



Corporate Online Booking Engine

User Guide Version 2.00.00

January 2017

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## **1. Introduction**

### **1.1. Copyright Information**

Copyright protection exists in this publication and all rights are reserved. This publication or any part thereof may not be reproduced, transmitted, conveyed, communicated or used in any form or by any means, whether in whole or in part, without the prior written permission of Travelsoft.

### **1.2. The User Prompt Guide**

This prompt guide aids the user in the following:

- 🌐 How to access the Corporate Online Booking Engine via the internet.
- 🌐 How to successfully navigate the Corporate Online Booking Engine.
- 🌐 Provides screen shots to assist the user with using the Corporate Online Booking Engine.

### **1.3. Browser Requirements**

The system supports the following Internet Browsers:

- 🌐 Supported: Microsoft Internet Explorer Version 7 or later.
- 🌐 Supported: Mozilla Firefox Version 4 or later.
- 🌐 Not Supported: Google Chrome.
- 🌐 Not Supported: Safari.

## 2. The Corporate Online Booking Engine

This section provides a description of how to access and use the Corporate Online Booking Engine. It also identifies the menu options shown in the application and provides a basic step by step breakdown of functionality for each menu option.

### 2.1. Accessing the Corporate Online Booking Engine

The system is web based and access is via your web browser. Your Travel Company will provide you with the secure URL link to access the system. It is recommended that you use either of the following Web Browsers to access the system:

- Microsoft Internet Explorer (Version 7 or later)
- Mozilla Firefox (Version 4 or later)

### 2.2. System Log-In

- 🌐 To Log-In to the system enter your Username and Password that was provided to you, then click on the LOG IN button.

The screenshot shows a login form titled "USER IDENTIFICATION". It contains two input fields: the first is for the username, with the example "jane.smith@travelsoft.co.za" entered; the second is for the password, with seven asterisks "\*\*\*\*\*" entered. Below the password field is an orange button labeled "LOG IN".

### 2.3. Reset Password

- 🌐 To change your password, click on the RESET PASSWORD button.

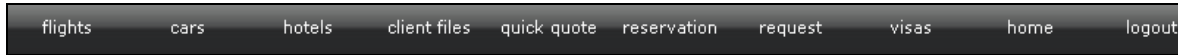


- 🌐 The Change Password screen will show.
- 🌐 Enter your User ID and Current Password, and then enter your new password required.
- 🌐 Click on the CHANGE button to save your new password.

The screenshot shows a form titled "CHANGE PASSWORD INFORMATION". It has four input fields: "USER ID" with "jane.smith@travelsoft.co.za", "OLD PASSWORD" with "\*\*\*\*\*", "NEW PASSWORD" with "\*\*\*\*\*", and "CONFIRM PASSWORD" with "\*\*\*\*\*". At the bottom is an orange button labeled "CHANGE".

## 2.4. Menu Options

- The following Menu options are available once you have logged in:



### **Flights Menu Option:**

- This option is used primarily to book flights.
- Cars & Hotels can also be booked via this menu option once Flights have been booked.

### **Cars Menu Option:**

- This option is used when only a Car booking is required. (No Flights).

### **Hotels Menu Option:**

- This option is used when only a Hotel booking is required. (No Flights).

### **Client Files Menu Option:**

- This option is used to create / maintain Traveller profiles that are used within the system.

### **Quick Quote Menu Option:**

- This option is used to get flight availability and prices for planned flight itineraries.
- No bookings are made via this menu option.

### **Reservation Menu Option:**

- This option is used to generate an itinerary for a booking made.

### **Request Menu Option:**

- This option is used to search / view travel requests generated by the system.

### **Visa Menu Option:**

- This option is used to view visa requirements when travelling to a particular country.

### **Home Menu Option:**

- This option is used to take the user back to the home screen.

### **Logout Menu Option:**

- This option is used when the user wants to log out the system.

## 2.5. Home Page - Logged In

- 1 Once you are logged-in, the home page will display a list of bookings that have been made where travel is still to occur.
- 2 You can return anytime to the Logged-In home page by clicking the Home menu option.
- 3 You can sort the list by clicking on the heading that you want to sort by.
- 4 Clicking on the Record Locator will display the Itinerary for the selected booking.
- 5 Clicking on the Request Number will display the System Travel Requisition for the selected booking.

WELCOME					
MISS. TRAVEL BOOKER					
BOOKINGS ON FILE					
Record Locator	Request Number	Depart Date	Create Date	Company	Traveller
<a href="#">JVJHZZ</a>	<a href="#">433</a>	5/12/2011 6:00AM	22/8/2011 1:34PM	ANDERSON	MR.DAVID WHISTON
<a href="#">P99KNI</a>	<a href="#">420</a>	16/11/2011 7:40AM	10/8/2011 11:12AM	ANDERSON	MISS.SMITH JANETTE
<a href="#">TMGKH8</a>	<a href="#">442</a>	15/11/2011 12:00PM	31/8/2011 1:48PM	ANDERSON	MR.BOOK MYSELF
<a href="#">QCJKSU</a>	<a href="#">424</a>	15/11/2011 6:00AM	15/8/2011 4:47PM	ANDERSON	MR.DAVID WHISTON

## 2.6. System Log Off

- 1 To log out the system click on the Logout menu option.
- 2 Once logged out the default home Log In page will display.

CORPORATE USER LOGIN	
Please login with your specified credentials	
USER IDENTIFICATION	
<input type="text"/>	
PASSWORD	
<input type="password"/>	
<input type="button" value="LOG IN"/>	
<input type="button" value="RESET PASSWORD"/>	

### 3. Guide On How To Use The Online Booking Engine

This section will go through the steps on how to use each Menu option.

#### 3.1. Making Flight Bookings – Flights Menu

- 1 Click the Flights menu option.
- 2 If Traveller profiles have been loaded, select the applicable traveller from the list.

SELECT TRAVELLER

WHISTON, DAVIDMR
▼

CONTINUE >>

- 3 If the Traveller does not have a profile then select Unknown Traveller.

SELECT TRAVELLER

Unknown Traveler..
▼

CONTINUE >>

- 4 Click CONTINUE and then the following page will be displayed:
- 5 Update the fields on this page with the flight dates and routing that you want to book.

#### FLIGHT BOOKINGS

please supply your origin/destination city or full city names

<p><b>FLY FROM</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Johannesburg - South Africa (JNB)</div> <p><b>DEPARTURE DATE</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <table style="width: 100%; text-align: center; font-size: 8px;"> <tr><th colspan="7">OCTOBER, 2011</th></tr> <tr><td>&lt;&lt;</td><td>&lt;</td><td>TODAY</td><td>&gt;</td><td>&gt;&gt;</td><td colspan="2"></td></tr> <tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td style="background-color: #ffcc99;">25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> </div> <p style="text-align: center; font-size: 8px; background-color: #333; color: white; padding: 2px;">SELECT DATE</p> <p><b>ESTIMATED TIME</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Anytime</div> <p><b>FLY TO</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Durban - South Africa (DUR)</div>	OCTOBER, 2011							<<	<	TODAY	>	>>			SUN	MON	TUE	WED	THU	FRI	SAT	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	<p><b>RETURN FLIGHT?</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Return</div> <p><b>RETURN DATE</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <table style="width: 100%; text-align: center; font-size: 8px;"> <tr><th colspan="7">OCTOBER, 2011</th></tr> <tr><td>&lt;&lt;</td><td>&lt;</td><td>TODAY</td><td>&gt;</td><td>&gt;&gt;</td><td colspan="2"></td></tr> <tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td style="background-color: #ffcc99;">26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> </div> <p style="text-align: center; font-size: 8px; background-color: #333; color: white; padding: 2px;">SELECT DATE</p> <p><b>RETURN TIME</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Anytime</div>	OCTOBER, 2011							<<	<	TODAY	>	>>			SUN	MON	TUE	WED	THU	FRI	SAT	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	<p><b>CLASS OF FLIGHT</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Economy</div> <p><b>NUMBER OF SEATS</b></p> <div style="text-align: center; margin-bottom: 10px;"> </div> <p>ADULTS <span style="border: 1px solid #ccc; padding: 0 5px;">1</span> CHILD <span style="border: 1px solid #ccc; padding: 0 5px;">0</span> INFANT <span style="border: 1px solid #ccc; padding: 0 5px;">0</span></p> <p><input type="checkbox"/> OVERRIDE VENDOR PREFERENCES</p> <p><input type="checkbox"/> SEARCH FARES WITH MINIMAL RESTRICTIONS</p> <p><input type="checkbox"/> SEARCH DIRECT FLIGHTS ONLY</p> <p><input type="checkbox"/> SEARCH ONEWAY FARES (MAYBE BE CHEAPER)</p> <div style="text-align: center; margin-top: 10px;"> <span style="background-color: orange; color: white; padding: 5px 15px; border-radius: 5px; font-weight: bold; margin-right: 10px;">SEARCH BY FLIGHTS</span> <span style="background-color: orange; color: white; padding: 5px 15px; border-radius: 5px; font-weight: bold;">SEARCH BY PRICE</span> </div>
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- Selecting the FLY FROM (Departure City) and FLY TO (Arrival City) fields.
- The city search will start as soon as you type 3 letters in the field and will filter with each additional character typed.

FLY FROM

johann

**JOHANNESBURG - SOUTH AFRICA (JNB)**

- Select the required city from the list, and it will be added to the field as shown below:

FLY FROM

Johannesburg - South Africa (JNB)

- Using the calendars select the required travel dates.

DEPARTURE DATE							RETURN DATE						
? OCTOBER, 2011							? OCTOBER, 2011						
« < TODAY > »							« < TODAY > »						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1	25	26	27	28	29	30	1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31	1	2	3	4	5	30	31	1	2	3	4	5
SELECT DATE							SELECT DATE						

- Using the Estimated Time and Return Time will filter the flights search according to the selected times. A three hour time window is used either side of the indicated times.

- Anytime - Will show flight results for the entire day
- Morning (from 06:00) - Will show flights from 0300 – 0900
- Midday (from 12:00) - Will show flights from 0900 – 1500
- Afternoon (from 15:00) - Will show flights from 1200 – 1800
- Evening (from 18:00) - Will show flights from 1500 - 2100

Anytime

Anytime

Morning ( from 06:00 )

Midday ( from 12:00 )

Afternoon ( from 15:00 )

Evening ( from 18:00 )

- If a Return flight is required select Return.
- If a one way flight is required select One Way.

RETURN FLIGHT?

Return

Return

One Way



- 3 Use the Class of Flight to select the cabin class that you want to book.

- 3 The Number of Seats section is used to select the number of Travellers that will be travelling on the flights to be booked.

- 3 Additional Flight Search parameters can be selected to filter your flight search options.

SEARCH FARES WITH MINIMAL RESTRICTIONS:

- **By default the system will search for the CHEAPEST AVAILABLE OPTIONS.**
- But if you require options with less restrictions on changes you can select this option.
- Note that the fares/options returned will be higher than normal.

SEARCH DIRECT FLIGHTS ONLY

- This option will only return direct flights for the routing specified (No Via Flights)

SEARCH ONEWAY FARES (MAYBE CHEAPER)

- **This option should only be used for DOMESTIC FLIGHTS.**
- This option is only used when the SEARCH BY PRICE option is used.
- This option will return one way pricing options for each leg of the routing.
- This option allows you to book different airlines for each leg of the flight routing.

- 3 SEARCH OPTIONS BUTTONS



This option will show you a list of available flights, from which you can select specific flights that you want to book. This is effectively booking from flight availability and then pricing the selected flights.  
**Use this option when specific flights need to be booked.**  
**(See Search By Flights Response Screens 3.2 below)**



This option will show you a list of prices with available flights for that price. This is effectively fare shopping and booking by price.  
**(See Search By Price Response Screens 3.3 & 3.4 below )**

- Once Either the SEARCH BY FLIGHTS or SEARCH BY PRICE button is selected the system will search for the options that you require. The following screen will be displayed while the searching is being done:



### 3.2. Search By Flights Response Screens

- The system will return a screen showing the Outbound Flight Routing & Date.
- If a return option was specified then the Inbound Flight Routing & Date will also show.

