

Booking Notifications “Copy To” Set Up Guide

The booking engine now incorporates an option whereby a Travel Manager or Line Manager can be copied in on the booking emails generated by the system. This is available for bookings for stored travellers as well as unknown travellers.

1. Set up for a “Copy To” notification for a Traveller who has a Clientfile stored in the system.

- Under the Employment Section there is a new field called “Copy Booking Notifications To Email”
- No “Copy To” Notification Required.
Leave the field set to “NONE”



- “Copy To” Notification Required to a Line Manager.
Select “Line Manager” from the list and insert his/hers email address:



- “Copy To” Notification Required to a Travel Manager.
Select “Travel Manager” from the list and insert his/hers email address



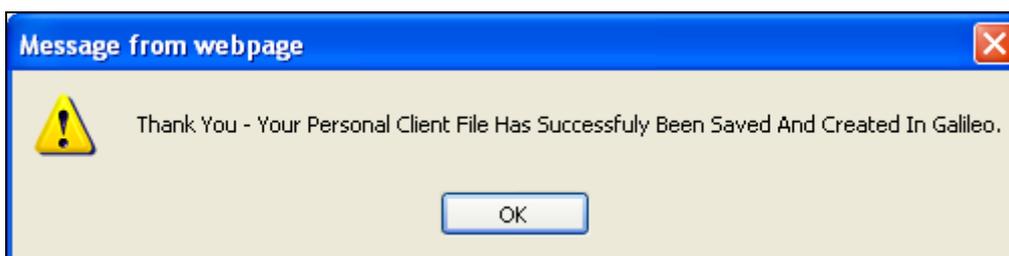
- The clientfile must be continued to the end in order to save the updated details:
- Select the “SAVE CHANGES & CONTINUE >>” button at the bottom of the page:



- On the next screen select the “CONTINUE >>>” button at the bottom of the page:



- You will then receive the following response when the clientfile has been completed and saved:



2. Adding a “Copy To” notification when booking for an Unknown Traveller.

- On the final booking screen under the “Additional Information” section there is field called “COPY BOOKING NOTIFICATIONS TO”
- If a “Copy To” Notification is required, Insert the email address of the person you want to copied in:

Additional Information	
TELEPHONE NUMBER	<input type="text" value="0115551234"/>
TRAVELLER EMAIL ADDRESS	<input type="text" value="MICHAEL@XXX.COM"/>
COPY BOOKING NOTIFICATIONS TO	<input type="text" value="JANE@XXX.COM"/>

- If No “Copy To” Notification is required, then leave the field empty:

Additional Information	
TELEPHONE NUMBER	<input type="text" value="0115551234"/>
TRAVELLER EMAIL ADDRESS	<input type="text" value="MICHAEL@XXX.COM"/>
COPY BOOKING NOTIFICATIONS TO	<input type="text"/>

3. “Copy To” Email Notification Sample.

- Below is an example of the email that the “Copy To” Recipient will receive:

