

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 BOOKING	NONE	V	
NOTIFICATIONS TO EMAIL]

"Copy To" Notification Required to a <u>Line Manager</u>.
Select "Line Manager" from the list and insert his/hers email address:

COPY BOOKING	Line Manager	JOHN.DOE@TRAVELSOFT.CO.ZA
NOTIFICATIONS TO EMAIL		

"Copy To" Notification Required to a <u>Travel Manager</u>.
Select "Travel Manager" from the list and insert his/hers email address

COPY BOOKING	Travel Manager	~	JANE.SMITH@TRAVELSOFT.CO.ZA
NOTIFICATIONS TO EMAIL			

- 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:

CONTINUE >>>

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

Message from webpage		
⚠	Thank You - Your Personal Client File Has Successfuly Been Saved And Created In Galileo.	
	ок	



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 Informatio	n	
TELEPHONE NUMBER	0115551234	
TRAVELLER EMAIL ADDRESS	MICHAEL@XXX.COM	
COPY BOOKING NOTIFICATIONS TO	JANE@XXX.COM	

• If No "Copy To" Notification is required, then leave the field empty:

Additional Informatio	n	
TELEPHONE NUMBER	0115551234	
TRAVELLER EMAIL ADDRESS	MICHAEL@XXX.COM	
COPY BOOKING NOTIFICATIONS TO		

3. "Copy To" Email Notification Sample.

• Below is an example of the email that the "Copy To" Recipient will receive:

raket Notification for TRAVELSOFT booking PT5PDA made on the TRAVELSOFT ONLINE website
Eile Edit View Insert Format Iools Actions Help
🗄 🙈 Reply 🙈 Reply to All 🙈 Forward 🎒 🗈 🔫 🍅 隆 🎦 🗙 🔺 - 🗡 - At 4 🐁 🎯
From: webserver@travelsoft.co.za
To: JANE@XXX.COM
Cc: Subject: Notification for TRAVELSOFT booking PT5PDA made on the TRAVELSOFT ONLINE website.
A booking / travel requisition has been made on the TRAVELSOFT ONLINE website.
The Galileo reference for this booking is: <u>PT5PDA</u>
The travel requistion for this booking is: <u>899</u> (Click on the link at anytime to view the travel requisition online)