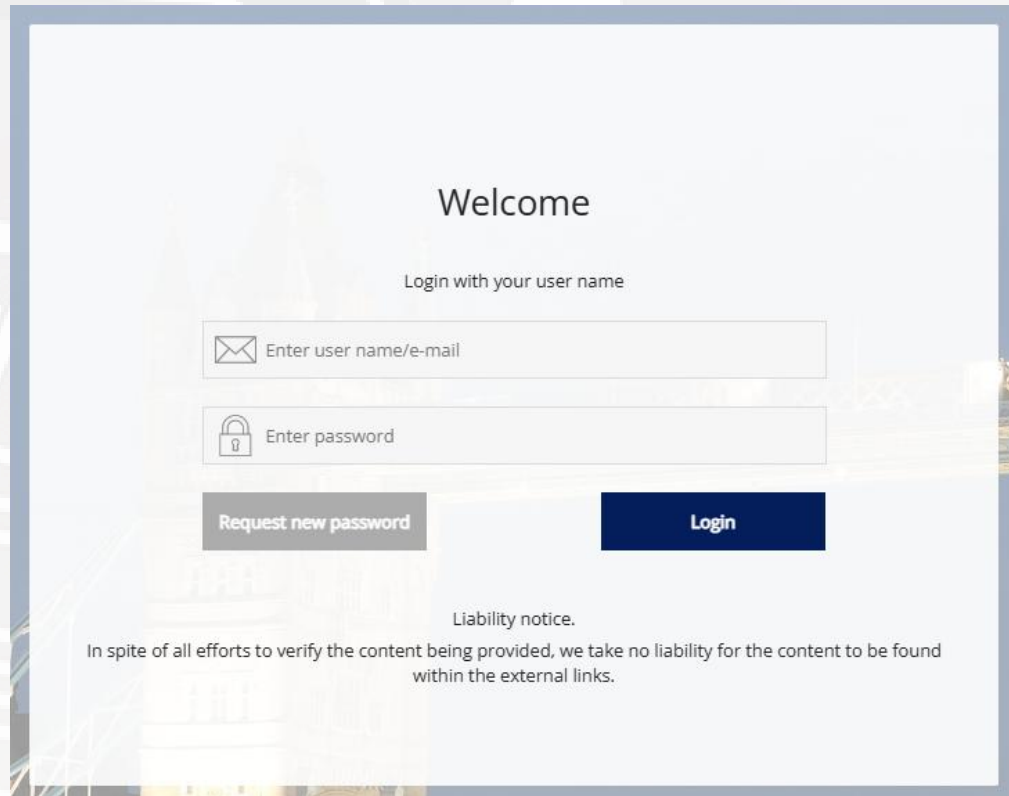




Login,
home page,
profile management,
booking permissions

Login



The screenshot shows a login interface with a light blue background. At the top, it says "Welcome". Below that, it says "Login with your user name". There are two input fields: the first is labeled "Enter user name/e-mail" and has an envelope icon; the second is labeled "Enter password" and has a lock icon. Below these fields are two buttons: "Request new password" (light blue) and "Login" (dark blue). At the bottom, there is a "Liability notice" section with the text: "In spite of all efforts to verify the content being provided, we take no liability for the content to be found within the external links."

- Log in on your usual homepage or at www.onesto.de/alr with your access data.
The user name is usually your business email address.
- You can request a new password via "Request new password".
A temporary password will then be sent to you by email.
- After logging in, you will be taken to the home page where you can find your complete booking overview.

Home page

Further information and access to the eLearning Center

Access to profile management

Overview of current bookings

 Lufthansa City Center
ALR Business Travel

Support

 Musterfrau, Martina

00:59:50



 Flight

 Rail

 Hotel

 Car

 Actual trips

 Calendar

 Map

 Statistic

 Archive

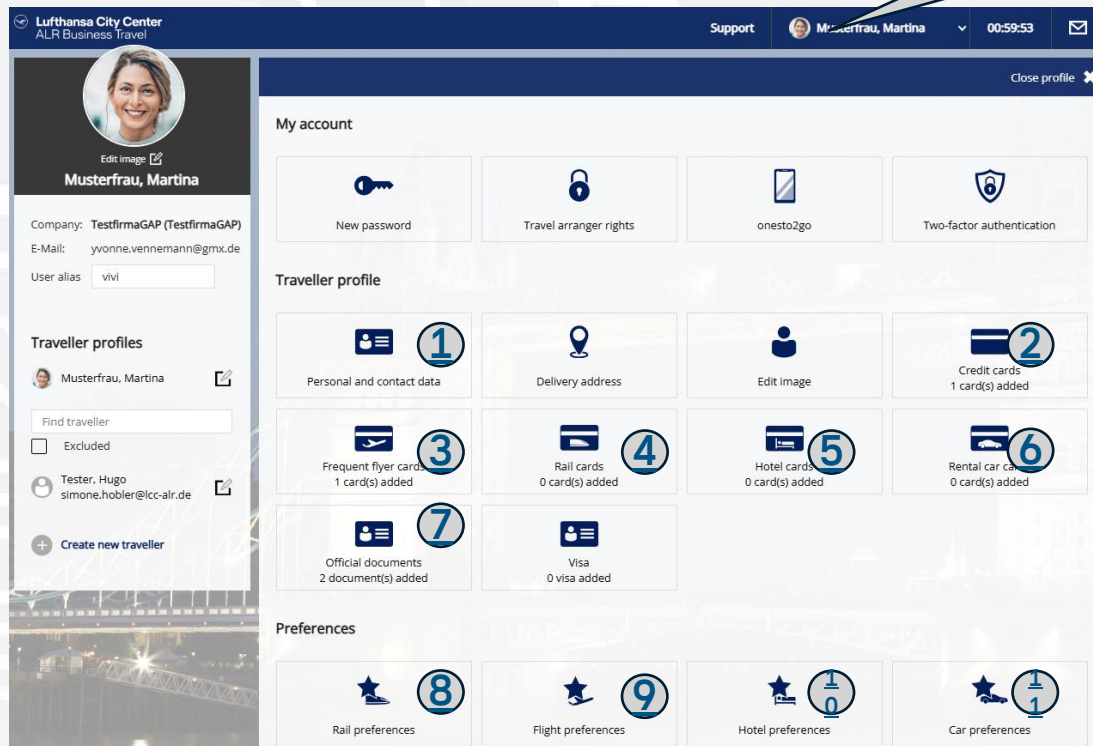
☐ Display my bookings only

Advanced search

Itinerary	Traveller	Travel date	Details	Status
▼ TRIP12114202	 Musterfrau, Martina			In own process  
▼ TRIP12114795	 Musterfrau, Martina			In own process  
▼ TRIP12114867	 Musterfrau, Martina			In own process  
▼ TRIP12114159	 Musterfrau, Martina	Mon, 20.01.2025 Tue, 21.01.2025		Cancelled  
▼ TRIP12110920	 Musterfrau, Martina	Tue, 10.12.2024 Wed, 11.12.2024	 	Online booking  

Profile management

Access to 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 and contact data

< Back Close profile ✕

Personal and contact data

General information

Company: TestfirmaGAP (TestfirmaGAP) ▼

Department: MAMUC2011

Salutation *: Mrs ▼

Professional title: --- Please select ---

Last name (without title) *: Musterfrau

First name *: Martina

Middle name:

Date of birth: 15 ▼ 05 ▼ 1986 ▼

German ▼

Cost center

Kostenstelle *: KS 1 to 3 digit(s)

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

Enter your name as it appears in your passport.

Communication details

Phone number *: +49 89 777 779

Fax number: Format e.g. +49 (89) 12345

Mobile number: Format e.g. +49 (89) 12345

Email address *: yvonne.vennemann@gmx.de

E-Mail (alternative):

Language: Deutsch ▼

Assistant

Salutation: --- Please select --- ▼

First name:

Last name:

Phone number: Format e.g. +49 (89) 12345

Fax number: Format e.g. +49 (89) 12345

Email address:

Calendar file

☒ Add time zone information to calendar file

* = mandatory

Save

Save your phone number and email address here.

The person you register here will receive a copy of all booking confirmations.



Profile management

2 Credit cards

< BackClose profile ✕

Credit cards

Provider	Number	Valid until	
VISA	...1111	01 / 2025	 

+ Add

Add credit card ✕


American Express


Diners Club


Mastercard


VISA

Provider *

Please select a provider

Number *

Valid until *

01

2024

* = mandatory

Close window

Add credit card

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



Profile management

3 Frequent flyer cards

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

< BackClose profile ✕

Frequent flyer cards

Provider	Number	
 American Airlines	...2222	 

 Add

Traveller profile Musterfrau, Martina ✕

 Air France

 American Airlines

 Austrian

 British Airways

 Delta Air Lines

 Emirates

 Etihad Airways

 Finnair

 Iberia

 KLM Royal Dutch Airlines

 Lufthansa

 Swiss

 Turkish Airlines

 United Airlines

Other Airlines *

--- Please select --- ▾

Number *

PIN

* = mandatory

Close window

Add account card

Profile management

4 Rail cards

< Back Close profile ✕

Rail cards

Provider / tarif

No cards added yet

+ Add

Traveller profile Musterfrau, Martina ✕

Select country --- Please select --- ▾

Reduction cards

 BahnCard 100 1st class	 BahnCard 100 2nd class	 BahnCard 25 1st class	 BahnCard 25 2nd class	 BahnCard 50 1st class
 BahnCard 50 2nd class	 BahnCard Business 25 1st class	 BahnCard Business 25 2nd class	 BahnCard Business 50 1st class	 BahnCard Business 50 2nd class
 Interrail	 RailPlus	 SBB Half Fare Travelcard		

Frequent cards

 Carte Grand Voyageur (TGV loyalty card)	 Deutsche Bahn account number	 Eurostar frequent traveller card
---	--	--

Close window Add account card

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

If you participate in the BahnBonus program, insert your account number here, so that the points for each booking will be automatically credited to your account.



Profile management

5 Hotel cards

Enter your personal customer cards for the individual hotel chains here.

Traveller profile Musterfrau, Martina

Filter

 ACCOR	 Adams Mark Hotels	 Akzent Hotels	 Alba Hotels	 All Suites International
 Amari Hotels and Resorts	 Amerisuites	 ANA Hotels	 Arcotel Hotel	 Astron Hotels and Resorts
 Best Western	 Camino Real Hotels and Resorts	 Canadian Pacific Hotels	 Candlewood	 Carnival Hotels and Resorts
 Chalet Suisse	 Choice Hotels	 Choice Hotels International	 City Partner Hotels	 Clarion Hotels
 Colony Hotels and Resorts	 Concorde Germany	 Concorde Hotels	 Consort Hotels	 Country Suites by Carlson
 Courtyard by Marriott	 CP/Doubletree Hotels	 Days Inn	 Delta Hotels and Resorts	 Design Hotels

Number *

* = mandatory

Close window

Add account card

Your customer number is automatically sent to the respective hotel with each booking.

Profile management

6 Rental car cards

< Back Close profile ✕

Rental car cards

Provider	Number
No cards added yet	

+ Add

Traveller profile Musterfrau, Martina ✕


Alamo


Avis


Enterprise


EuropCar


Hertz account number


Hertz Gold Plus Rewards


National


Sixt

Number *

** = mandatory*

Close window Add account card

Enter your personal customer cards for each car rental provider here.

Your customer number is automatically sent to the respective station with each booking.



Profile management

7 Official documents

< Back Close profile ✕

Official documents

	Number	Valid until	
	...5435	Mon, 01.01.2024	 

 [Add](#)

Last name (passport)

First name (passport)

Additional first names

Additional information for the entrance
For more information, see <http://www.t>

Redress number

Known traveler number

Traveller profile Musterfrau, Martina ✕

 **Passport**

Number *

Issue place

Issue country *

Issue date

Valid until *

* = mandatory

Close window Save

You can enter your passport or identity card details here.

Edit or delete your documents here.

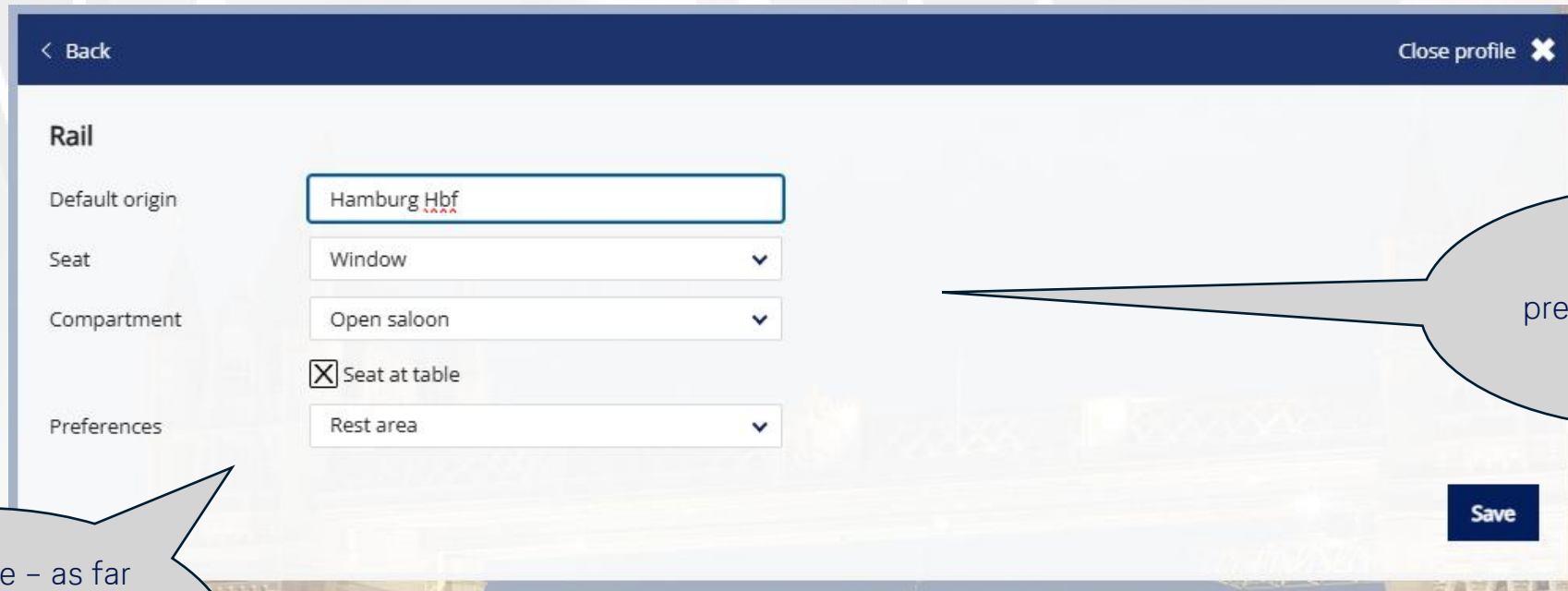
Here you can enter the Redress Number and the Known Traveller Number for entry into the US.

Enter the data exactly as stated in your document.



Profile management

8 Rail preferences



The screenshot shows a web interface for managing rail preferences. At the top, there is a dark blue header bar with a '< Back' button on the left and a 'Close profile' button with an 'X' icon on the right. Below the header, the title 'Rail' is displayed. The form contains several input fields: 'Default origin' with a text box containing 'Hamburg Hbf', 'Seat' with a dropdown menu showing 'Window', 'Compartment' with a dropdown menu showing 'Open saloon', and 'Preferences' with a dropdown menu showing 'Rest area'. There is also a checkbox labeled 'Seat at table' which is checked. A 'Save' button is located at the bottom right of the form.

Field	Value
Default origin	Hamburg Hbf
Seat	Window
Compartment	Open saloon
Seat at table	☒
Preferences	Rest area

Enter your preferences for the train here.

These will be – as far as possible – automatically considered when booking a ticket.



Profile management

9 Flight preferences

Save your seat and
meal preferences
for air travel here

[< Back](#)[Close profile ✕](#)

Flight

Default origin

Seat

Window

▼

Preferred meal

Bland Meal

▼

Save



Profile management

10 Hotel preferences

Please indicate here whether you would like a non-smoking or smoking room for your overnight stay.

[< Back](#)[Close profile ✕](#)

Hotel preferences

Non-smoking/Smoking

[Save](#)



Profile management

11 Car preferences

Save your
equipment
preferences for the
rental car selection
here.

[< Back](#)[Close profile ✕](#)

Car preferences

Car preferences

- ☐  Automatic transmission
- ☐  Electric
- ☐  Hybrid
- ☒  Navigation system

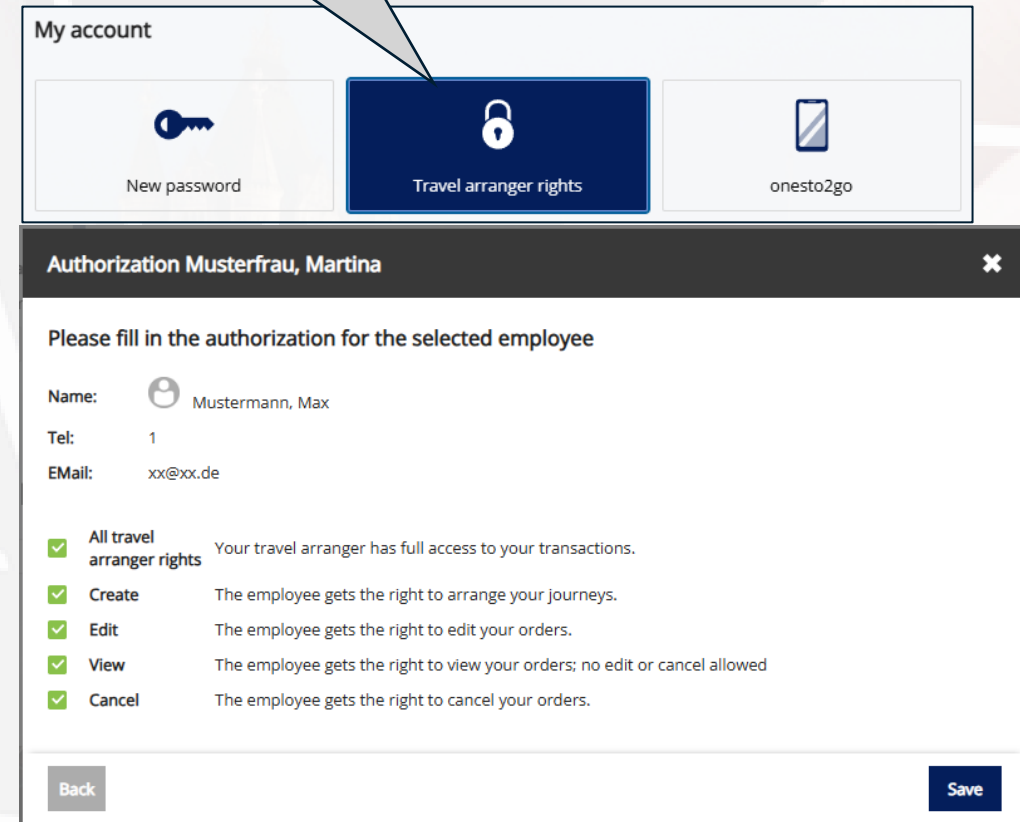
Save



Booking permissions

- Every user can book trips for themselves
- To define a travel arranger, please enter them under “Travel arranger rights” 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

Here you can specify who can make bookings for you.



My account

New password

Travel arranger rights

onesto2go

Authorization Musterfrau, Martina ✕

Please fill in the authorization for the selected employee

Name:  Mustermann, Max

Tel: 1

Email: xx@xx.de

☒	All travel arranger rights	Your travel arranger has full access to your transactions.
☒	Create	The employee gets the right to arrange your journeys.
☒	Edit	The employee gets the right to edit your orders.
☒	View	The employee gets the right to view your orders; no edit or cancel allowed
☒	Cancel	The employee gets the right to cancel your orders.

Back Save



Contact

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

The Online Solutions Team is happy to assist you.

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