

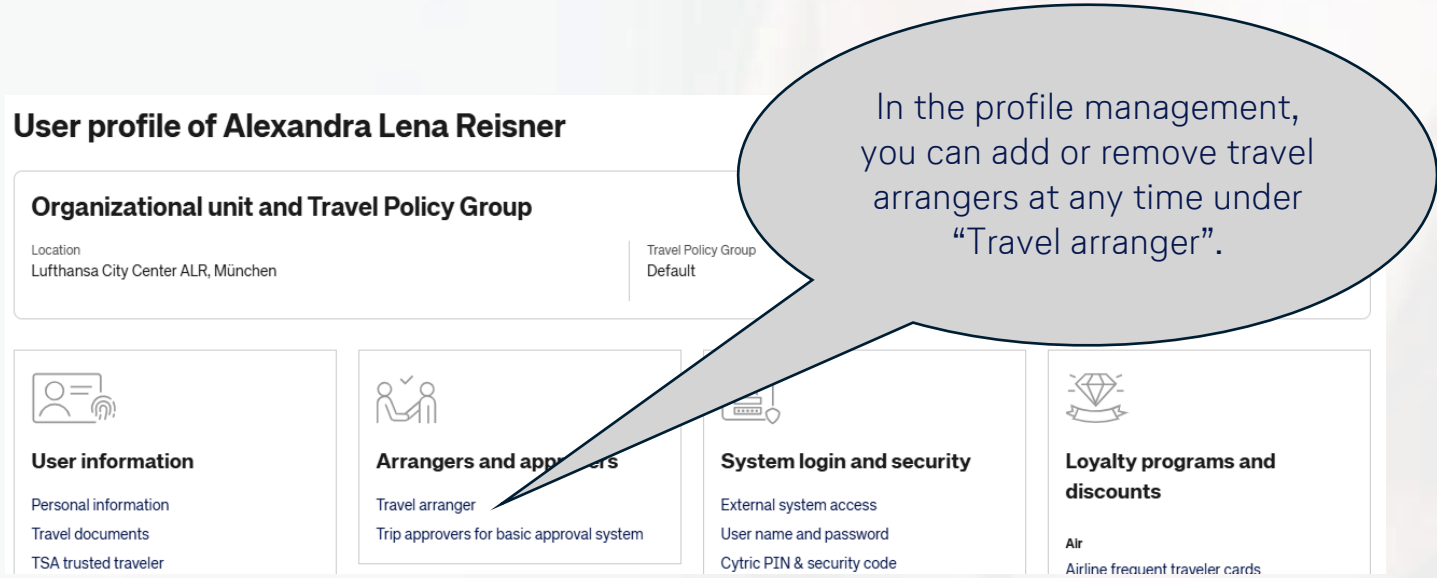
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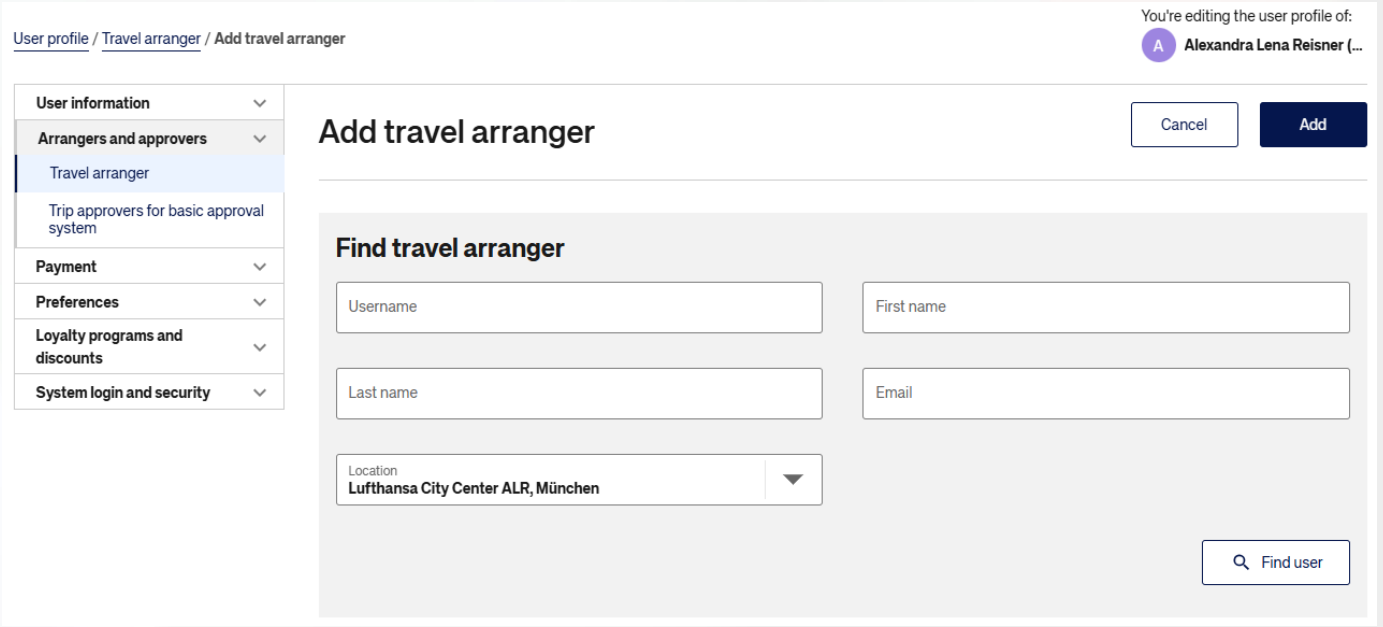
Travel Arranger

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Booking authorizations

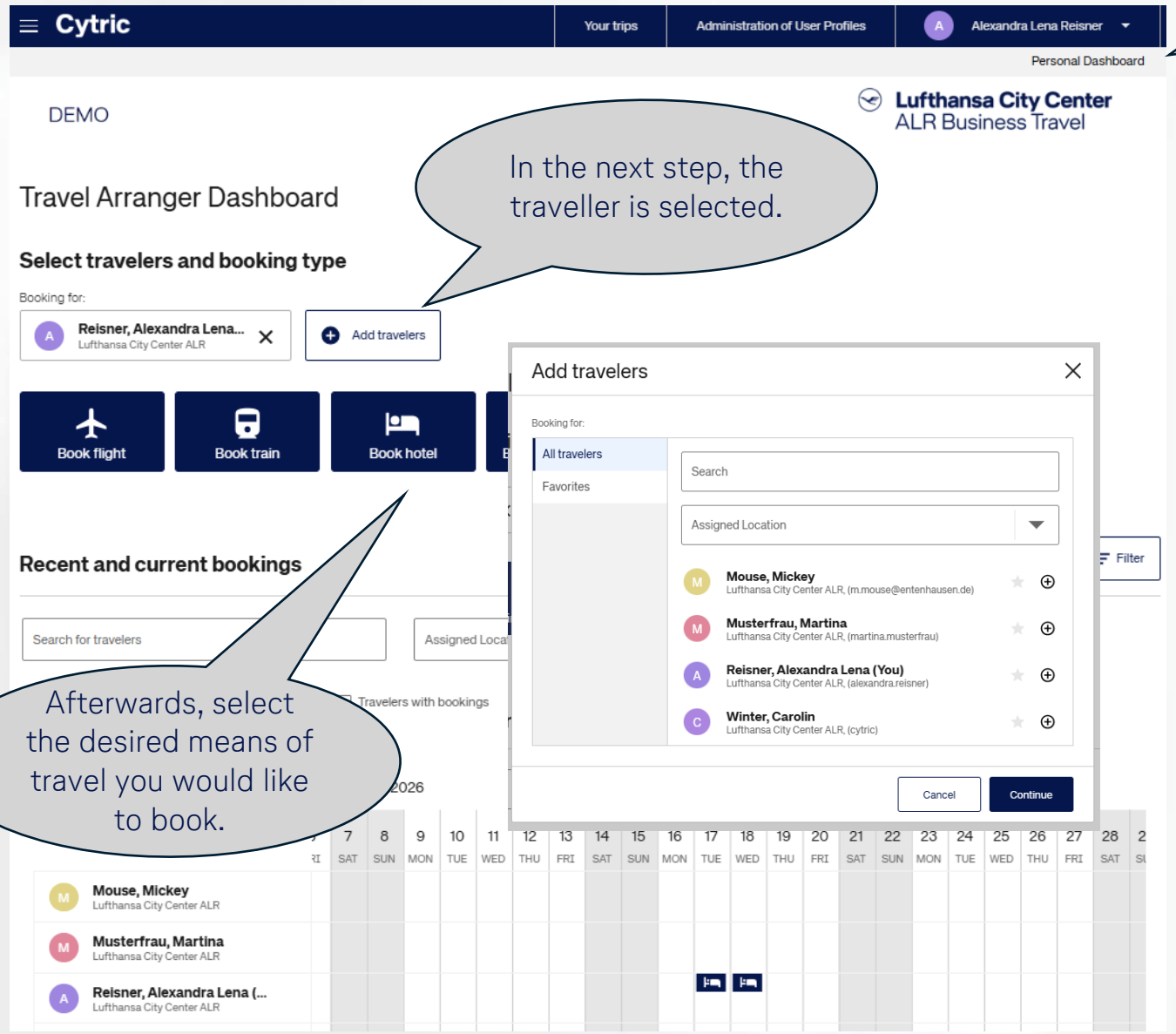
- Every user can book trips for themselves.
- As a travel arranger, you can book for the travellers who have appointed you as a travel arranger.
- As a travel manager, you have the opportunity to book for all travellers in your company.





