BCD Travel & Cytric

training material
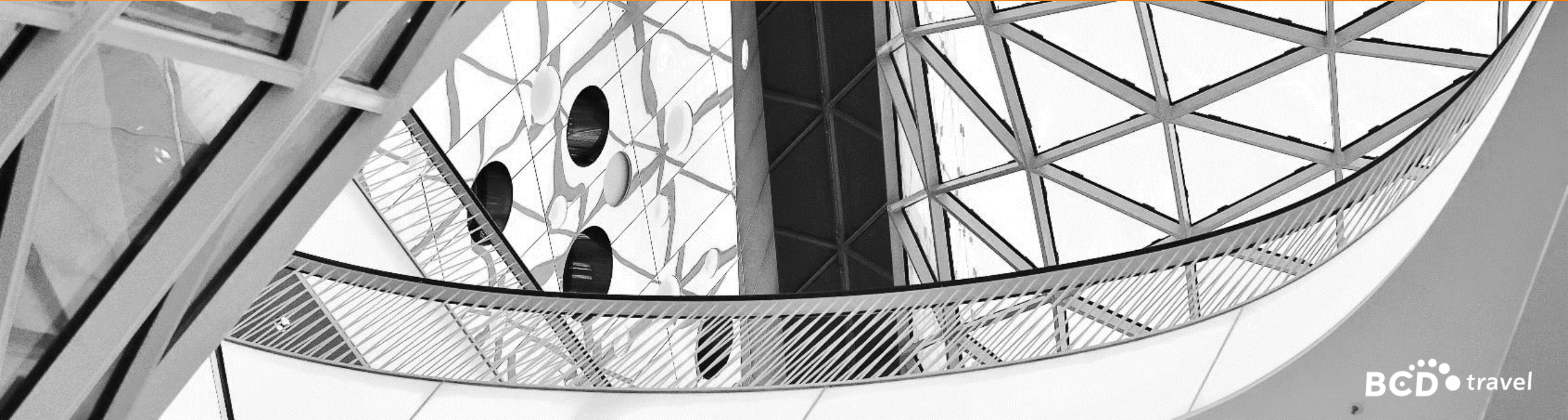
July 2019

BCD travel
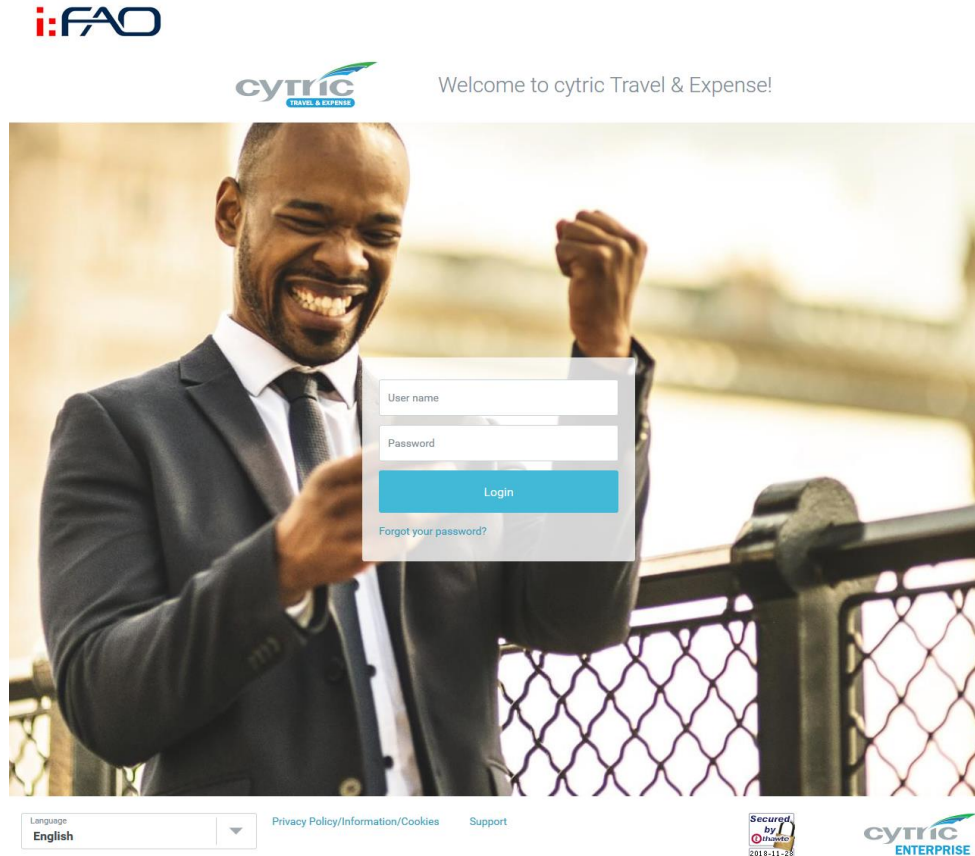
travel smart. achieve more.™

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™

User section

Services for your trip organisation

Start into a booking

Personal Portal™

Edit your User Profile

My User Profile: Administration

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

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

My User Profile:
1 Personal Data

Save your name as stated in passport

My User Profile:
2 ID and Visa 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

My User Profile
4 Frequent Traveller Programmes

cytric

My Trips | Expense ▾ | Management ▾ | N Nikolej Kunz ▾

i:FAO

