

Re-Generate Approval Notifications / Change Approver Guide

1. On the home page once logged in, click on the Travel Request Number to display the Travel Request:

The screenshot shows the home page of the Travelsoft system. At the top, there is a navigation menu with links for flights, cars, hotels, client files, quick quote, reservation, request, visas, home, and logout. Below the menu, a large light blue banner displays 'WELCOME MISS. TRAVEL BOOKER'. Underneath, a section titled 'BOOKINGS ON FILE' contains a table with the following data:

Record Locator	Request Number	Depart Date	Create Date	Company	Traveller
R72R3W	543 Approved	20/8/2012 6:00AM	2/4/2012 3:10PM	ANDERSON	MR.DAVID WHISTON
VLFDKM	548 Pending	23/7/2012 9:00AM	2/4/2012 11:55PM	ANDERSON	MRS.ANN LODGE
VLGJV6	549 Pending	17/7/2012 10:00AM	2/4/2012 11:58PM	ANDERSON	MRS.ANN LODGE
VLCWKM	550 Pending	16/7/2012 12:00PM	3/4/2012 12:02AM	ANDERSON	MRS.ANN LODGE
VH8CLC	544 Pending	16/7/2012 12:00PM	2/4/2012 11:35PM	ANDERSON	MR.LOCAL JONES

2. To Re-Generate the Approval Notifications:

Click [Re-Generate Approval](#) to resend the approval emails to the existing Approver/s.

The screenshot shows the 'GENERATED REQUEST' page. At the top, there is a navigation menu with links for flights, cars, hotels, client files, quick quote, reservation, request, visas, home, and logout. Below the menu, a large light blue banner displays 'GENERATED REQUEST'. The main content area contains a form with the following details:

Creation Date:	4/2/2012 11:58:25 PM
Agency Reference Number:	VLGJV6
Agency Contact Number:	27 11 807 6931
Authority For Business Travel:	(ANDERSON) 549
Authorisation Status:	Pending
Awaiting Approval:	Re-Generate Approval Travel Administrator

Below the form, there is a section titled 'GENERATED TRAVEL REQUEST' which contains a table for Travellers and a table for Initiator.

Travellers					
Travellers	Frequent Flyer	Cost Centre	Order Number	Seat	Meal
MRS ANH LODGE(Adult)	HOHE	CC101	123		

Initiator			
Initiator	Division/Firm	Telephone	Email Address
MISS TRAVEL BOOKER	ANDERSON	27 11 807 6931	BOOKER@TRAVELSOFT.CO.ZA

The following message will be displayed, Click OK to complete the process:



3. To Change the Approver/s:

To change the Approver just select the new approver from the Approvers list.

GENERATED REQUEST	
Creation Date:	4/11/2012 10:31:52 AM
Agency Reference Number:	J7BQTH
Agency Contact Number:	27 11 807 6931
Authority For Business Travel:	(ANDERSON) 555
Authorisation Status:	Pending
Awaiting Approval:	Re-Generate Approval
GENERATED TRAVEL REQUEST	
Travellers	

Travel Administrator
 Angela Iacovazzo
 Beryl Kolb
 Brett Holding
 Carol Bayne
 Chantell van den Heever
 Christo Liebenberg
 David Whiston

The following message will be displayed, Click OK to Change the Approver:



The following message will be displayed, Click OK to complete the process:

