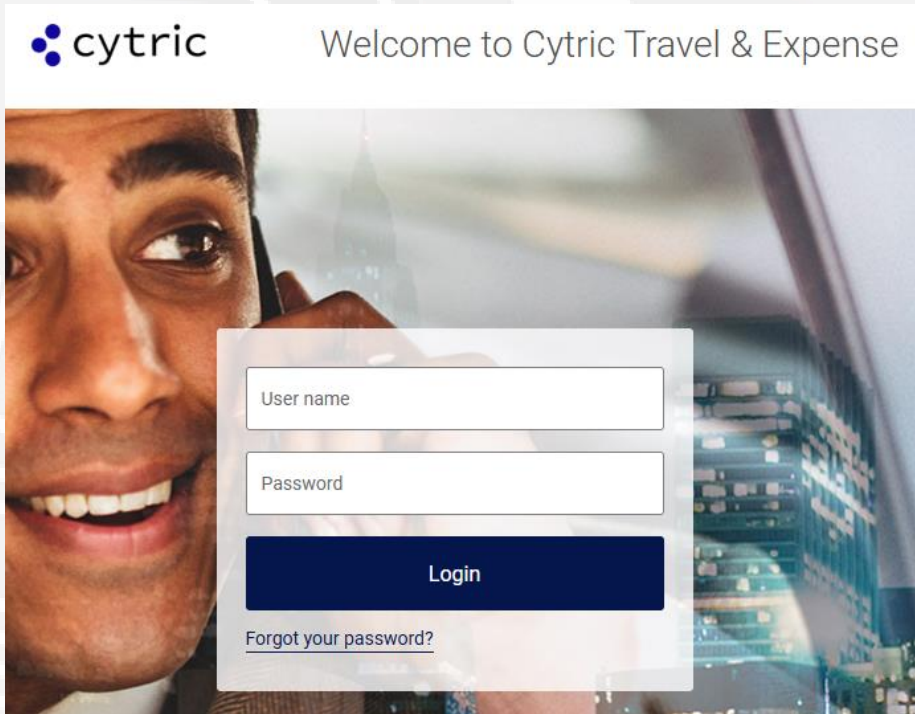




Login,
home page,
profile management,
booking permissions

Login



cytric Welcome to Cytric Travel & Expense

User name

Password

Login

[Forgot your password?](#)

- Log in on your usual homepage with your access data. The user name is usually your business email address.
- You can generate a new password via „Forgot your password?“. You will then receive a link via email to reset your password.
- After logging in, you will be taken to the home page where you can find your complete booking overview.

Home page







My Trips

Management

T

Tina Builder

Travel Arranger Dashboard

Extras

Services

 **Lufthansa City Center**

DEMO

Personal Dashboard

Select travellers and booking type

Booking for:

T

Builder, Tina (You)
Travel Wizzard, Demo

×

 Book flight

 Book train

 Book hotel

 Book car/transfer

Recent and current bookings

January 2025

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
TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

February 2025

1	2	3	4	5	6
SAT	SUN	MON	TUE	WED	THU

Overview of all bookings

Access to profile management

Further information and access to the eLearning Center

Profile management



- When you log in for the first time, the system will ask you to update the master data of your user profile.
- Keep passport information, frequent flyer cards, railcards, travel preferences, etc. in your profile up to date so that they can be automatically considered with every booking.
- All mandatory fields are marked with *.

! Please complete any changes to your profile by clicking the save button.

Profile management

1 Personal Data

Edit and Save Personal Data

 My User Profile

Personal Data
Cytric PIN and security code
Store Access Information

Organisational Unit and Travel Policy Group

Location: Demo, Frankfurt
Division: Travel Wizzard
[Change](#)

Personal details

Greeting: ☐ Mr. ☒ Mrs. ☐ Miss ☐ Ms. ☐ None

First Name: * Tina

Last Name: * Builder

Title: ☐ Dr. ☐ Mag. ☐ Prof.

Date of Birth:

Identifier:

Business Address

Company: Demo, Frankfurt

Street: Lyoner Strasse 36

Postal code: 60528

City: Frankfurt

Country: Germany - DE

Phone: * +491234567

Fax:

Mobile phone:

Email: * onlinesolutions@lcc-alr.de
Example: name@company.co.uk

First additional email: onlinesolutions@lcc-alr.de

Enter your name as it appears in your passport.

Home Address

Street:

Postal code:

City:

Country:

Phone:

Mobile phone:

Email: * obe@lcc.de

More Information

Accounts Payable Number:

Personnel ID:

☐ Share email address to receive urgent notifications from the airline such as last-minute flight changes

☐ Share mobile number to receive urgent notifications from the airline such as last-minute flight changes

Mobile phone:

[Save](#)

Save your phone number and email address here.

If requested by your company, enter your cost center (or other necessary accounting data) here.



Profile management

2 Travel document information

Travel document information

Travel documents include passports, national ID cards and visas.

 My User Profile

Travel document information

TSA Trusted Traveller Programmes

Stored travel documents

+ Add

No settings are currently stored.

requires at least a travel document
estinations, an identity card could be

Travel document information
TSA Trusted Traveller Programmes

Travel document details

Document nickname:

Travel document: *

Issuing country: *

Document number: *

Expiry date: *

☐ Primary travel document holder (multi-person travel document)

First Name:

Middle Name:

Last Name:

Country of Citizenship:

Date of Birth:

Gender: ☐ Male ☒ Female ☐ Undisclosed ☐ Unspecified

☐ Make this travel document your primary travel document for APIS and TSA Secure Flight Data

Visa Data

Please enter visa data (or leave empty, if no visa available):

Place of Birth:

Visa Number: *

Visa Place of Issue: *

Visa Issue Date: *

Add travel document information

Add, edit or
delete your
documents here.

Enter the data
exactly as stated in
your document.

Here you can enter the
Redress Number and
the Known Traveller
Number for entry into
the US.

You can enter
your passport,
identity card or
visa details here.



Profile management

3 Credit Card and Payment Card Information

Credit Card and Payment Card Information

On this page personal credit and payment cards to be used for bookings can be entered.

 [My User Profile](#)

**Credit Card and Payment Card
Information**

[Assign Credit Cards to Vendors](#)

Add Credit Card:

Self-defined card name:

Credit card company:*

Select 

Credit card number:*

Valid through:*

January  2025 

Use as Form of Identification:

☒

Use as preferred Credit Card:

☐

Street:

Postal code:

City:

State:

Country:

Add

Save your personal
credit card here if you
want to use it for
hotel guarantee.



Profile management

4 Frequent Traveller Programmes

Frequent Traveller Numbers for Airlines

 [My User Profile](#)

Frequent Traveller Numbers for Airlines

Frequent Traveller Numbers for Hotel Chains

Frequent Traveller Numbers for Car Hire Vendors

Frequent Traveller Numbers - Rail

On this page, you can enter frequent traveller numbers. Select the correct level of participation so that the system can provide access to the corresponding services. If 'Confidential' is selected, other system users (such as the System Administrator or Travel Arrangers) will not be able to see the number. To delete a frequent traveller number, click the 'Remove' button.

Add Frequent Traveller Cards for Air

Airline/Rail Provider: *

Select

Frequent traveller programme: *

Select

Frequent Traveller Numbers: *

Confidential: ☐

Masked: ☐

Use Number also for:

No airline alliance

Add

Select the airline and save the frequent flyer number of the corresponding airline.

Frequent traveler numbers for hotel chains, car rental companies and for rail services (e.g. for collecting BahnBonus points) can also be entered here.



Profile management

5 Discount Cards

Rail Discount Cards

 [My User Profile](#)

[Airline Discount Cards](#)

[Spanish non-mainland resident discount](#)

[Rail Discount Cards](#)

On this page, you can enter rail discount card numbers. If 'Confidential' is selected, other users of this system (such as the System Administrator or Travel Arrangers) won't be able to see the number. To delete a discount card number, click the 'Remove' button.

Add Rail Discount Cards

Type:*	Select
Card Number:*	
Valid through:*	January 2025
Confidential:	☐
Masked:	☐

Rail Routing

GEO I:

Rail Station:	
---------------	----------------------

GEO II:

Rail Station:	
---------------	----------------------

Add

Select the type of rail card and save the number and validity so that the rail card discount can automatically be considered.

! To collect BahnBonus points, please also enter your BahnCard in the “Frequent Traveller Programmes” section.



Profile management

6 Personal Preferences

These information will be –
as far as possible –
automatically considered
when making a reservation.

Save your seat and
meal preferences
for air travel here.

Enter your
preferences for the
train here.

