

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 travelbiz website interface. 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 grey banner displays "WELCOME MISS. TANIA RABDI". Underneath, it says "BOOKINGS ON FILE". A table lists the following booking details:

Record Locator	Request Number	Depart Date	Create Date	Company	Traveller
Q21HPA	1155 Pending	27/5/2012 3:05PM	24/4/2012 12:50PM	FINANCIAL SERVICES BOARD	MRS.SUZETTE VOGELSANG

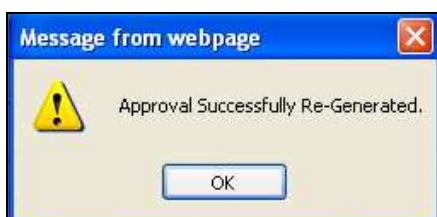
2. **To Re-Generate the Approval Notifications:**

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

The screenshot shows the "GENERATED REQUEST" page. It features a form with the following fields and values:

Creation Date:	4/24/2012 12:50:07 PM
Agency Reference Number:	Q21HPA
Agency Contact Number:	27 12 342 1245
Authority For Business Travel:	(FINANCIAL SERVICES BOARD) 1155
Authorisation Status:	Pending
Awaiting Approval:	Re-Generate Approval Suzette Vogelsang
Awaiting Approval:	Re-Generate Approval Marius Du Toit

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.

Creation Date:	5/2/2012 3:39:36 PM		
Agency Reference Number:	No Booking Made		
Agency Contact Number:	27 12 342 1245		
Authority For Business Travel:	(FINANCIAL SERVICES BOARD) 1164		
Authorisation Status:	Pending		
Awaiting Approval:	Re-Generate Approval		Wendy Hattingh <ul style="list-style-type: none"> Christian Ahlers Clarinda Simpson Corlia Buitendag Dawood Seedat Dube Tshidi Elmarie Hamman Felicity Mabaso Fikile Mosoma George Beyl Gerhard Van Deventer Gerry Anderson

GENERATED TRAVEL REQUEST				
Travellers				
Travellers	Frequent Flyer	Cost Centre	Order Number	Seat
MR AUBREY MTILENI(Adult)	NONE		23610 23609 23608	WINDOW

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



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