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:*	**Lufthansa**
Frequent Traveller Programme:*	**Miles & More Card**
Frequent Traveller Numbers:*	99....
Confidential:	☐
Masked:	☐
Use Number also for:	**Star Alliance**

Add

Back

Further categories as rental car and hotels

Pick the airline

Confirm alliance

BCD travel

My User Profile:
5 Personal Preferences

My User Profile:
6 cytric System Management

Change your User Name and/or Password

On this page your system access information may be changed.

🏠 My User Profile

Change your User Name and/or Password

Delete All Personal Data

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):

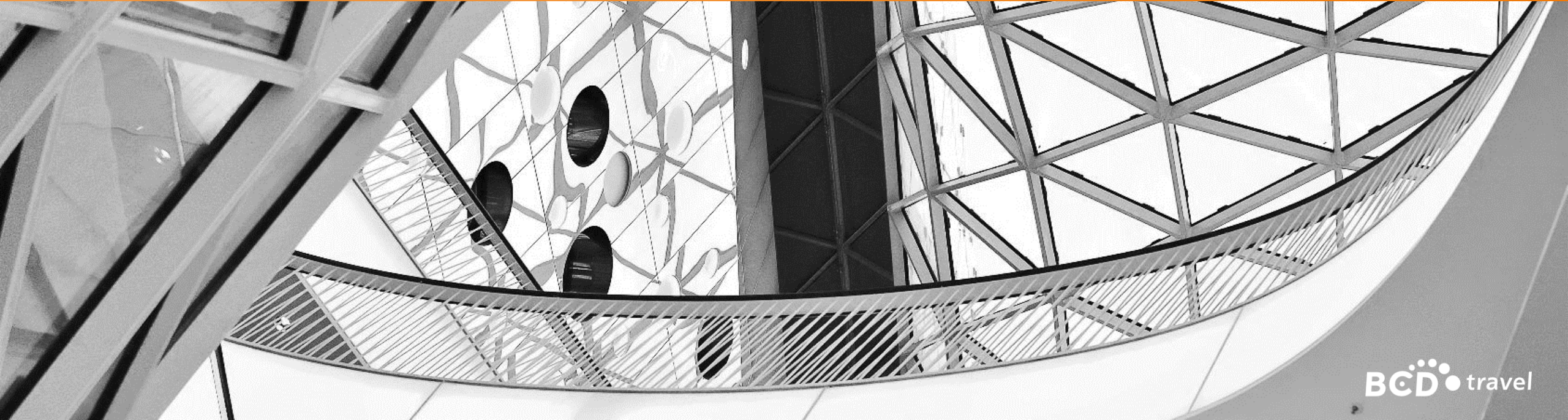Save and Continue to My User Profile   Save and Continue to Personal Portal(tm)

Back

Change your password

BCD travel

Flight Booking

Flight Booking

Flight Booking: Search criteria

Typ in flight preferences like, airport, date, time

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 ⌄

ℹ️ 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

BCD travel

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

BCD travel

Flight Booking: flight selection
Variant 1

	Lufthansa - 38	Frankfurt/Main, HE, DE	Nonstop	Berlin, BE, DE		
⌄		**08:15 FRA**	Gesamtzeit: 1h 10m	**09:25 TXL**	✓	→

Gesamtpreise ab **129,36 €** ⌄

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

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

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

			Berlin, BE, DE	Nonstop	Frankfurt/Main, HE, DE		
⌄		Lufthansa - 173	**06:30 TXL**	Gesamtzeit: 1h 10m	**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.

BCD travel

Flight Booking: Flight selection
Variant 2

	Lufthansa - 38	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	Nonstop	Frankfurt/Main, HE, DE	Sofortkauf	Gesamtpreise in Economy		
⌄		**16:45 TXL**	Gesamtzeit: 1h 15m	**18:00 FRA**		ab **129,36 €**	✅	→

	Lufthansa - 191	Berlin, BE, DE	Nonstop	Frankfurt/Main, HE, DE	Sofortkauf	Gesamtpreise in Economy		
⌄		**14:45 TXL**	Gesamtzeit: 1h 10m	**15:55 FRA**		ab **143,67 €**	✅	→

	Lufthansa - 193	Berlin, BE, DE	Nonstop	Frankfurt/Main, HE, DE	Sofortkauf	Gesamtpreise in Economy		
⌄		**15:45 TXL**	Gesamtzeit: 1h 10m	**16:55 FRA**		ab **143,67 €**	✅	→

	Lufthansa - 195	Berlin, BE, DE	Nonstop	Frankfurt/Main, HE, DE	Sofortkauf	Gesamtpreise in Economy		
⌄		**16:45 TXL**	Gesamtzeit: 1h 10m	**17:55 FRA**		ab **143,67 €**	✅	→

	Lufthansa - 197	Berlin, BE, DE	Nonstop	Frankfurt/Main, HE, DE	Sofortkauf	Gesamtpreise in		
⌄		**17:45 TXL**	Gesamtzeit: 1h 10m	**18:55 FRA**		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.

BCD travel

Flight Booking: Details

Expand display for detail information

Travel time Information

Sofortkauf = booking directly on the airline's homepage

Lufthansa - 38

Frankfurt/Main, HE, DE
08:15 FRA

Nonstop
Gesamtzeit: 1h 10m

Berlin, BE, DE
09:25 TXL

✔

Lufthansa - 38
Airbus A321

Frankfurt/Main, HE, DE
08:15 FRA
Flughafen Frankfurt am Main, Terminal: 1

1h 10m

Berlin, BE, DE
09:25 TXL
Flughafen Berlin-Tegel

✔ Economy
⊖ Business

CO_2-Emissionen: Economy/Premium Economy: 68kg · Business: 87kg

Gesamtreisezeit: 1h 10m

Sie können Ihren Hinflug mit einem dieser Rückflüge kombinieren und beide gleichzeitg auswählen.   Preise ausblenden ⌃

Lufthansa - 191
Unknown Aircraft

Berlin, BE, DE
14:45 TXL
Flughafen Berlin-Tegel

1h 10m

Frankfurt/Main, HE, DE
15:55 FRA
Flughafen Frankfurt am Main, Terminal: 1

✔ Economy

Details: Sofortkauf
CO_2-Emissionen: Economy/Premium Economy: 68kg

Gesamtreisezeit: 1h 10m

Gesamtpreise in
Economy
ab **143,67 €**   →

BCD travel

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

Travel overview

Mehr Preise anzeigen ⬤

✈ Mischung von Serviceklassen ⌄   ▼ Filter ⌄

Filter options

ⓘ 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 €	✓ →

Andere Preise

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

BCD travel

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

BCD travel

Flight Booking: Fare selection

Different fare combinations are displayed

Selection of the desired fare

Mehr Preise anzeigen ⬤

🛫 Mischung von Serviceklassen ⌄   ☰ Filter ⌄

ℹ 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 € ✔ → |

Andere Preise

⟨ 1 von 2 ⟩

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

| ⇄ | Serviceklasse ECONOMY | Änderung 70,00 € | Erstattung Keine Informationen | Gepäck 1 x 🧳 | CLASSIC FLEX | Gesamtpreis 225,67 € ✔ → |

BCD travel

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	Änderung	Erstattung	Gepäck		Gesamtpreis
⇄	ECONOMY	70,00 €	+86,67 € / −99,00 €	1 x 🧳	CLASSIC	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

Heute   Letztmögliches 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 €   Buchung abschließen
Details   Zahlungspflichtig

Finalize the booking

BCD travel

Flight Booking: Confirmation

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!

cytric APPCLOUD

Continue to Active Bookings | Add Flight/Train | Add Hotel | Add Car Booking | Add cytric appCLOUD Booking | Change Booking | Cancel Entire Booking

Back

About   Privacy Policy/Information/Cookies   Support

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

cytric ENTERPRISE

Add flight, car or hotel booking

Change/ Cancel Booking

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

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

BCD travel

Flight Booking: Active Booking Display

View the flight booking on your Dashboard

Display the booking confirmation

Hotel Booking

Hotel Booking: Start

Hotel Booking: Search Criteria

Select travel dates

Select city, address, company location or hotel chain

Hotel Booking: Selection

Hotel information

Contracted hotels

Applied travel policy

Hotel Booking: Available Rooms

You are booking for:

N   Kunz, Nikolej (You)

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

i:FAO

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

TripAdvisor
●●●●○
676 reviews
Write a Review

▦ Hide photo gallery

Best choice for a flexible hotel rate

Booking.com

Standard Single Room - Free cancellation - Breakfast included in the price - Free WiFi

☕ 👤 1

Booking.com Rate
106,00 €

Book immediately
liable for payment

Select room

Booking.com

Standard Twin Room - single occupancy - Free cancellation - Breakfast included in the price - Free WiFi

☕ 👤 1

Booking.com Rate
116,00 €

Book immediately
liable for payment

Select room

Check rate information in detail

Booking source

Price

BCD travel

Hotel Booking: Conclusion

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?

✈ 🚗 🛏 🎫

106,00 €	**Complete booking**
Total price	Liable to payment

Payment information

Cancellation policy

Agree on the terms and conditions to proceed

BCD travel

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

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 XXXXXXXXXXX8487, 3/2021

Billing Address:

i:FAO (demo), Nikolej Kunz, Clemenst... ...., 60487, Frankfurt am Main, Germany

Booking Code: RAWUYL, Booking Date: 30.11.2018

Add Another Room | **Cancel Hotel**

TripAdvisor
676 reviews
Write a Review

Hotel reference

Hotel rate information

Record Locator for travel agency

BCD travel

Hotel Booking: Change/Cancel

General Information

Ordered by:

Nikolej Kunz, eMail: kunz@ifao.net

Contacts:

Booking.com 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. O... responsible for compliance. If your travel plans change, please cancel any bookings not needed anymore as early as ... ... comparison prices provided here may change because of currency fluctuations.