Start reservation

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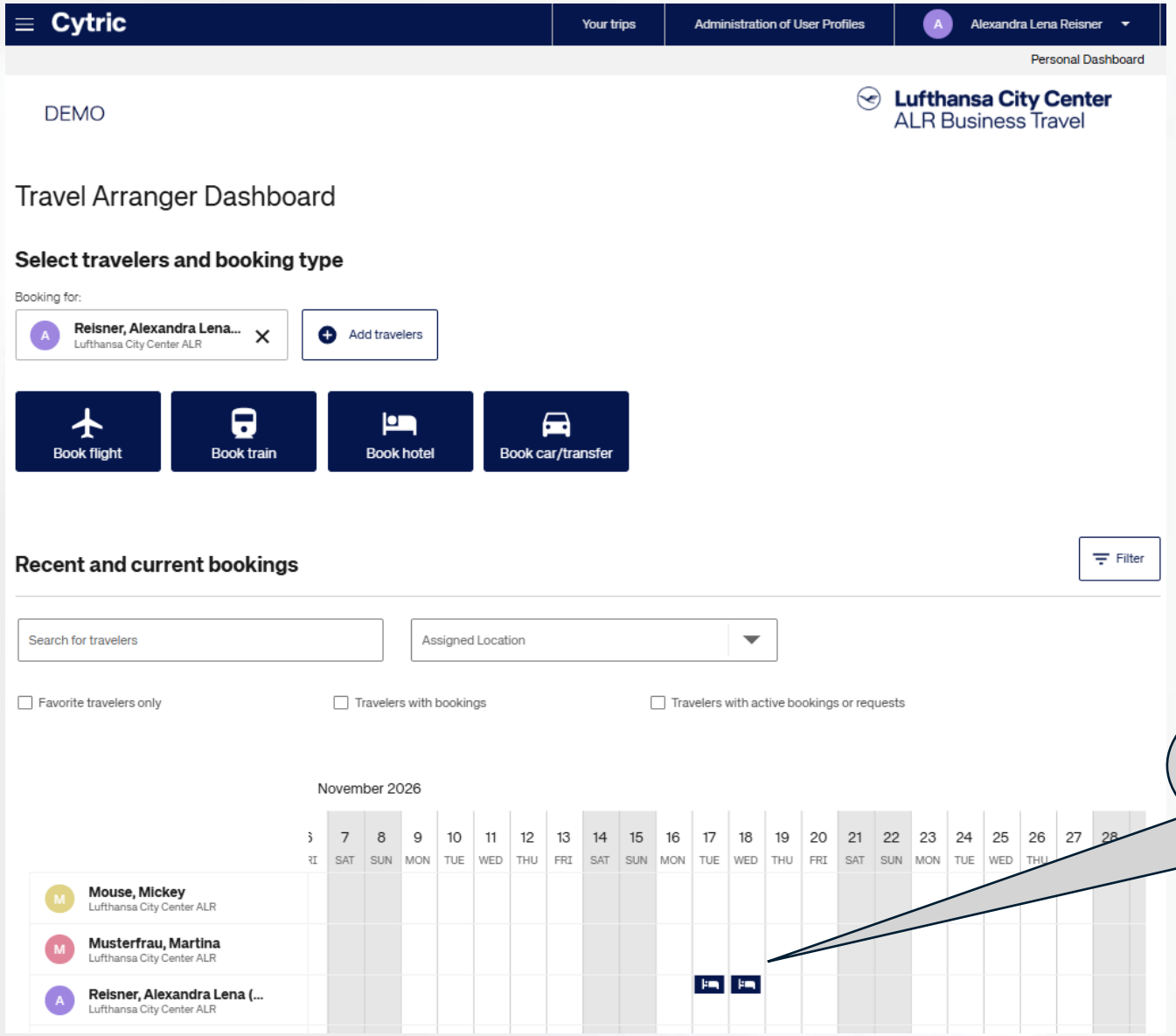
The selection shows:

- Yourself
- the travellers who have selected you as a travel arranger
- As a travel manager you see all travellers.

Use the search field or go directly to the list displayed to select the traveler you want to book for.

- After selecting the traveller, you can start the booking process.

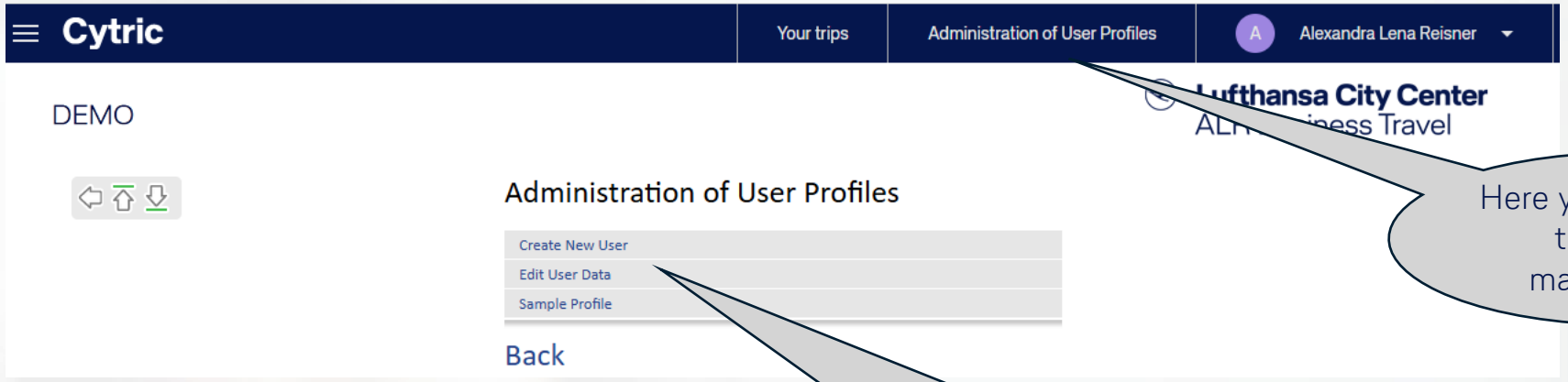
Booking overview



- On the Travel Arranger Dashboard you can see your own trips and trips of colleagues for which you have been authorized as a Travel Arranger.
- The search fields and filters make it easier for you to access a specific order.

The icons for the individual travel services take you directly to the respective booking.

Profile management



Here you can access the profile management.

Depending on your authorization, you can search for existing profiles, edit them and/or create new travellers.



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Contact

Contact

Do you have any questions or suggestions regarding Cytric?

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