60325, DE	▼
 Additional Information	Neue Kostenstellen: 3000 / Personal, Personalnummer: 1234 / VHC, Werksfahrrad: 7777	▼

Automatically transfer the above entered information to the profile of Nikolej Kunz

 Booked By	N Nikolej Kunz, kunz@ifao.net, test@ifao.net	▼
--	---	---

Add payment details

Confirm and complete booking

Would you like to add another service to this trip after completing this booking?



64,99 € Complete booking
Total price Liabile to payment

Car Booking: Confirmation



Confirmation for Nikolej Kunz

Trip Purpose: External Meeting, Customer

Additional Booking Data:

Sixt, Frankfurt a. M. West/Messe, Frankfurt am Main, Mainzer Landstr. 351-353, 17.12.2018
Hiermit bestätige ich, dass mir eine Bestätigung vorliegt.: No
I Agree etc.: No
Checkbox Frage: No
Werksfahrrad: 7777
Neue Kostenstellen: 3000
Personalnummer: 1234

Itinerary

Monday, 17 December 2018, Germany

Nikolej Kunz
Sixt, Confirmation Number of the Car Vendor: 9869969167

08:00 Delivery Address:Friedrich-Ebert-Anlage 2-14, 60325, Frankfurt/Main, Germany

08:00 Tuesday, 18 December 2018, Car Collection Address:Friedrich-Ebert-Anlage 2-14, 60325, Frankfurt/Main, Germany

Type of Car: Economy 2-4 Door, e.g. VW Polo, seats: 4, Car (2- or 4- door), Manual Unspecified Drive, With A/C (ECMR), 150 Kilometres included

Ordered: Snow tyres (depends on availability), Manual transmission (included), Air Condition (included), Navigation System (confirmed).

Price Information

Total rate amount in EUR **72,97**

Guarantee using Personal Credit Card Mastercard XXXXXXXXXXXX8487, 3/2021

Billing Address:
iFAO (demo), Nikolej Kunz, Clemensstrasse 9, 60487, Frankfurt am Main, Germany
Special Remark: The User has expressly confirmed the intent to complete this booking.

Booking Code: RH2HXB, Booking Date: 30.11.2018

Additional Options

[Copy Booking](#) | [Printable View](#) | [Currency](#)

Frequent Trip

Name:*

[Save as Frequent Trip](#)

[Save as Corporate Frequent Trip](#)

Forward additional Confirmation

eMail to:

eMail Address:*

[Send](#)

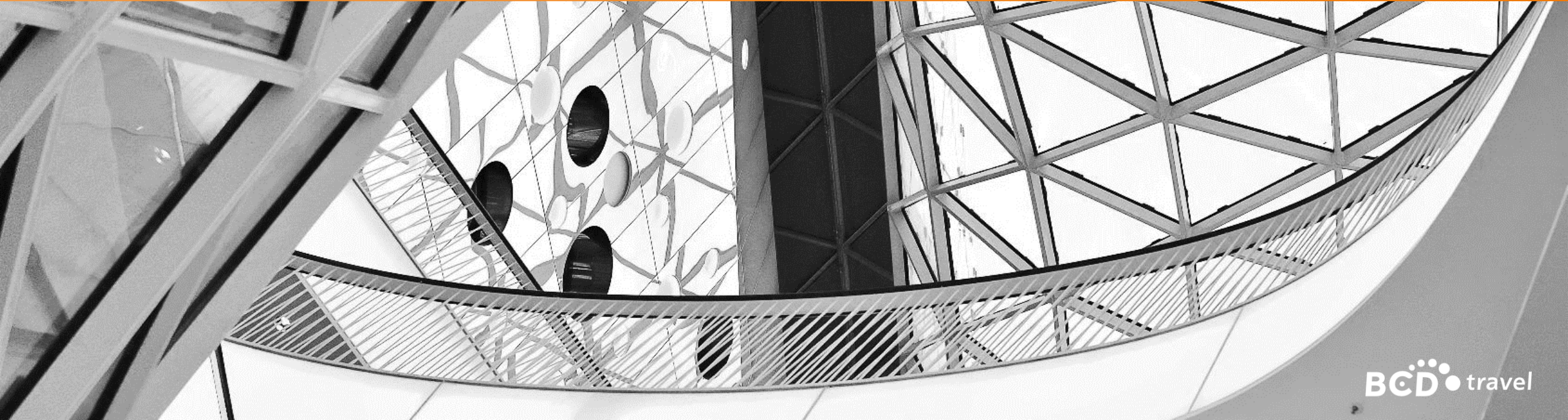
No current weather forecast for destination is available.

Booking details

Costs of complete trip

[Cancel Car Hire Booking](#)

Retrieve bookings



Personal Portal™

The screenshot displays the Personal Portal interface for a user named Nikolej Kunz. The top navigation bar includes the Cytric logo, user profile, and various menu items like 'My Trips', 'cytric Expense', and 'Management'. Below the navigation bar, the iFAO logo is visible. The 'Selected travellers' section shows 'Kunz, Nikolej (You)' with a close button. A row of service icons includes airplane, train, hotel, and car, along with 'cytric AppCLOUD' and 'Travel WIZZARD (tm)'. The main content area features a calendar for December 2018. A callout bubble points to the 17th of the month, stating 'Active booking for yourself'. Another callout bubble points to the 18th, stating 'Display, cancel or change the trip'. The calendar grid shows dates from 2nd to 28th, with some dates shaded in grey. A bottom navigation bar contains left and right arrow icons.

Personal Portal™



My Trips



Upcoming Trips Past and Cancelled Trips

Display only with status [Hide Search Options]

Bookings Active Approved In Processing

cytric Travel Wizzard(tm) Waiting for Approval Not Approved Cancellation Required

Cancelled/Partially cancelled

Search

1

Trip 1. External Meeting, Customer

	17.12.2018 - 18.12.2018 Booked for: Nikolej Kunz	Booking Code: VWU6D9
	06:27 Frankfurt (Main) Hbf (De) (ZRB), Frankfurt/Main, Am Hauptbahnhof 1, HE, Germany (DE), Track: 18	07:40 Köln Hbf (QKL), Cologne, Trankgasse 11, NW, Germany (DE), Track: 7
	Deutsche Bahn - ICE 18 - ICE Brüssel 1hr. 13min., Departure on 17.12.2018, Arrival on 17.12.2018	
	16:20 Köln Hbf (QKL), Cologne, Trankgasse 11, NW, Germany (DE), Track: 4	17:22 Frankfurt (Main) Hbf (De) (ZRB), Frankfurt/Main, Am Hauptbahnhof 1, HE, Germany (DE), Track: 18
	Deutsche Bahn - ICE 17 - ICE Brüssel 1hr. 2min., Departure on 18.12.2018, Arrival on 18.12.2018	

Cancel Trip | Copy | Display

Trip 2. External Meeting, Customer

	17.12.2018 - 18.12.2018 Booked for: Nikolej Kunz	Booking Code: TAWSWR
	Sixt, Frankfurt a. M. Flughafen, Frankfurt am Main, Hugo-Eckener-Ring/Mietwagenz. - Frankfurt a. M. Flughafen, Frankfurt am Main, Hugo-Eckener-Ring/Mietwagenz.	

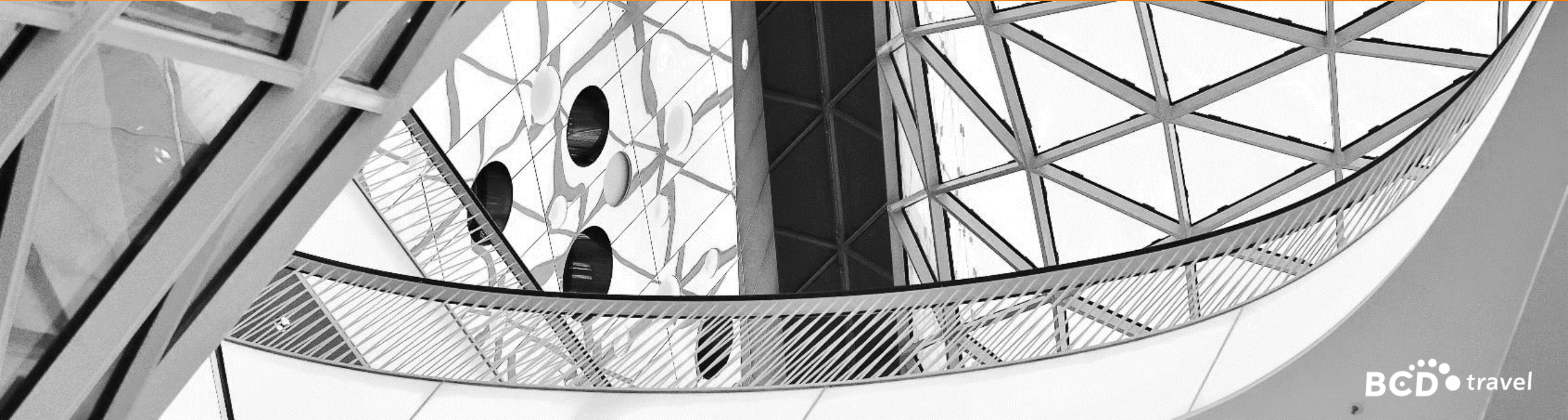
Change | Cancel Trip | Copy | Display

1

Back

Find all active, past and cancelled trips booked by yourself or your arranger

Act as a Travel Arranger



Travel Arranger Dashboard™

My Trips | cytric Expense | Management | N Nikolej Kunz

Trip Approvals | **Travel Arranger Dashboard(tm)** | Extras | Services

iFAO

Selected travellers

- N Kunz, Nikolej (You) ×
iFAO (demo)

