

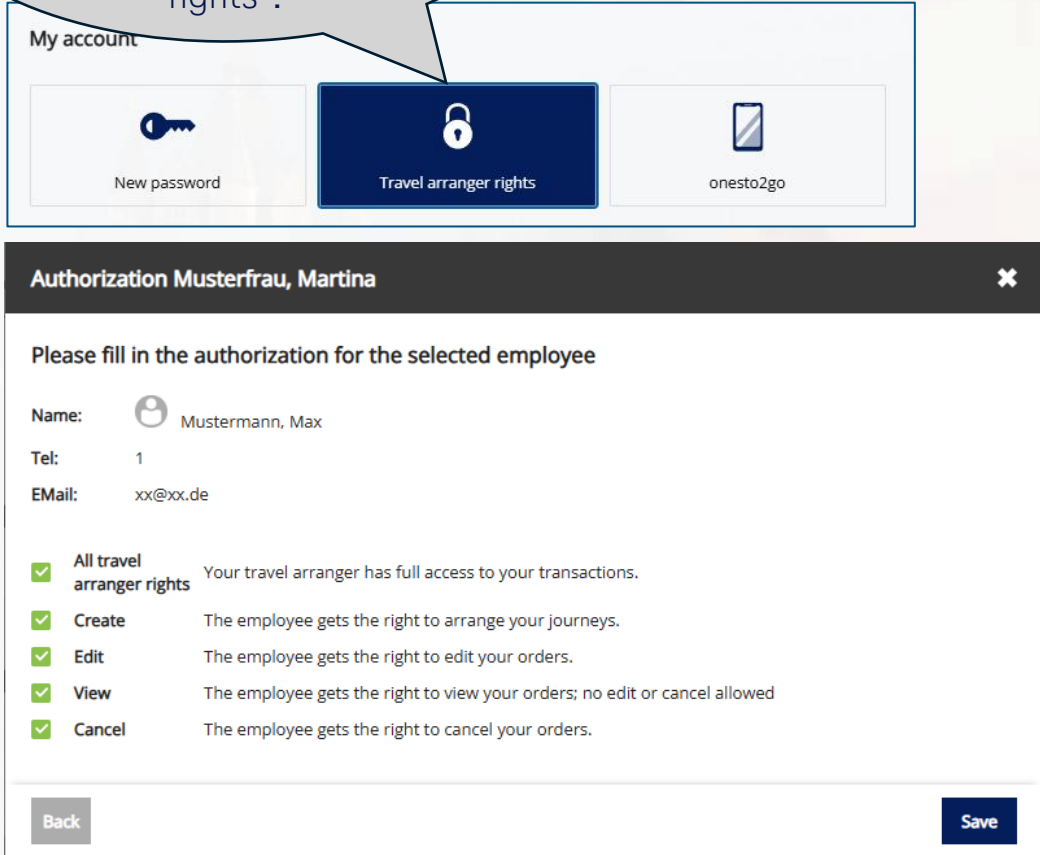


Travel Arranger

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.

In the profile management, you can add or remove travel arrangers at any time under "Travel arranger rights".



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

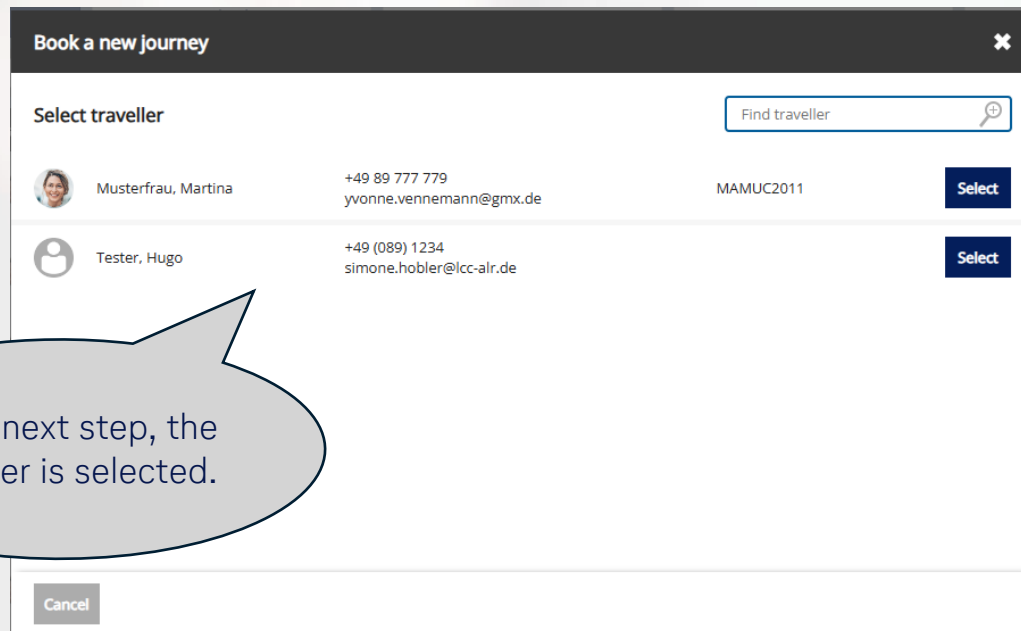
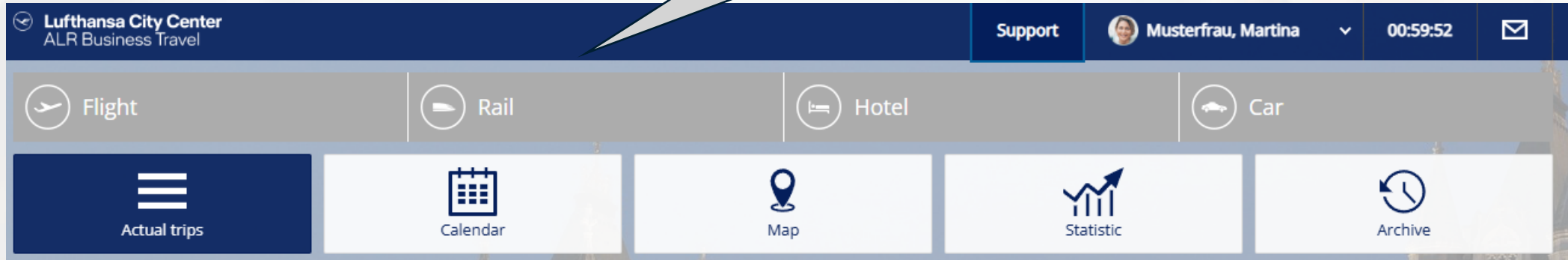
E-Mail: xx@xx.de

☒	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**

Start reservation

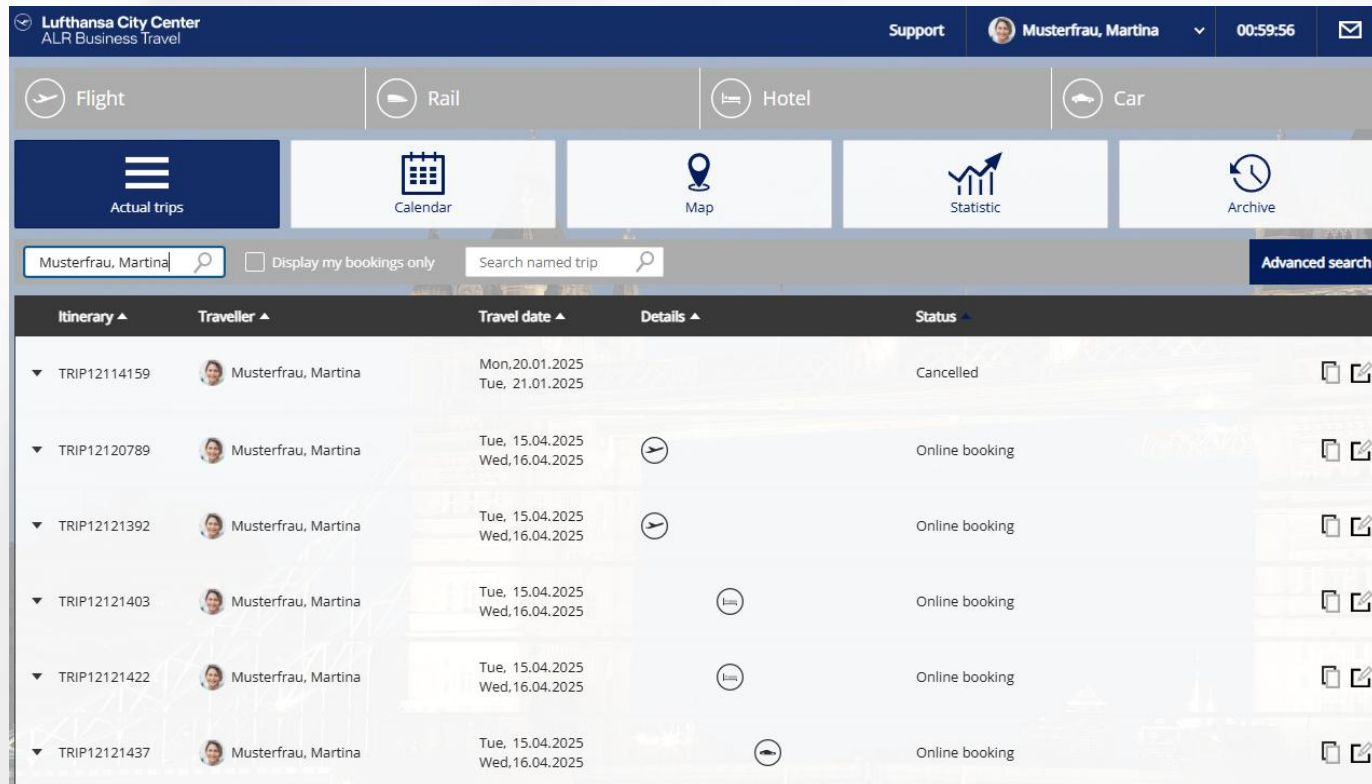
Select the desired means of travel you would like to book.



The selection shows:

- Yourself
- the travellers who have selected you as a travel arranger
- as a travel manager, use the magnifying glass to search for the traveller you want to book for
- After selecting the traveller, you can start the reservation process.

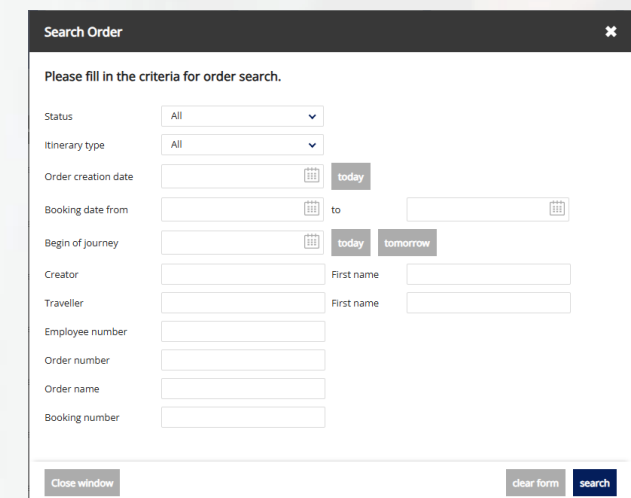
Booking overview



The screenshot shows the Lufthansa City Center ALR Business Travel interface. At the top, there's a header with the company logo, user name 'Musterfrau, Martina', and a time '00:59:56'. Below the header, there are tabs for 'Flight', 'Rail', 'Hotel', and 'Car'. A navigation bar contains icons for 'Actual trips', 'Calendar', 'Map', 'Statistic', and 'Archive'. A search bar is present with the text 'Musterfrau, Martina' and a checkbox for 'Display my bookings only'. Below the search bar, there's a table with columns: 'Itinerary', 'Traveller', 'Travel date', 'Details', and 'Status'. The table lists several trips for 'Musterfrau, Martina'.

Itinerary	Traveller	Travel date	Details	Status
TRIP12114159	Musterfrau, Martina	Mon, 20.01.2025 Tue, 21.01.2025		Cancelled
TRIP12120789	Musterfrau, Martina	Tue, 15.04.2025 Wed, 16.04.2025		Online booking
TRIP12121392	Musterfrau, Martina	Tue, 15.04.2025 Wed, 16.04.2025		Online booking
TRIP12121403	Musterfrau, Martina	Tue, 15.04.2025 Wed, 16.04.2025		Online booking
TRIP12121422	Musterfrau, Martina	Tue, 15.04.2025 Wed, 16.04.2025		Online booking
TRIP12121437	Musterfrau, Martina	Tue, 15.04.2025 Wed, 16.04.2025		Online booking

- On the home page (Actual trips) you can see your own trips and trips that you have booked for colleagues.
- The "Advanced search" takes you to the order search with many search parameters. If you have the appropriate authorization, you can also search for trips that you did not book yourself.



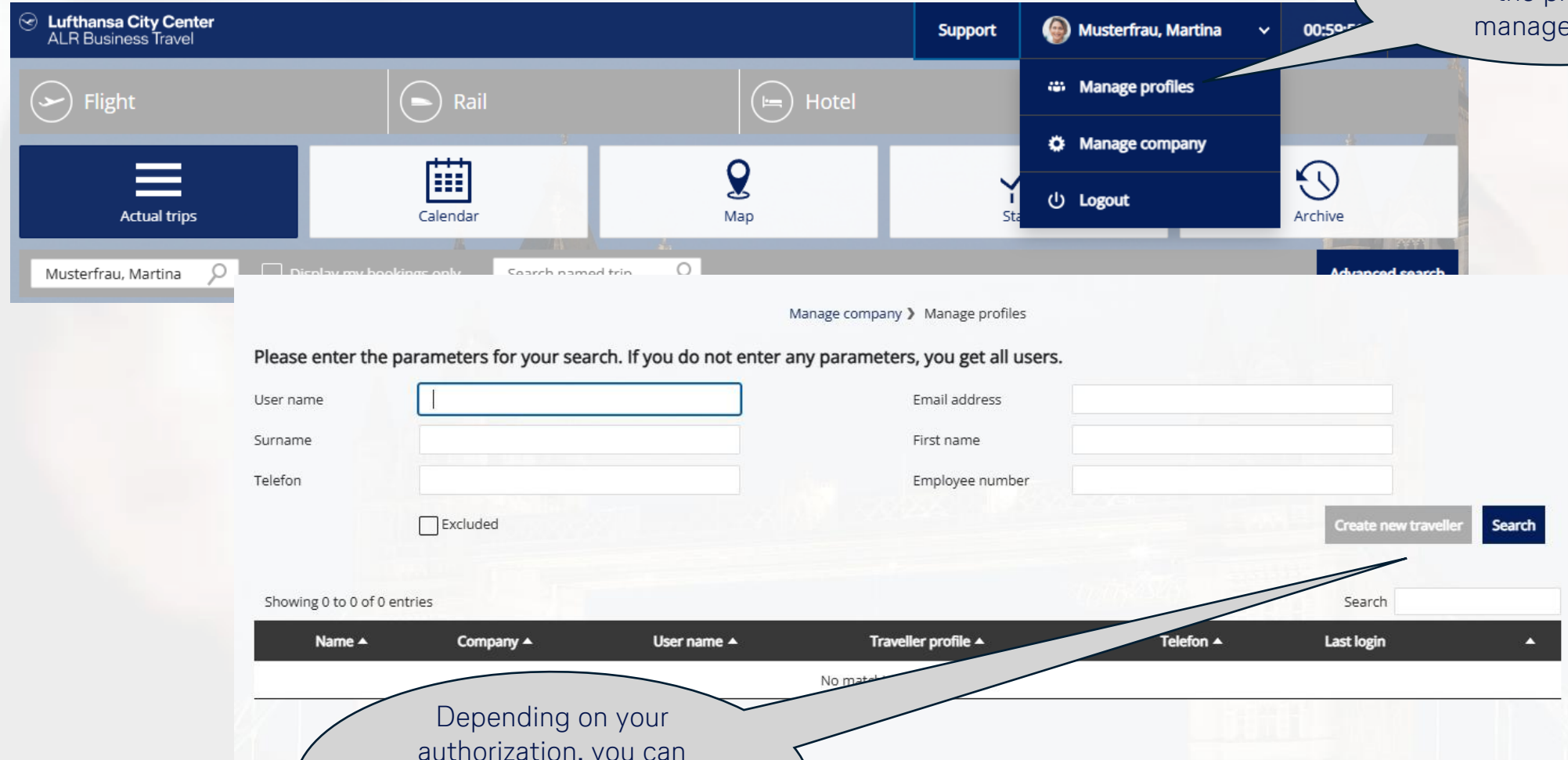
The 'Search Order' form is a modal window with a close button (X) in the top right corner. It contains the following fields and options:

- Status: All (dropdown)
- Itinerary type: All (dropdown)
- Order creation date: [calendar icon] today
- Booking date from: [calendar icon] to [calendar icon]
- Begin of journey: [calendar icon] today tomorrow
- Creator: [text input] First name [text input]
- Traveller: [text input] First name [text input]
- Employee number: [text input]
- Order number: [text input]
- Order name: [text input]
- Booking number: [text input]

At the bottom, there are buttons for 'Close window', 'clear form', and 'search'.

Profile management

Here you can access the profile management.



Manage company > Manage profiles

Please enter the parameters for your search. If you do not enter any parameters, you get all users.

User name

Surname

Telefon

☐ Excluded

Email address

First name

Employee number

Showing 0 to 0 of 0 entries

Name ▲	Company ▲	User name ▲	Traveller profile ▲	Telefon ▲	Last login ▲
No matches found					

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



Contact

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

The Online Solutions Team is happy to assist you.

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