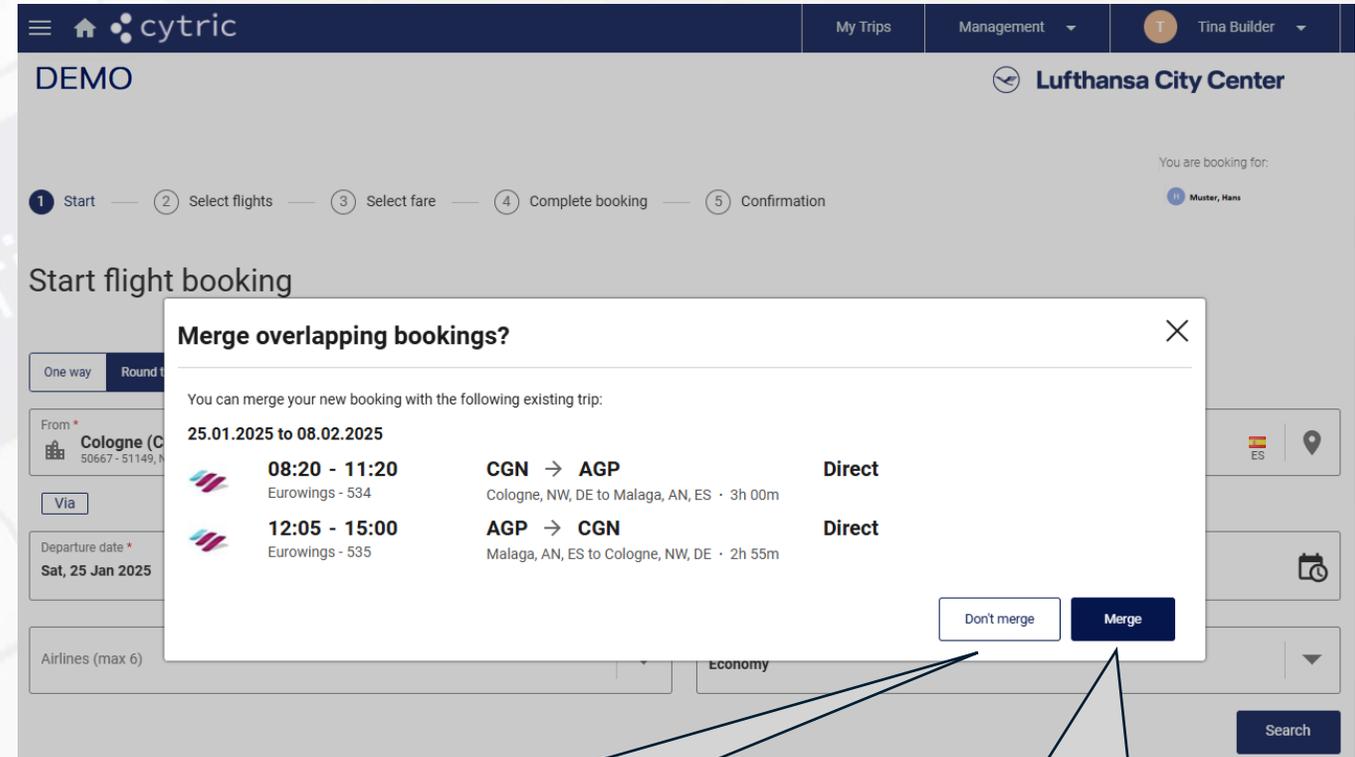




Tipps & Tricks

Double booking check

- At the beginning of a new reservation, Cytric checks if a booking already exists for the selected traveller on the specified date.
- If a reservation already exists, a message appears.



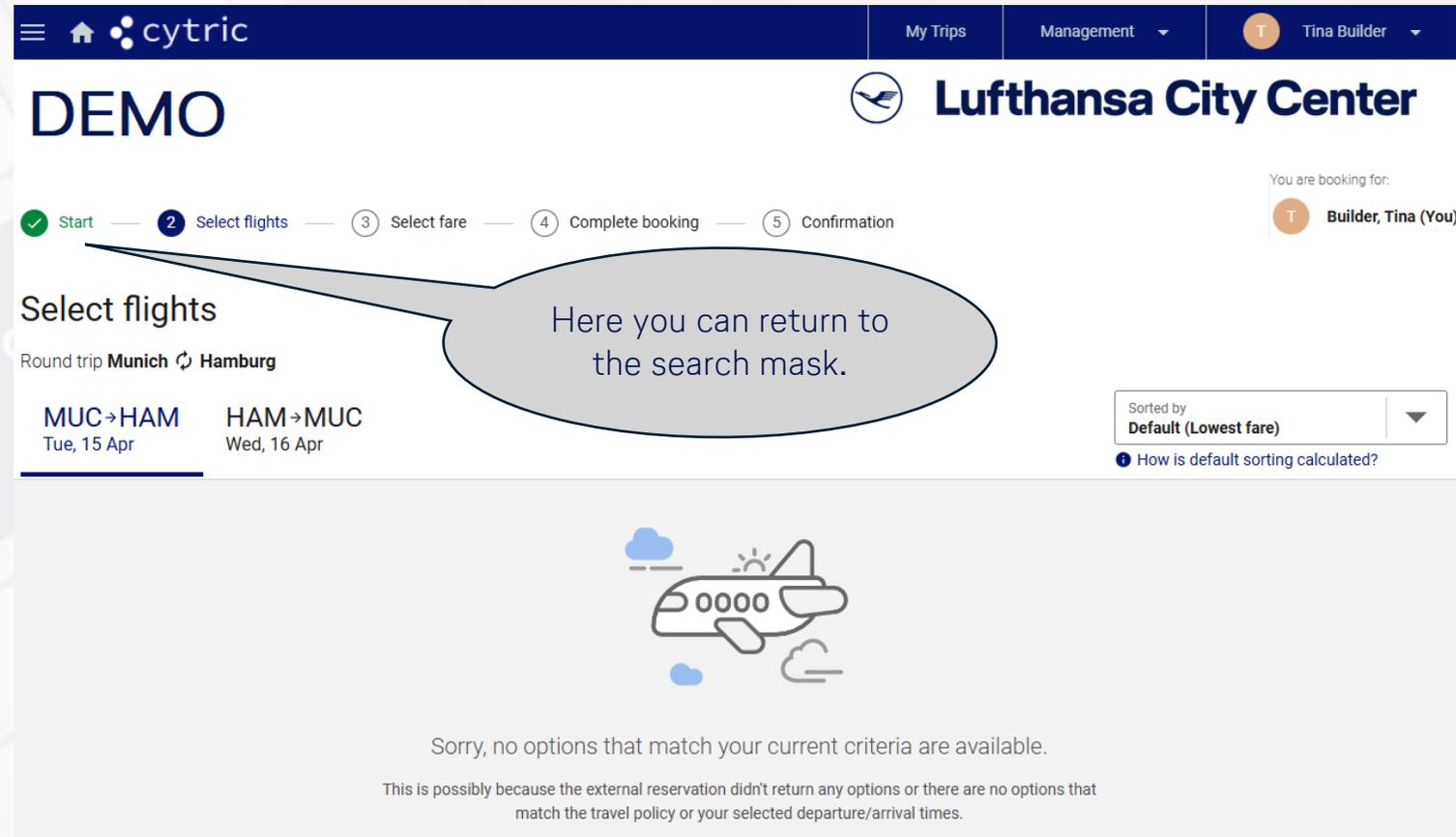
The screenshot shows the Cytric flight booking interface. At the top, there is a navigation bar with the Cytric logo, 'My Trips', 'Management', and a user profile for 'Tina Builder'. Below this, the page is titled 'DEMO' and 'Lufthansa City Center'. A progress bar indicates the current step is 'Start flight booking'. The main content area shows flight search options for Cologne (CGN) to Malaga (AGP) on January 25, 2025. A modal dialog box titled 'Merge overlapping bookings?' is displayed, offering to merge the new booking with an existing trip from 25.01.2025 to 08.02.2025. The dialog lists two flight segments: CGN → AGP (08:20 - 11:20) and AGP → CGN (12:05 - 15:00), both operated by Eurowings. At the bottom of the dialog, there are two buttons: 'Don't merge' and 'Merge'.

Click here if you want to create a new, independent order for the requested trip.

Click here if you want to add the requested trip to the existing order.

Flight search LH-Group

- The flight search for the Lufthansa Group is only processed +/-4 hours according to the departure/arrival time specified in the search mask.
- If you do not receive the desired/expected flights in the search results for Lufthansa Group flights, change the desired departure/arrival time to receive further search results.



The screenshot displays the cytrix flight search interface. At the top, there is a navigation bar with the cytrix logo, a home icon, and user information for Tina Builder. The main heading is 'DEMO'. Below this is a progress bar with five steps: 1. Start (checked), 2. Select flights (highlighted), 3. Select fare, 4. Complete booking, and 5. Confirmation. A callout bubble points to step 2, containing the text: 'Here you can return to the search mask.' The search parameters are 'Round trip Munich ↔ Hamburg'. The results section shows two flight legs: 'MUC → HAM Tue, 15 Apr' and 'HAM → MUC Wed, 16 Apr'. A sorting dropdown is set to 'Default (Lowest fare)'. Below the search results, there is an airplane icon and a message: 'Sorry, no options that match your current criteria are available. This is possibly because the external reservation didn't return any options or there are no options that match the travel policy or your selected departure/arrival times.'

Add travel means to existing reservation

cytric

My Trips Management Tina Builder

Personal Dashboard Extras Services

DEMO

Lufthansa City Center

Travel Arranger Dashboard

Select travellers and booking type

Booking for:

Builder, Tina (You) ✕ + Add travellers

Book flight Book train

Recent and current

Search for travellers Assigned

Favourite travellers only Travellers with bookings Travellers with active bookings

January 2025

	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
Builder, Tina Business Travel, Demo									✈️					
Henicke, Stephanie Business Travel, Demo														
Muster, Hans (You) Travel Wizard, Demo														
Mustermann, Hansi Business Travel, Demo														

Builder, Tina
Business Travel, Demo

Henicke, Stephanie
Business Travel, Demo

Muster, Hans (You)
Travel Wizard, Demo

Mustermann, Hansi
Business Travel, Demo

Open the order via the icon of the respective booked means of travel.

← Back

Trip to Malaga

25.01.2025 — 08.02.2025

Total trip price: **€ 301,89**
[Show price summary](#)

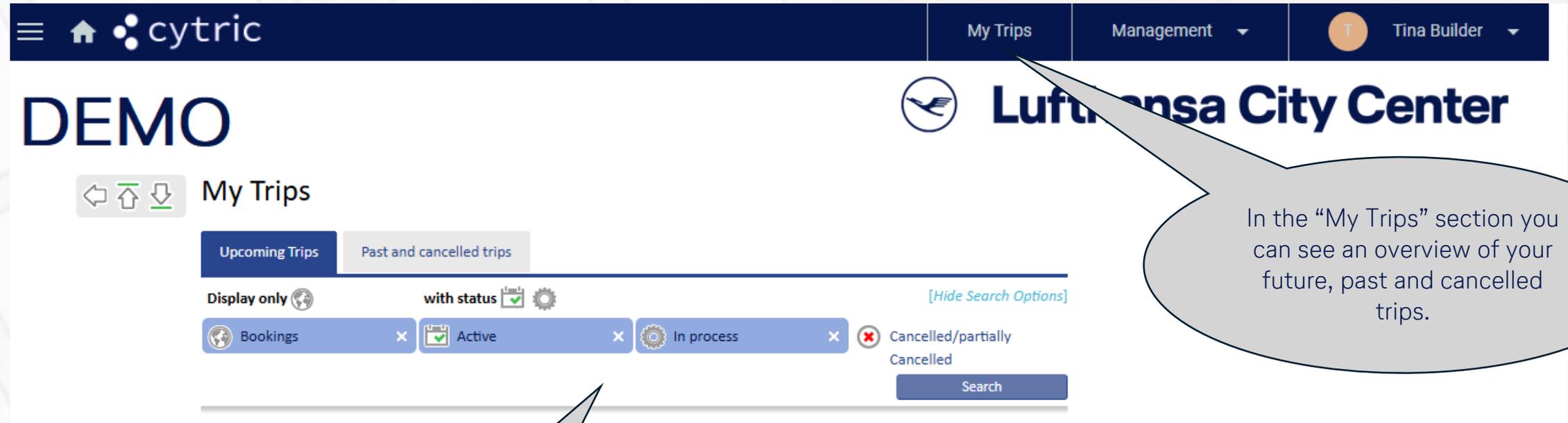
+ Add to trip ^

- ✈️ Add Air
- DB Add Deutsche Bahn BP
- 🏨 Add Hotel
- 🚗 Add Car

✉️ 🔄 🖨️ 📧

Then select the means of travel you want to add.

My Trips



Navigation: My Trips | Management | Tina Builder

DEMO

My Trips

Upcoming Trips | Past and cancelled trips

Display only  with status  [\[Hide Search Options\]](#)

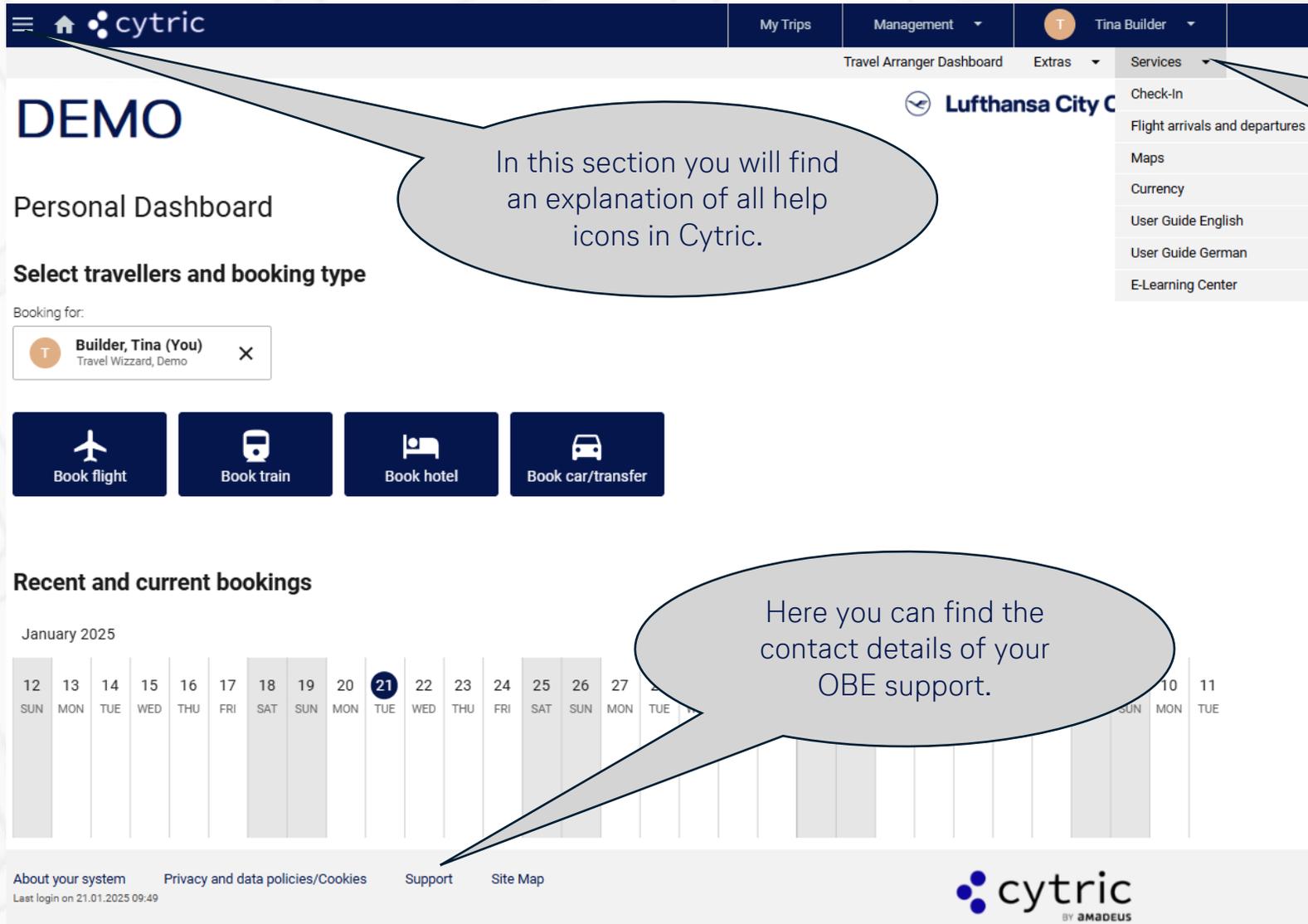
Bookings  Active  In process  Cancelled/partially Cancelled

Search

In the “My Trips” section you can see an overview of your future, past and cancelled trips.

The filter and search functions will help you find the trip you are looking for.

Support area



The screenshot shows the Cytric user interface. At the top, there is a dark blue navigation bar with a home icon, the 'cytric' logo, and user information for 'Tina Builder'. Below this is a 'Travel Arranger Dashboard' with a 'Services' dropdown menu open, listing options like 'Check-In', 'Flight arrivals and departures', 'Maps', 'Currency', 'User Guide English', 'User Guide German', and 'E-Learning Center'. The main content area is titled 'DEMO Personal Dashboard' and includes a 'Select travellers and booking type' section with a 'Booking for:' field containing 'Builder, Tina (You)'. Below this are four large buttons: 'Book flight', 'Book train', 'Book hotel', and 'Book car/transfer'. A 'Recent and current bookings' section features a calendar for January 2025, with the 21st highlighted. At the bottom, there are links for 'About your system', 'Privacy and data policies/Cookies', 'Support', and 'Site Map', along with the 'cytric BY AMADEUS' logo.

In this section you will find an explanation of all help icons in Cytric.

Here you can access our support area with various helpful information, including the link to our e-learning center.

Here you can find the contact details of your OBE support.

Load Travel Arranger Dashboard automatically



The screenshot shows the user profile management interface. At the top, there is a navigation bar with 'My Trips', 'Management', and the user's name 'Tina Builder'. Below this, the 'My User Profile' section is displayed. It includes a toggle for 'Display in new design' and a note that the beta version of the user profile redesign is in progress. A grid of eight profile management options is shown: Personal Data, Emergency Contact Information, Travel document information, Credit Card and Payment Card Information, Frequent Traveller Programmes, Discount Cards, Personal Preferences, and Cytric System Login. A callout bubble points to the 'Personal Preferences' option.

First go to the profile management and open the “Personal Preferences” section.



The screenshot shows the 'Travel Arranger Dashboard' settings panel. It features a header with a question mark icon and a checkbox labeled 'Use Travel Arranger Dashboard automatically'. Below the checkbox is a blue 'Save' button. A callout bubble points to the checkbox.

This ensures that the Travel Arranger Dashboard is automatically displayed after logging in, without you having to switch there from the Personal Dashboard.

