

Amending an existing booking

To amend an existing booking which you have created through the system.

1. Upon login , Click on the Travel Review tab below :



The Travel Review Screen will appear

The screenshot shows the 'Travel Review' screen. At the top, there are navigation tabs: 'Home', 'Travel Planner', 'Travel Review' (selected), 'Profile', and 'Admin'. Below these is a sub-menu with 'Planned Trip', 'Past Trip', 'Received Trip', and 'Trip Approval'. The main content area is titled 'Planned Trips' and contains a table with the following data:

Trip Name	Type	Status	Departs	Reference
None Singapore to Bangkok		Confirmed	05/1 at 8:45 AM	YXIFOG

Below the table, there is a 'Management options' link and two buttons: 'Repeat' and 'Display'.

Under the Planned Trip screen , it will show all your existing reservations done through the system which had yet to depart.

2. Simply select the bookings which you wish to change by click on the radio button at the side and click on Display button.

The system will now display the details of the reservations.

The screenshot shows the 'Trip Summary' screen. It displays the following information:

Traveller : Admin Dresser
Trip status: Confirmed
Trip Reason: business

Trip Reservation Number: YXIFOG
City Destinations: Bangkok
Dates: 05/1 to 05/5

Below this, there are icons for print, refresh, and a notification icon. A 'View all details' link is also present.

The main section is titled '371.00 SGD Purchase Conditions' and contains a table with the following data:

Singapore Airlines 060 E	05/1	Singapore (SIN) to Bangkok (BKK)	Economy restricted Seat(s)	8:45 AM- 10:10 AM
Singapore Airlines 061 E	05/5	Bangkok (BKK) to Singapore (SIN)	Economy restricted Seat(s)	7:45 AM- 11:10 AM

Confirmation number for Singapore Airlines: LS3UJH - Lowest priced flight: 371.00 SGD [View details](#)

Total Trip Price: 371.00 SGD *
*The total price may not reflect fluctuations in exchange rates used at time of payment.
Last day to ticket: 05/1

At the bottom, there is a 'Management options' link and two buttons: 'Delete Trip' and 'Repeat'.

3. Click on the Modify link which is next to the status bar.
The system will show you the Flight modification form

Flight

Search | Availability | Summary | Finish | Confirm

Flight modification form

Trip Reason business

Please identify the segments you wish to modify and/or add new segment(s).

Segment 1						
From	To	Date	Time	Departure	Delete	
Changi (SIN), Singapore	Bangkok Int'l (BKK), Bangkok	May 01	8:00 AM	8:45 AM	<input type="checkbox"/>	

Segment 2						
From	To	Date	Time	Departure	Delete	
Bangkok Int'l (BKK), Bangkok	Changi (SIN), Singapore	May 05	7:00 AM	7:45 AM	<input type="checkbox"/>	

[Add Segment](#) **Continue**

You use the Flight Modification Form to add, modify, or delete flights for an existing itinerary.

You can change the origin, destination, and departure time for an already planned flight. You can also remove a flight from the itinerary or add a new flight to it.

To modify arrangements for a flight

You can change any of the following for a flight:

- Origin (From)
- Destination (To)
- Date and time

To delete a flight segment

To delete a flight from the itinerary, select Delete at the right of the flight listing, then click on Continue.

To add a flight segment

To add a flight to the itinerary, click on Add segment at the bottom of the page. Then fill out the form with the following information:

- Origin (From)
- Destination (To)
- Date and time

You can add a flight that departs before or after the current flights in your itinerary.

When you have provided the required information, click on Continue and the system will search for flight availability based on your new search criteria.

The rest of the booking process remains unchanged.