Personal Preferences

[My User Profile](#)

Personal Preferences

[Select Travel Arranger](#)

[Ticket ID](#)

My International Settings:

Language Selection: *

Display the Date as: *

Display the Time as: *

Display all Prices as: *

Display all distances as:

My Air Travel Preferences:

Default Departure City:

Class of Service: ☒ Economy ☐ Premium Economy ☐ Business ☐ First

Display service classes in: ☐ Expert Mode, Sample: F3 C4 D5 H2 B5 L4 G2 Y3 T1 W0
☒ Standard Mode, Sample: Economy, Business

Seat: ☒ Window ☐ Aisle

Special Meal Request: *

My Rail Travel Preferences:

Default Departure Rail Station:

Class of Service: ☐ Premier Class ☐ 1st Class ☐ Business Class ☒ Standard Class

Seating preferences: ☐ Seat booking required
☒ Window ☐ Aisle

Type of Carriage: ☐ Widebody carriage ☒ Compartment ☐ Seat at Table
☒ Rest Area ☐ Mobile Phone Zone

My Hire Car Preferences:

Default Car Hire location:

Preferred hire car category

Your Selection: **9 items selected**

Start typing to filter:

Category:

- ☒ All categories
- ☒ Economy Manual Drive
- ☒ Economy Manual Drive and Air Condition
- ☒ Economy Automatic Drive and Air Condition
- ☒ Compact Manual Drive
- ☒ Compact Manual Drive and Air Condition
- ☒ Compact Automatic Drive and Air Condition
- ☒ Intermediate Manual Drive and Air Condition
- ☒ Intermediate Automatic Drive and Air Condition
- ☒ Fullsize Automatic Drive and Air Condition

Select: None | Show only selected (9)

My emails for travel confirmation:

Send email confirmation as:

☒ PDF file

Additional Content

☒ Include iCal Elements

☒ Compatible with Microsoft Outlook

☒ Include vCard Elements

Other Preferences:

Display all prices also in:

Sign-On Message Settings:

☒ Activate Sign-On Message

Travel Arranger Dashboard:

☐ Use Travel Arranger Dashboard automatically

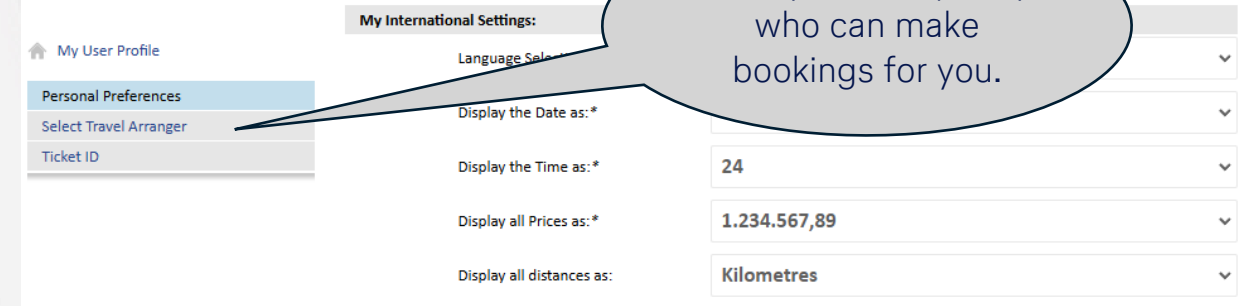
Save



Booking permissions

- Every user can book trips for themselves
- To define a travel arranger, please enter them under „Personal Preferences > SelectTravel Arranger“ in your user profile
- You can easily add or remove travel arrangers at any time
- As a travel manager, you have the option to book for all travellers in your company

Personal Preferences



My User Profile

Personal Preferences

Select Travel Arranger

Ticket ID

My International Settings:

Language Selection:

Display the Date as:

Display the Time as:

Display all Prices as:

Display all distances as:

Select Travel Arranger

On this page, select the users who will be able to book for you as a Travel Arranger. Enter user name, first name, last name or email address and click 'Find user'. For a system-wide search, leave the fields empty.

My User Profile

Personal Preferences

Select Travel Arranger

Ticket ID

Active Travel Arrangers

No settings are currently stored.

Find Travel Arranger

User Name:

First Name:

Last Name:

Email:

Location:

Division:

Find user



Contact

Contact

**Do you have any questions or suggestions
regarding Cytric?**

The Online Solutions Team is happy to assist you.

☎ +49 89 286611 – 600

✉ onlinesolutions@lcc-alr.de

The department Online Solutions



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