There are cloudAPPs available for your trip!

cytric APPCLOUD

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

BCD travel

Car Booking

BCD travel

Car Booking: Start

Car Booking: Search Criteria

Car Booking: Station Selection

Select your pick-up or del/col Station

Show Car Categories and Offers

Car Booking: Car Selection

"green" in-policy

Adjust search criteria

Choose your car and get details

Car Booking: Rate Details and Cancelation Policy

Check the Cancelation Policy

Included Insurances

Car Booking: Add 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	⌄

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

✈ 🚗 🛏 🐾

64,99 €
Total price

Complete booking
Liable to payment

Add payment details

Confirm and complete booking

BCD travel

Car Booking: Confirmation

Retrieve bookings

Personal Portal™

Personal Portal™

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

Act as a Travel Arranger

Travel Arranger Dashboard™

Switch to Travel Arranger Dashboard

Travel Arranger Dashboard™

Travel Arranger Dashboard™

Travel Arranger Dashboard™

	My Trips	Management ▼
		Administration of User Profiles
		Travel Management System

Check of traveller profiles

Administration of User Profiles

Create New User

Edit User Data

Sample Profile

Edit User Access Rights

Use "Edit User Data"

BCD travel
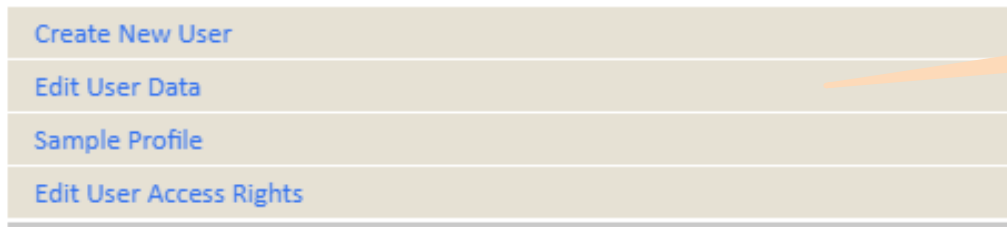
Travel Arranger Dashboard™

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: | All Locations ▼

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)

Adjust or delete profile

[Delete the Selected Users]

BCD travel

Tips & Tricks

Travel Arranger

BCD travel
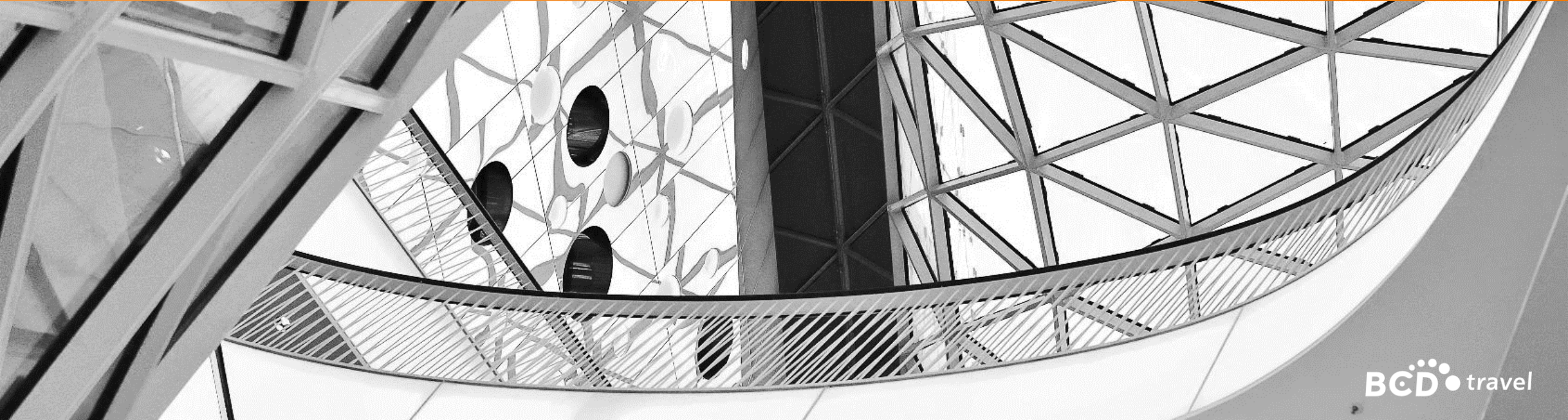
Travel Arranger Dashboard™

- 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.

BCD travel

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

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