

Booker Login - Approval Override Process Guide

Note: The booker's login is required to be activated to allow this function.
 This function will only be activated with written email confirmation received from the travel company.

1. On the home screen click on the Request Number for the booking that needs to be Approved/Rejected:

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WELCOME
MISS. TRAVEL BOOKER

BOOKINGS ON FILE

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. The Travel Request will then be displayed:

GENERATED REQUEST

Creation Date:	5/7/2012 3:18:31 PM
Agency Reference Number:	26CW9Q
Agency Contact Number:	27 11 807 6931
Authority For Business Travel:	(ANDERSON) 585
Authorisation Status:	Pending
Awaiting Approval:	Re-Generate Approval David Whiston ▼

GENERATED TRAVEL REQUEST

Travellers					
Travellers	Frequent Flyer	Cost Centre	Order Number	Seat	Meal
MISS DALUCI WHISTON (Adult)	NONE	CC101	232323	AISLE A11Y	

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

3. Move to the bottom of the Travel Request to where the Approver section is shown:

1. TRAVEL AUTHORISATION

APPROVE

REASON FOR REJECTION

REJECT

4. Perform the Authorisation:

To Approve the Booking: Click the APPROVE button.

To Reject the Booking: Insert the reason for rejection
Click on the REJECT button.

5. The following confirmation message will be display after the authorisation, Click OK to complete the process:

