

## Understanding the Main/Home Page

You use the Home page as the starting point for managing your travel information.

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Depending on the restrictions made by your system administrator, you may be able to do some or all of the following:

### Quick Start

To use the Quick Start panel to search for availability, provide the following required information in the respective fields :

Quick Start

Flight

From: SIN

To:

Departs: March 10, 8:00 AM

Return: March 10, 8:00 AM

Trip Reason: Select from list

Search by Schedule Search by Fare

Detailed search

#### - From

Specify the departure location.

Identifying the departure location— You can provide:

- A three-letter airport code (for example, JFK or ORD)
- A three-letter city code (for example, NYC or CHI)

- A full city name (for example, New York City or Chicago)

Entries are not case-sensitive. If you provide an ambiguous entry, a list of possible matches from which to make a selection appears.

**To search for a location:**

- Click the search icon adjacent to the field. The Location Lookup window appears.
- Type the name of the departure location. Optionally, provide the country code.
- Specify whether you want the name of matching cities, airports, or both.
- Click Search. The window displays a list of matching locations.
- In the listing, click on the location that you want.

The name of the location appears in the field from which you initiated the search.

**- To**

Specify the destination.

Identifying the destination— You can provide:

- A three-letter airport code (for example, JFK or ORD)
- A three-letter city code (for example, NYC or CHI)
- A full city name (for example, New York City or Chicago)

Entries are not case-sensitive. If you provide an ambiguous entry, a list of possible matches from which to make a selection appears.

**To search for a location:**

- Click the search icon adjacent to the field. The Location Lookup window appears.
- Type the name of the departure location. Optionally, provide the country code.
- Specify whether you want the name of matching cities, airports, or both.
- Click Search. The window displays a list of matching locations.
- In the listing, click on the location that you want.

The name of the location appears in the field from which you initiated the search.

**- Depart**

Select the date that you want to depart.

You can click on the calendar icon adjacent to the lists and then, on the displayed calendar, click on the date that you want.

**- Time**

Select time that you want to depart.

**- Return**

Select the date that you want to return.

You can click on the calendar icon adjacent to the lists and then, on the displayed calendar, click on the date that you want.

**- Time**

Select time that you want to return.

**- Trip Reason**

Select the reason for your trip.

**To search for Availability based on schedule of the flight (dates & times )**

Click on the  button.

To search for Availability based on the lowest fares

Click on the  button .

## Message of the day

The Message of the Day contains important information about your company's travel policies and procedures, as well as updates on topics of interest to business travelers.

### Message Of The Day



#### WELCOME TO KLIK-A-TRIP ONLINE SOLUTION

Thank you for using **Klick-A-Trip Online Solution**

Should you require any assistance, please contact our **Klick-A-Trip Support Staff** on our Hotline at **6395 5449** or email : **admin@ebiztravels.com**

## Travel Arranger

If you are a travel arranger, use the Nominated Travel Arranger, Travel Arranger, or Principal Travel Arranger pane of the page to select a traveler for whom you will arrange travel.

### Travel Arranger



Select the traveller for whom you intend to arrange a trip:

Select

Click on the **Select** to access the names of the traveler whom you are making reservation on behalf of.



### Traveller Lookup



First name:  Login name:  Community:

Last name:  E-Mail:

You may use the wildcard (\*) in these fields to expand your search criteria.

Cancel

Search

After making a selection, you can make travel arrangements for the selected traveller .

#### - Create a new trip

To create a new trip that includes any combination of air travel, hotel stays, and car rentals, click on Travel Planner.

#### - Modify, view, or reuse a planned trip

To modify, view, or reuse a trip that you have already planned, click on Travel Review, then Planned Trip.

#### - View or reuse a previously taken trip

To view or reuse a previously taken trip, click on Travel Review, then Past Trip.

#### - Have someone arrange a trip for you

To ask another user to arrange a trip for you, click on Travel Planner, then the link "Have someone else complete your trip" at the bottom of the page.

### - **Modify the profile**

To enter or modify your personal information, payment methods, delivery methods, login information, and travel preferences. The actual fields available to you will depend on the settings made by your Web site administrator.

To modify your profile, click on the Profile tab.

(The Profile tab will not be available if your Web site administrator has disabled this feature.)

### **Pending trips**

The My Pending Trips pane displays summary information about trips that you have planned.

#### **My Pending Trips**



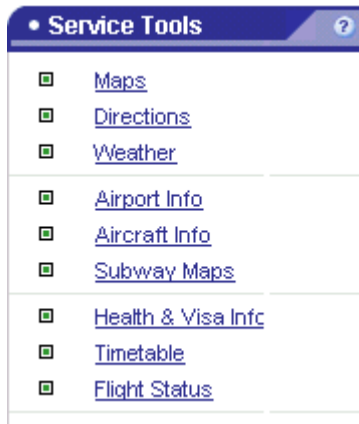
**Trip**

**Status**

No pending trip

### - **Access supplementary travel information**

To access supplementary travel information, click on Service Tools.



### **Global links**

A set of links at the top and bottom of the window is available from any place in the online reservation system. The links are:

- **FAQs** – Displays a list of frequently asked questions about the reservation system.

- **Help** – Displays an introductory online Help topic. Most pages in the reservation system can also display a context-specific Help topic. To invoke context-sensitive Help for a given page or panel in the online reservation system, click on the question mark icon at the upper right of the page or pane.

- **Contact** – When you click on the Contact link, your online reservation system displays the name, phone number, and address of the person designated by your community administrator to respond to inquiries about your travel.

- **Travel policy** – Before booking a trip, you may want to review your company's travel policy, so that you don't inadvertently violate it. If you fail to observe travel policy, your online reservation system may require you to provide a reason for later review, or the system may be unable to complete an out-of-policy reservation.

Note: Your company may place its travelers in a variety of groups and the travel policy may differ from group to group. Restrictions, preferred vendors, and the ability to book travel outside of policy can vary from one group to the next.

To review your company's travel policy, click on the Travel Policy link at the bottom of the page.

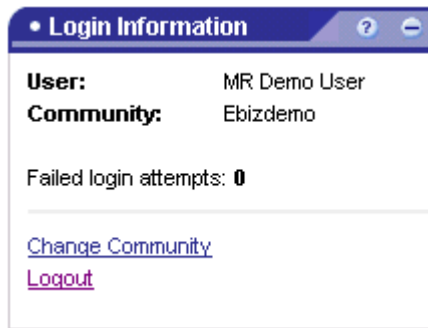
- **Privacy statement** – Click the Privacy Statement link at the bottom of the page to view the policy in effect for your company.

### - Online Help

For most panes in the online reservation system, you can call up context-sensitive Help that will explain the purpose and use of the pane. To invoke Help, click on the question mark icon in the upper right corner of the pane.

When the Help topic appears, you can access a full table of contents, index, and search feature by clicking the Show link in the upper left corner of the Help window.

## Login Information



User ID : Show the names of the user logging in the system

Community : Shows community in which the user is attached to.

### - Changing your login community

If you have accounts in more than one community of the online reservation system, you can use the Login Information panel to change the community whose travel policies are in effect while you use the system.

#### To change your login community:

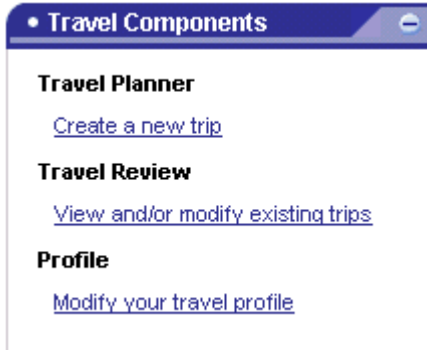
- Click the Change community link in the Login Information panel.
- When prompted to confirm your action, click on OK.
- When the Login screen appears, provide your login name and password, then select Log in to a community other than your home community.
- Click Login, and, on the next screen, use the drop-down list to select the community that you want.
- Click Continue.

Any travel arrangements that you have not finalized, put on hold, or submitted for approval before changing community are lost.

### - Logout

Click on the logout link to safely exit out of the system whenever you have finished using the system.

## Travel Components



Travel Planner - Click here to book/create a new trip

Travel Review - Click here to view, modify and/or cancel existing trips

Profile - Click here to modify your travel profile

## Accessing the Main Functions



Click here to go back to the Main or Home page



Click here to Click here to book/create a new trip



Click here to view, modify and/or cancel existing trips