

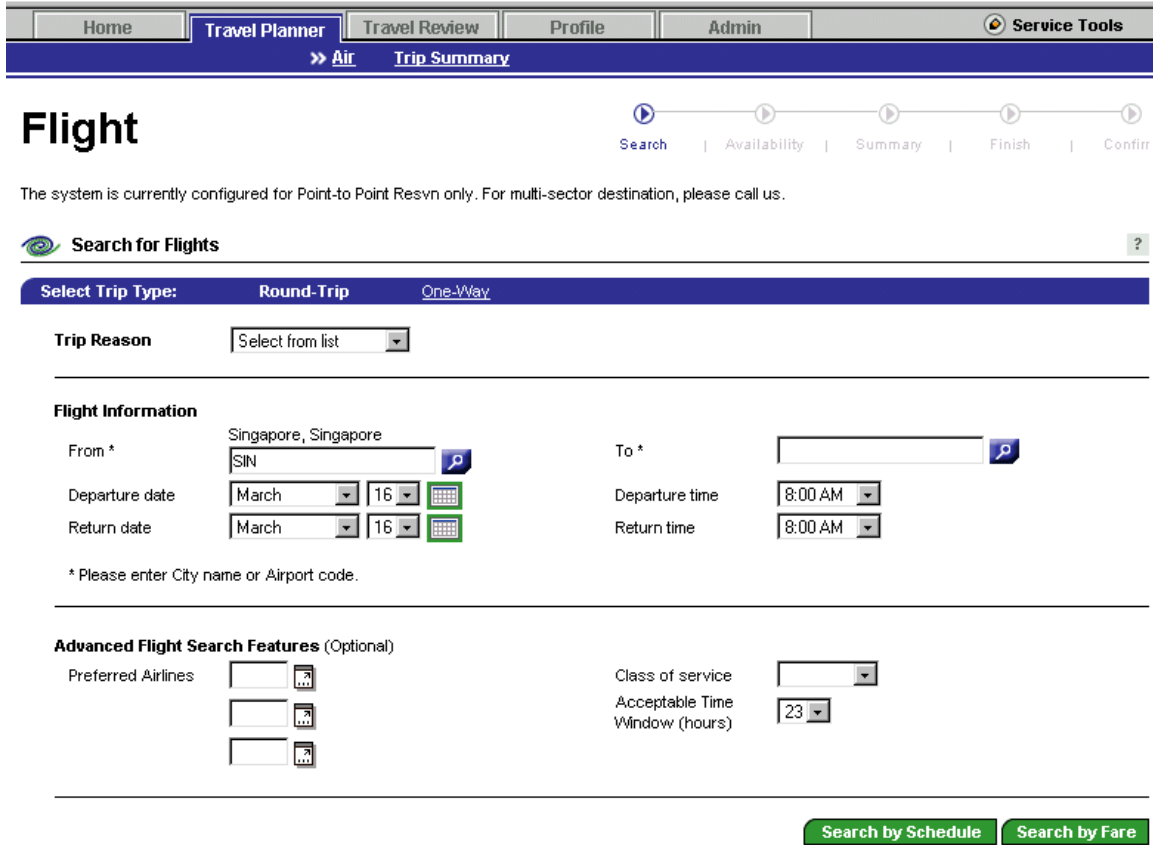
Making an Air Booking

To make a simple air booking

1. Click on the **Travel Planner** tab below :



2. The Search for Flight screen will appear



3. Enter the following details to begin your search for the flight availability

- Trip Reason
- From - Departing Airport/City
- To – Arrival Airport/ City
- Departure Date / Time
- Return Date / Time

If your administrator has turn on the Advanced Flight Search Features ;

- **You can specify your choice of preferred airlines.**
(This function is applicable only if your company travel policy has defined a choice of preferred airlines from which you can choose from).
- **Class of Service**

(Depending on your company travel policy & entitlement, you can choose to search for First, Business or Economy)

- **Acceptable Time Window (hours)**

(By specifying an acceptable time . The system will search for flights within a window of one or more hours before and after a traveler's specified travel time).

When you have inputted all the required information, click on either:

Search by Schedule

Search by Schedule

Use this option if the schedule (departure and arrival times) is more important than the fare. The travel reservation system will display a range of flights or trains that match - or are very close to - your schedule. Fares will not be shown in this display.

After you select the scheduled flights that you want, you are then presented with one or more fares.

Search by Fare

Search by Fare

Use this option if the fare is more important than the schedule (departure and arrival times). The travel reservation system will display a range of flights or trains with their fares. When you select the fare that you want to pay, the system reserves the flight or train for which that fare is offered.

If the reservation system cannot identify your departure or destination point, you may be presented with a list of nearby or similarly named airports.

Simply select the airport that you want and click on Continue.

The system will now search and display the flights based on your search criteria .

Flight



Flight Search Results

Choose your Departing flight and Returning flight, and select "Continue".

Departing flight: Singapore (SIN) to Bangkok (BKK)

Departing Date: 1 May 2005

F	C	Y	Option	From/To	Vendor	Departs	Arrives	Fare Type	Stop	Duration
			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Singapore (SIN) to Bangkok (BKK)	Singapore Airlines 060 E	8:45 AM	10:10 AM	Lowest of Published and Preferred	0	2h25min

Returning flight: Bangkok (BKK) to Singapore (SIN)

Departing Date: 5 May 2005

F	C	Y	Option	From/To	Vendor	Departs	Arrives	Fare Type	Stop	Duration
			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Bangkok (BKK) to Singapore (SIN)	Singapore Airlines 061 E	7:45 AM	11:10 AM	Lowest of Published and Preferred	0	2h25min
			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Bangkok (BKK) to Singapore (SIN)	Singapore Airlines 063 E	11:15 AM	2:40 PM	Lowest of Published and Preferred	0	2h25min
			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Bangkok (BKK) to Singapore (SIN)	Singapore Airlines 065 E	1:30 PM	4:55 PM	Lowest of Published and Preferred	0	2h25min

4. Select the desired departure & return flights by clicking on the radio button on the left hand side of each flight details and click on **Continue**



The system will now price the flights which you have selected.

Flight

Search | Availability | **Fares** | Summary | Finish

Faring

?

Price	From/To	Vendor	Class	Date	Departs	Arrives	Fare Type	Stop	Duration
371.00 SGD	Singapore (SIN) to Bangkok (BKK)	 Singapore Airlines 060 E	Economy restricted	05/1	8:45 AM	10:10 AM	Public	0	2h25min
	Bangkok (BKK) to Singapore (SIN)	 Singapore Airlines 061 E	Economy restricted	05/5	7:45 AM	11:10 AM		0	2h25min
Purchase Conditions									✓✓✓

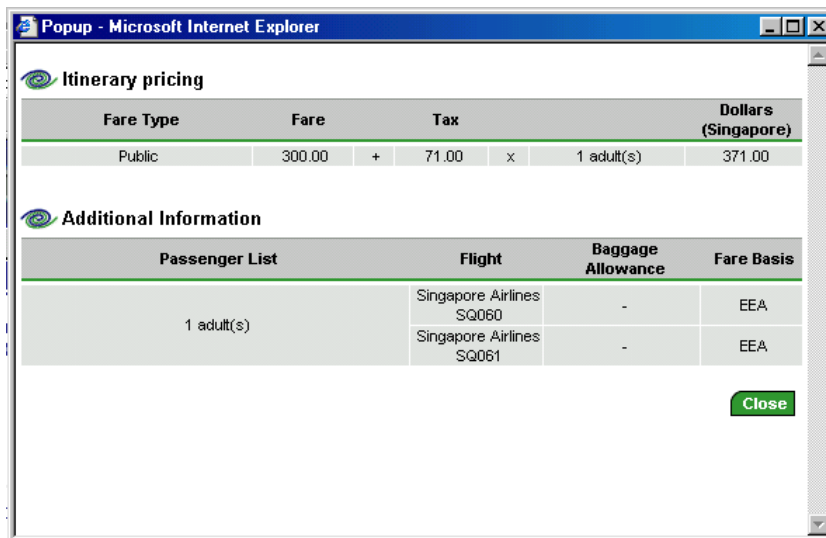
[Back to search](#)

[See other Travel options](#)

Add to trip plan

To view the details of the fare . Click on the fare link.

The system will now pop-up the fare details screen. Click on the Close button to return.



Itinerary pricing

Fare Type	Fare	Tax	Dollars (Singapore)
Public	300.00	+ 71.00 x	1 adult(s) 371.00

Additional Information

Passenger List	Flight	Baggage Allowance	Fare Basis
1 adult(s)	Singapore Airlines SQ060	-	EEA
	Singapore Airlines SQ061	-	EEA

Close

5. To accept your selected flights & fares. Click on the **Add to trip plan** button to continue.

6. The system will now show you the Trip summary.

Summary



In Progress... ?

Traveller : Admin Dresser

[View all details](#)

✈️ 371.00 SGD Purchase Conditions		Modify Delete		
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
Lowest priced flight: N/A				View details

Total Trip Price: 371.00 SGD *

*The total price may not reflect fluctuations in exchange rates used at time of payment.

I agree to the [Purchase Conditions](#) relating to the airfare(s)

Last day to ticket: 05/1

[Delete Trip](#)

[Finalise Trip](#)

To continue, ticking on the radio button to “Agree to the Purchase Conditions” and click on the [Finalise Trip](#) button to continue.

7. In the next summary screen,

Summary



Finish Trip ?

Traveller Name Admin Dresser * Indicates required field(s)

Trip Name

Trip Reason Business

Trip Reason (detailed description)

Note to Agent

Method of Payment

Airline Ticket Payment Invoice the corporation...

Invoice the Corporation

Use address Use address 1

Method of Delivery

Air Details

Select Method of Delivery Electronic Ticketing...

General Preferences

Air Travel Preferences

Smoking Preference Non smoking

Seat Preference No preference

Meal Preference No Special Meal

Frequent Flyer Airline Code and Loyalty Number

In order to complete your booking, please click Confirm to send for final processing.

[Back](#)

[Confirm](#)

Enter any optional information you want with regards to the flight reservations in this summary page.

Example :

- **Trip name**
Provide a short descriptive name for the trip so that you can more easily retrieve it later for review or re-use.
- **Trip reason**
Briefly describe the purpose of your travel.
- **Note to agent**
Type the note that you want to send to your travel agent.
After you submit a note, the Trip Summary page displays the text of the note that you have submitted.

When you have enter the information you want in the respective fields.

Click on the **Confirm** which is at the bottom of the screen.

8. The Trip Confirmation screen will appear confirming your booking.

Summary

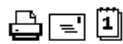


Trip Confirmed

Your trip has been sent to an agent for processing.
Please print or make a note of the trip reservation number.
You will also receive the information about your reservation by e-mail.
Notification of your trip has been sent.

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

Trip Reservation Number: YXIFOG
City Destinations: Bangkok
Dates: 05/1 to 05/5
Ticketing/delivery information: ETicket (Flight)



[View all details](#)

371.00 SGD Purchase Conditions		Confirmed		
Singapore Airlines 060 E	05/1	Singapore (SIN) to Bangkok (BKK)	Economy restricted	8:45 AM- 10:10 AM
Singapore Airlines 061 E	05/5	Bangkok (BKK) to Singapore (SIN)	Economy restricted	7:45 AM- 11:10 AM
Lowest priced flight: N/A 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: 01 May 2005

Delete Trip

[Start a new booking](#)
Need Assistance? [Have someone else complete your trip](#)

At the same time a trip notification will be sent to you via your e-mail.

If you wish to print/forward or download this reservation to your outlook.

You will see 3 icon like this just above the flight details.



For a printable version

To print your itinerary, click on the printer icon at the top of the page.

When a printable version of your arrangements appears in a new window, again click on the printer icon at the top of the page.

You can then close the printable version window.

To send a summary by e-mail

If you want to send your itinerary by e-mail to yourself or another person, click on the e-mail icon (an envelope) at the top of the window.

When the Send Summary as E-mail window appears, provide the following information:

From - Type your e-mail address. This will identify you as the sender of the e-mail.

To - Type one or more e-mail addresses to which you want to send the trip summary.
Separate multiple addresses with commas.

Cc - Optionally, type one or more e-mail addresses to which you want copies of your trip summary to be sent. Separate addresses with commas.

Subject - Optionally, provide an explanatory Subject line for the e-mail.

Type - Choose between plain text or formatted (HTML) display for your trip summary.

Comments - Optionally, provide explanatory comments that will introduce your trip summary to the recipients.

Click Send to dispatch the summary.

The information, including destinations, dates, and details such as hotel names, is included in the body of the e-mail message.

To download the itinerary to your calendar

You can download your itinerary to any of the following calendar/organiser programs:

Microsoft Outlook 97/98/2000/XP

ACT!2000

Lotus Notes 4.6/5.0

Palm Desktop

To download the itinerary to your calendar, click on the calendar icon at the top of the page and then follow the prompts on the Infotriever site.

To start a new booking simply click on the [Start a new Booking](#) link and the system will bring you to the Travel Planner screen again.

To delete this trip , simply click on the Delete button at the bottom left side of the page.

To exit out of the system , simply click on the [Logout](#) link situated in the top left hand side of the page in Login Information just after the [Change Community](#) link.