**AVAILABILITY RESPONSE**  
Please select flights of your choice

---

**Show Details** ▼ Outbound: Johannesburg - Durban, Tuesday, October 25, 2011

**Show Details** ▼ Inbound: Durban - Johannesburg, Wednesday, October 26, 2011

MORE FLIGHTS
ADD TO ITINERARY

- Click on the Show Details button to expand the outbound flight section to show the available flight options as shown below:

**AVAILABILITY RESPONSE**  
Please select flights of your choice

---

**Hide Details** ▲ Outbound: Johannesburg - Durban, Tuesday, October 25, 2011

Sort By  Departure Time  Duration  Vendor

Flight	Airline	Origin	Destination	Date	Depart	Arrive	Journey
SA1001	SOUTH AFRICAN AIRWAYS	O R Tambo Intl Arpt(JNB)	Bloemfontein Intl	25/10/11	06:00	07:00	03:15
SA8532	SOUTH AFRICAN AIRWAYS	Bloemfontein Intl	King Shaka Intl(DUR)	25/10/11	08:15	09:15	03:15 <input type="radio"/>
Flight	Airline	Origin	Destination	Date	Depart	Arrive	Journey
SA527	SOUTH AFRICAN AIRWAYS	O R Tambo Intl Arpt(JNB)	King Shaka Intl(DUR)	25/10/11	06:00	07:05	01:05 <input type="radio"/>
Flight	Airline	Origin	Destination	Date	Depart	Arrive	Journey
JE241	mango	O R Tambo Intl Arpt(JNB)	King Shaka Intl(DUR)	25/10/11	06:05	07:15	01:10 <input type="radio"/>

- Select the required outbound flight from the list by clicking the circle at the end of the table.

- Click on the Show Details button to expand the inbound flight section to show the available flight options as shown below:

Show Details ▾ Outbound: Johannesburg - Durban, Tuesday, October 25, 2011

Hide Details ▲ Inbound: Durban - Johannesburg, Wednesday, October 26, 2011

Sort By  Departure Time  Duration  Vendor

Flight	Airline	Origin	Destination	Date	Depart	Arrive	Journey
MN618		King Shaka Intl(DUR)	O R Tambo Intl Arpt(JNB)	26/10/11	06:00	07:05	01:05 <input type="radio"/>
Flight	Airline	Origin	Destination	Date	Depart	Arrive	Journey
SA1330		King Shaka Intl(DUR)	Port Elizabeth Arpt	26/10/11	06:00	07:20	04:25 <input type="radio"/>
BA6238		Port Elizabeth Arpt	O R Tambo Intl Arpt(JNB)	26/10/11	08:50	10:25	04:25 <input type="radio"/>
Flight	Airline	Origin	Destination	Date	Depart	Arrive	Journey
SA1330		King Shaka Intl(DUR)	Port Elizabeth Arpt	26/10/11	06:00	07:20	03:45 <input type="radio"/>
SA404		Port Elizabeth Arpt	O R Tambo Intl Arpt(JNB)	26/10/11	08:05	09:45	03:45 <input type="radio"/>

- Select the required outbound flight from the list by clicking the circle at the end of the table.
- The outbound & Inbound flights can be sorted by the options shown below:

Sort By  Departure Time  Duration  Vendor

- Click on the ADD TO ITINERARY button once you have selected your required flights.



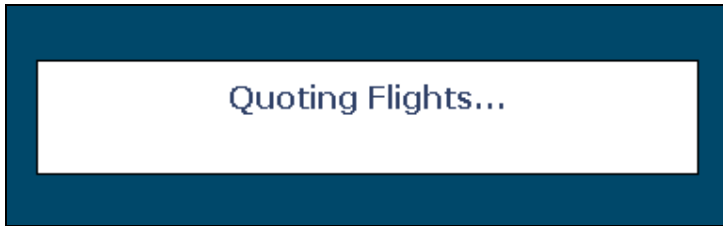
- The itinerary builder screen will display showing the flight options that you have selected.
- To add additional flight sectors use the ADD FLIGHT SECTOR button, and follow the process.
- To remove a flight sector from the itinerary builder screen, click the Remove option.

**AVAILABILITY RESPONSE**  
itinerary builder

Sector	Flight	Vendor	From	To	Date	Departs	Arrives	Class
1	SA527	South African Airways	(JNB) Johannesburg	(DUR) Durban	25/10/20	06:00	07:05	Economy
<input type="button" value="Remove"/>								
Sector	Flight	Vendor	From	To	Date	Departs	Arrives	Class
2	BA6200	British Airways	(DUR) Durban	(JNB) Johannesburg	26/10/20	06:30	07:35	Economy
<input type="button" value="Remove"/>								

- If you are happy with the flight segments showing, click the QUOTE ITINERARY button.

A quoting message will be displayed while the pricing options for the Flights is being obtained:



- The Response will show the following:
- Full Fare Option for the Selected Flights
  - Lowest Fare Option for the Selected Flights
  - Best Buy Alternate Cheaper Options which exist for the same routing.

Full Fare Option ( No Restrictions ) : ZAR 3842.00										Rules	Fare Breakdown
Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services		
	O R Tambo Int'l Arpt	King Shaka Int'l	25/10/11	SA527	06:00	07:05	Y	Economy			
	King Shaka Int'l	O R Tambo Int'l Arpt	26/10/11	BA6200	06:30	07:35	Y	Economy			
○											
Lowest Fare Option ( Restrictions Apply ) : ZAR 3227.00										Rules	Fare Breakdown
Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services		
	O R Tambo Int'l Arpt	King Shaka Int'l	25/10/11	SA527	06:00	07:05	Y	Economy			
	King Shaka Int'l	O R Tambo Int'l Arpt	26/10/11	BA6200	06:30	07:35	S	Economy			
○											
Best Buy Option : ZAR 852.00										Rules	Fare Breakdown
Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services		
	O R Tambo Int'l Arpt	King Shaka Int'l	25/10/11	T6201	06:40	07:50	Y	Economy			
	King Shaka Int'l	O R Tambo Int'l Arpt	26/10/11	T6202	08:50	10:00	Y	Economy			
○											
Best Buy Option : ZAR 872.00										Rules	Fare Breakdown
Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services		
	O R Tambo Int'l Arpt	King Shaka Int'l	25/10/11	T6241	08:35	09:45	Y	Economy			
	King Shaka Int'l	O R Tambo Int'l Arpt	26/10/11	T6202	08:50	10:00	Y	Economy			
○											

- 3 Select the required Flights Option/Price by clicking the circle at the end of the table.
- 3 Scroll down to the end of the page and select the BOOK THIS FLIGHT button.

**BOOK THIS FLIGHT**

- 3 The itinerary builder screen will display showing the flight options that you have selected.

SELECTED SEGMENTS  
itinerary builder

---

AIR SEGMENT

Sector	Flight	Vendor	From	To	Date	Departs	Arrives	Class	
1	SA527	South African Airways	(JNB)JOHANNESBURG	(DUR) DURBAN	25/10/20	06:00	07:05	Y	Remove
2	BA6218	British Airways	(DUR)DURBAN	(JNB) JOHANNESBURG	26/10/20	16:10	17:15	Y	Remove

ADD HOTEL SEGMENT

ADD CAR SEGMENT

ADD AIR SEGMENT

FINALISE BOOKING

- 3 From this screen you have options to do the following:

- ADD HOTEL SEGMENT - Add a hotel booking to the itinerary  
- **( See Hotels Section x.x below )**
- ADD CAR SEGMENT - Add a car booking to the itinerary  
- **( See Cars Section x.x below )**
- ADD AIR SEGMENT - Add additional flight segments to the itinerary

- 3 If only flights are required then you can continue by selecting the FINALISE BOOKING button.

**FINALISE BOOKING**

**( See Finalise Booking Section 3.5 below )**

### 3.3. Search By Price Response Screens

- The system will return a screen showing available flights according to price - Lowest – Highest
- Each option will contain flights on the same airline.
- The concept of the Search by Price screen is to show you what flights you can travel on at the identified price.

**SYSTEM QUOTE RESULTS**  
Please choose your result

---

Sort By  Price  Duration  Outbound Departure Time  Vendor

Best Buy Option : ZAR 852.00 Rules | Fare Breakdown

Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services
	O R Tambo Intl Arpt	King Shaka Intl	25/10/11	T6201	06:40	07:50	Y	Economy	
	King Shaka Intl	O R Tambo Intl Arpt	26/10/11	T6202	08:50	10:00	Y	Economy	

---

Best Buy Option : ZAR 872.00 Rules | Fare Breakdown

Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services
	O R Tambo Intl Arpt	King Shaka Intl	25/10/11	T6241	08:35	09:45	Y	Economy	
	King Shaka Intl	O R Tambo Intl Arpt	26/10/11	T6202	08:50	10:00	Y	Economy	

- The display options can be sorted by the options shown below:

Sort By  Price  Duration  Outbound Departure Time  Vendor

- A drop down list identifies that there are multiple flights available at the same price.

BA6231	06:30	08:10	0	
BA6231	06:30	08:10	0	
BA6241	11:10	12:50	0	
BA6237	15:45	17:25	0	
BA6239	18:00	19:40	0	

- Select the required Flights Option/Price by clicking the circle at the end of the table.
- Scroll down to the end of the page and select the BOOK THIS FLIGHT button.

**BOOK THIS FLIGHT**

- The itinerary builder screen will display showing the flight options that you have selected.

SELECTED SEGMENTS  
itinerary builder

AIR SEGMENT

Sector	Flight	Vendor	From	To	Date	Departs	Arrives	Class	
1	SA527	South African Airways	(JNB)JOHANNESBURG	(DUR) DURBAN	25/10/20	06:00	07:05	Y	Remove
2	BA6218	British Airways	(DUR)DURBAN	(JNB) JOHANNESBURG	26/10/20	16:10	17:15	Y	Remove

ADD HOTEL SEGMENT
ADD CAR SEGMENT
ADD AIR SEGMENT
FINALISE BOOKING

From this screen you have options to do the following:

- ADD HOTEL SEGMENT - Add a hotel booking to the itinerary  
- **( See Hotels Section x.x below )**
- ADD CAR SEGMENT - Add a car booking to the itinerary  
- **( See Cars Section x.x below )**
- ADD AIR SEGMENT - Add additional flight segments to the itinerary

If only flights are required then you can continue by selecting the FINALISE BOOKING button.



**( See Finalise Booking Section 3.5 below )**

### 3.4. Search By Price (Search One Way Fares) Response Screens

- The system will return a screen showing available flights according to price - Lowest – Highest
- This option will show one individual airline options for each leg of the itinerary.
- The concept of the Search by Price (Search One Way Fares) is to allow you to book different airlines for each leg of the itinerary.
- The system will return a screen showing Outbound / Inbound Options.

SYSTEM QUOTE RESULTS  
Please choose your result

---

Sort By  Price  Duration  Outbound Departure Time  Vendor

Show Details ▼  
Show Details ▼

**Outbound: Johannesburg - Durban, Tuesday, 25 October 2011**

**Inbound: Durban - Johannesburg, Wednesday, 26 October 2011**

QUOTE DIFFERENT ROUTE
BOOK THIS FLIGHT

Click on the Show Details button to expand the outbound flight section to show the available pricing / flight options as shown below:



**SYSTEM QUOTE RESULTS**  
Please choose your result

---

Sort By  Price  Duration  Outbound Departure Time  Vendor



**Hide Details** ▲ Outbound: Johannesburg - Durban, Tuesday, 25 October 2011

Best Buy Option : ZAR 416.00 Rules Fare Breakdown

Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services
	O R Tambo Intl Arpt	King Shaka Intl	25/10/11	T6201	06:40	07:50	Y	Economy	<input type="radio"/> 

---

Best Buy Option : ZAR 436.00 Rules Fare Breakdown

Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services
	O R Tambo Intl Arpt	King Shaka Intl	25/10/11	T6241	08:35	09:45	Y	Economy	<input type="radio"/> 

The display options can be sorted by the options shown below:

Sort By  Price  Duration  Outbound Departure Time  Vendor

Select required outbound flight from the list by clicking the circle at the end of the table.

Click on the Show Details button to expand the Inbound flight section to show the available pricing / flight options as shown below:



**SYSTEM QUOTE RESULTS**  
Please choose your result

---

Sort By  Price  Duration  Outbound Departure Time  Vendor



**Show Details** ▼  
**Hide Details** ▲ Outbound: Johannesburg - Durban, Tuesday, 25 October 2011  
Inbound: Durban - Johannesburg, Wednesday, 26 October 2011

Best Buy Option : ZAR 436.00 Rules Fare Breakdown

Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services
	King Shaka Intl	O R Tambo Intl Arpt	26/10/11	T6202	08:50	10:00	Y	Economy	<input type="radio"/> 

---

Best Buy Option : ZAR 468.00 Rules Fare Breakdown

Airline	Departs	Arrives	Date	Flight	Departs	Arrives	Class	Cabin	Services
	King Shaka Intl	O R Tambo Intl Arpt	26/10/11	T6236	16:25	17:35	Y	Economy	<input type="radio"/> 



- 3 Scroll down to the end of the page and select the BOOK THIS FLIGHT button.



- 3 The itinerary builder screen will display showing the flight options that you have selected.

SELECTED SEGMENTS  
itinerary builder

---

AIR SEGMENT

Sector	Flight	Vendor	From	To	Date	Departs	Arrives	Class	
1	SA527	South African Airways	(JNB)JOHANNESBURG	(DUR) DURBAN	25/10/20	06:00	07:05	Y	Remove
2	BA6218	British Airways	(DUR)DURBAN	(JNB) JOHANNESBURG	26/10/20	16:10	17:15	Y	Remove

ADD HOTEL SEGMENT
ADD CAR SEGMENT
ADD AIR SEGMENT
FINALISE BOOKING

- 3 From this screen you have options to do the following:

- ADD HOTEL SEGMENT - Add a hotel booking to the itinerary  
- **( See Hotels Section x.x below )**
- ADD CAR SEGMENT - Add a car booking to the itinerary  
- **( See Cars Section x.x below )**
- ADD AIR SEGMENT - Add additional flight segments to the itinerary

- 3 If only flights are required then you can continue by selecting the FINALISE BOOKING button.



**( See Finalise Booking Section 3.5 below )**

### 3.5. Finalise Booking Screen

- 3 This is the final screen in the booking process where traveller details and other required fields are captured.

- 3 If an Unknown Traveller was selected you will be required to add the traveller details.

Adult Passenger 1 Details

TITLE

FIRST NAME

LAST NAME

GENDER

- 3 If a Traveller was selected was the travellers list the traveller details will be pre-populated.

Adult Passenger 1 Details	
TITLE	MR
FIRST NAME	DAVID
LAST NAME	WHISTON

### 3 ADDITIONAL INFORMATION SECTION

- 3 Complete the fields shown or select options where required.
- 3 The Fields shown below may vary depending on the configuration as per your company.
- 3 All fields shown are generally required to be completed, and the system will prompt you if a required field is not completed.

Additional Information	
CREDIT CARD	VI4901*****0747 GALILEO
COST CENTER	EXECUTIVE
ORDER NUMBER	TEST100
DIVISION	CAPE TOWN
BOOK OTHER SEGMENT	AIRPORT TRANSFER FROM AIRPORT TO HOTEL REQUIRED
TRIP MOTIVATION	SALES MEETING IN CAPE TOWN
EMPLOYEE NO	TS234
MESSAGE TO CONSULTANT	

BOOK OTHER SEGMENT: (Optional)

This field can be used to specify other items that you want the travel agency to book, for example guest houses, transfers, shuttles etc..

MESSAGE TO CONSULTANT: (Optional)

This field can be used to insert a message for the Travel Agency, for example issue tickets immediately, deliver documents to office, wait on ticket issue.

**3 APPROVERS SECTION**

**3 Note:**

The Approvers section will only show if your company has been activated for booking approvals / authorisations process.

3 Select the APPROVAL TYPE required for the booking:

- SINGLE AUTHORISER: Only one person can be selected to authorise this booking.
- MULTIPLE AUTHORISERS: Two people can be selected to authorise this booking.

3 If multiple authorisers is selected you can specify the APPROVAL BY field:

- EITHER CAN APPROVE: Either of the selected authorisers can approve the booking.
- ALL MUST APPROVE: Both selected authorisers must approve the booking.

3 Select the relevant booking authoriser/s from the authoriser list.

The screenshot shows a form titled "Approvers" with the following fields:

- APPROVAL TYPE:** Two radio buttons. "SINGLE AUTHORISER" is selected (indicated by a green dot), and "MULTIPLE AUTHORISERS" is unselected.
- APPROVAL BY:** Two radio buttons. "EITHER CAN APPROVE" is unselected, and "ALL MUST APPROVE" is unselected.
- AUTHORISER 1:** A dropdown menu with "Travel Administrator" selected.
- AUTHORISER 2:** A dropdown menu with "Select..." as the current selection.

3 Once all the required fields have been completed, please ensure that the information you have entered or selected is correct.

3 Click on the GENERATE RESERVATION & REQUEST button to complete the booking.

**GENERATE RESERVATION  
& REQUEST**

### 3.6. Booking Results Screen

- Once the booking has been processed the following BOOKING RESULTS screen will show.

**BOOKING RESULTS**  
please check result statuses and payments

GALILEO AIR BOOKING RESPONSES

Segment	Status	Message
T60207 20111025 JNB 1825 DUR 1935	SECURELY SOLD	LOW COST SEGMENT SOLD. RECORDLOCATOR - TLVKQH LOW COST SEGMENT SOLD. RECORDLOCATOR - TLVKQH
T60236 20111026 DUR 1625 JNB 1735	SECURELY SOLD	LOW COST SEGMENT SOLD. RECORDLOCATOR - TLVKQH LOW COST SEGMENT SOLD. RECORDLOCATOR - TLVKQH

Galileo Recordlocator : M5F61W

Request Number : [456 \(Click to view\)](#)

- Please **ensure** that a Galileo Recordlocator Number is given. This would be the indicator that the booking was successfully processed by the system. This number would be used as the reference number when dealing with the travel company.

Galileo Recordlocator : M5F61W

- If no Galileo Recordlocator is given, it indicates that the booking **was not** processed successfully. In this scenario the details of your booking are emailed to the travel company to manually process the booking.
- With each booking created an associated Travel Request is created. You can view the detailed Travel Request by clicking on the Request Number link.

Request Number : [456 \(Click to view\)](#)

- It is also vital to check the **Status** for segment requested to be booked. Ensure that the segment status for all segments show either Securely Sold or Sold. This section will show you if any segment requested did not book successfully.

Segment	Status	Message
T60207 20111025 JNB 1825 DUR 1935	SECURELY SOLD	LOW COST SEGMENT SOLD. RECORDLOCATOR - TLVKQH

- Below the BOOKING RESULTS screen the system will display the travel itinerary for the booking created.

<b>Date:</b>	Tuesday, September 20 2011		
<b>Agency Reference Number:</b>	MSF61W		
<b>Agency Contact:</b>	27 11 807 6931		
<b>Your Travel Itinerary</b>			
<b>Travellers</b>		<b>Frequent Flyer Numbers</b>	
* WHISTON/DAVIDMR(Adult - ADT)		BA5001356 SA340692	

Tuesday, October 25 2011			
<b>Flight</b>	<b>T6207 - 1 Time Airlines</b>		<b>AK - Confirmed (Passive)</b>
	Confirmation Number For 1 Time Airlines		TLVKQH
<b>Class</b>	Y -		<b>Non Stop</b>
<b>Departs</b>	18:25	O R Tambo International Arpt, Johannesburg South Africa	JNB
<b>Arrives</b>	19:35	King Shaka International, Durban South Africa	DUR
	Comments	Baggage Allowance : Adult-Check Baggage Allowances	

Wednesday, October 26 2011			
<b>Flight</b>	<b>T6236 - 1 Time Airlines</b>		<b>AK - Confirmed (Passive)</b>
	Confirmation Number For 1 Time Airlines		TLVKQH
<b>Class</b>	Y -		<b>Non Stop</b>
<b>Departs</b>	16:25	King Shaka International, Durban South Africa	DUR
<b>Arrives</b>	17:35	O R Tambo International Arpt, Johannesburg South Africa	JNB
	Comments	Baggage Allowance : Adult-Check Baggage Allowances	

## 4. Section 4 Data

xxx

### 4.1. xxx

Passive segments added using the following entries will be identified by the system:

#### **Air Segments**