Flight | Train | Hotel | Car | cytric AppCLOUD | Travel WIZZARD (tm)

December 2018 | Jan

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	1
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE

Switch to Travel Arranger Dashboard

← →

Travel Arranger Dashboard™

Step 3: Remove yourself from selected traveller

Step 1: Search your traveller

Step 2: Activate checkbox in front of your traveller

The screenshot shows the Travel Arranger Dashboard interface. At the top, there is a navigation bar with the cytric logo and menu items: My Trips, cytric Expense, Management, and a user profile for Nikolej Kunz. Below the navigation bar, there are links for Trip Approvals, Personal Portal(tm), Extras, and Services. The main content area is titled "Selected Travellers" and shows two selected travellers: "Kunz, Nikolej (You)" and "Arranger, Travel". Below this, there are three buttons with icons for airplane, train, and car. A search section contains a "Search for travellers" input field with "Travel Arranger" entered, and a "Location" dropdown menu with "i:FAO (demo), Frankfurt am Main" selected. There are also checkboxes for "Show only favourite travellers", "Travellers with: bookings", "requests", and "only active bookings/requests". Below the search section, there are two calendar views for November 2018 and December 2018. The date 28th November is highlighted. At the bottom, there is a table with a checkbox and the name "Arranger, Travel" in the first column, and empty cells for the rest of the days in the calendar.

Travel Arranger Dashboard™

cytric My Trips cytric Expense Management N Nikolej Kunz
[Trip Approvals](#) [Personal Portal\(tm\)](#) [Extras](#) [Services](#)



Selected travellers

[Add Other Travellers](#)

T **Arranger, Travel** ×
i:FAO (demo)

Start a new Booking for your traveller

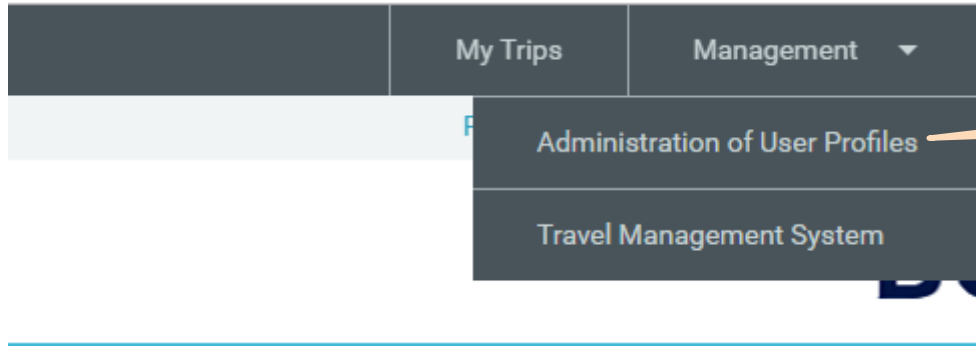
Search for travellers: **Travel Arranger** Location: **i:FAO (demo), Frankfurt am Main**

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

November 2018											December 2018											
19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE

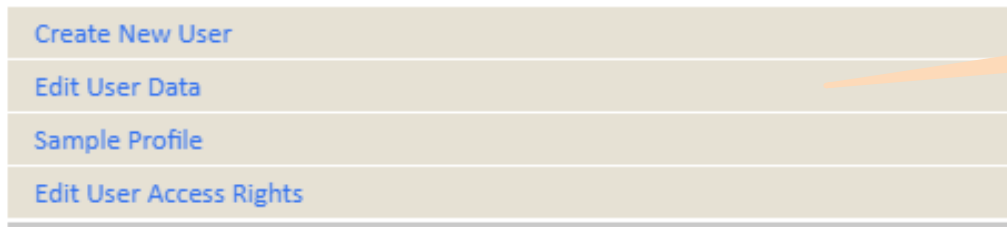
T **Arranger, Travel** i:FAO (demo)

Travel Arranger Dashboard™



Check of traveller profiles

Administration of User Profiles



Use "Edit User Data"

Travel Arranger Dashboard™

Find Users

Enter the information for the user you are searching for. To see the list of all users, leave the input fields blank and submit your request.

User Name:

First Name:

Last Name:

eMail:

Location:

Sort the List by:

Last Name First Name Last Login Date User Name

Find

search for traveller by name, email or location

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.



Team Sales

[Edit](#) | [Remove](#)

User Name: **sales@bcdtravel.at**

Telephone:

eMail: Sales@bcdtravel.at

Last Login: 23.07.2019 17:02

Last Change: Team Sales (sales@bcdtravel.at) on 23.07.2019 15:42

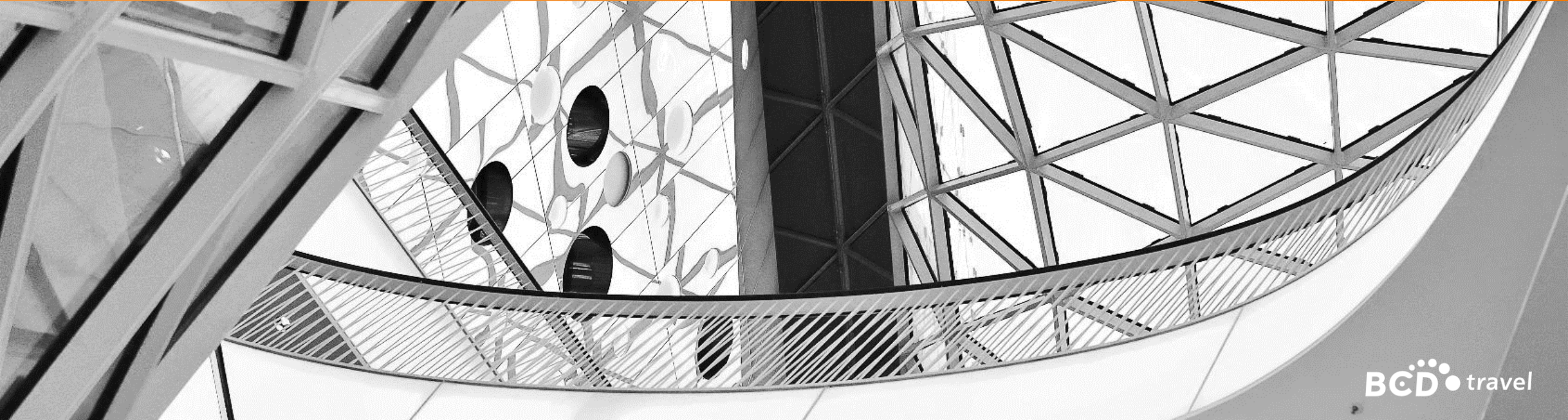
User Rights: cytric User
Booker
cytric Travel Arranger
Travel Arranger (All Travellers)
cytric Travel Management
Administrator Travel Management System (read only)
cytric Support
Support Associate (Advanced)

Delete the Selected Users

Adjust or delete profile

Tips & Tricks

Travel Arranger



Travel Arranger Dashboard™

- To display a traveller on the TAD, use the option to search by last name and go on “Search”. Always select the traveller before you start into a booking.
- Either by using the Travel Arranger Dashboard™ or by using your travellers list. Check before you do any booking, if the booking was possibly already booked by one of the other travel arrangers or the traveller itself.
- Check within the travellers profile, if all necessary payment details are saved and up-to-date.
- As soon as more travel arrangers are responsible for one traveller and a booking is made, the TAD shows the actual status of bookings to all Travel Arrangers associated to the traveller.

During the booking process....

- Make sure that all the travel data is correct. Check all data in all steps of the workflow and make changes if necessary.
- Do not overwrite any travelers name in the workflow. Please always select the correct traveler from the beginning.
- Re-check all data before you complete the booking in the last step of the workflow, in order to avoid possible cancellation fees.



After a booking is completed....

- Please immediately check the confirmation to make sure every data is correct, in order to avoid possible ticket fees.
- Make sure that the traveler received the confirmation as well.
- Make sure, that all bookings in regard of the travel itinerary is visible within the Travel Arranger Dashboard™.



Search of existing bookings....

- For enquiries the booker of a trip is always indicated on the booking confirmation, which you can view in the TAD by mouse over the booking symbol and click on `Display`.
- With the section `My Trips` you will find all your booked trips for you personally and for your travellers as well as those cancelled by you and trips in the past you have booked.



Questions and Support



BCD Travel Austria

Tel: +43 50 884 72911

Email: cytricsupport@bcdtravel.at