Select preferred travelers

cytric

My Trips Management Tina Builder

Personal Dashboard Extras Services

DEMO  **Lufthansa City Center**

Travel Arranger Dashboard

Select travellers and booking type

Booking for:

Builder, Tina (You)   Add travellers

 Book flight  Book train  Book hotel  Book car/transfer

Recent and current bookings

Search for travellers Assigned Location

Favourite travellers only Travellers with bookings

January 2025

K	<	Page 1 of 3	>	17	18	19	20	21	22	23	24
				FRI	SAT	SUN	MON	TUE	WED	THU	FRI
	Builder, Tina	Business Travel, Demo									
	Henicke, Stephanie	Business Travel, Demo									
	Muster, Hans (You)	Travel Wizard, Demo									
	Mustermann, Hansi	Business Travel, Demo									

Add travellers 

Booking for: **Muster, Hans (You)** 

All travellers

Favourites

Add other Traveller (without profile)

-  **Builder, Tina**
Business Travel, Demo, (ALRMuster)  
-  **Henicke, Stephanie**
Business Travel, Demo, (stephanie.henicke@lcc.de)  
-  **Muster, Hans (You)**
Travel Wizard, Demo, (tmuster)  
-  **Mustermann, Hansi**
Business Travel, Demo, (tmustermann)  
-  **Sayil, Irem**
Business Travel, Demo, (rem.sayil@lcc.de)  
-  **Scheck, Henry**
Business Travel, Demo, (hscheck)  
-  **Slot, Vera**
Business Travel, Demo, (vera.slot@lcc.de)  
-  **Wieprich, Anja**
Business Travel, Demo, (aw@fides-reisen.de)  
-  **Winter, Carolin**
Business Travel, Demo, (cstester)  
-  **Winter, Carolin**
Business Travel, Demo, (htest)  
-  **Winter, Carolin**
Business Travel, Demo, (cytric@lcc.de)  

 Filter



8 SAT 

As a travel arranger, you can mark the travellers you book for most frequent as favorite/preferred travellers with the star.

Copy booking (1/2)

← Back
Trip to **Zevenbergen** — Confirmed
10.03.2025 — 14.03.2025

Total trip price: **€ 468.00**
[Show price summary](#)

+ Add to trip | Cancel trip

Muster, Hans

Bookings

CONFIRMED | 10.03.2025 — 14.03.2025

 **Fletcher Hotel-Restaurant Zevenbergen-Moerdijk** 4 nights

Schansdijk 3, 4761 RH Zevenbergen, Netherlands
Tel: +31168331234 Fax: +31168331233
info@hotelzevenbergen.nl

Booking code: **12345678**
Provider Reference: **1234567890-1234**

[Change booking](#) | [Cancel booking](#)

You can copy a booking by clicking on the copy icon in the itinerary to book the same trip for another traveller.

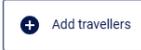
Please select travellers

To continue your booking, please add a traveller.

Search for travellers | Assigned Location

Select travellers and booking type

Booking for:

Continue

In the next step, select the traveller for whom the trip should also be booked and click on "Continue".

Copy booking (2/2)

Monday, 10 March 2025 in Zevenbergen, 4 Nights

Hans Muster

Fletcher Hotel-Restaurant Zevenbergen-Moerdijk
Schansdijk 3, 4761 RH Zevenbergen, Netherlands
Phone: +31168331234, Fax: +31168331233
Hotel reference: 4979335357-3783
Hotel email: info@hotelzevenbergen.nl

Here are the room and rate description and the information currently available:

Rate Amount Total: Rate amount total: EUR 468.0, Room Description: Dieses Zweibettzimmer umfasst ein eigenes Bad mit einer Badewanne, einer Dusche und einem Haartrockner. Kostenlose Pflegeprodukte sind ebenfalls vorhanden. Das Zweibettzimmer verfügt über schallisolierte Wände, Tee- und Kaffeezubehör, Heizung sowie einen Flachbild-Sat-TV. In der Wohneinheit befinden sich 2 Betten., Deposit Policy: Deposit is not required., Cancellation Policy: Kostenfrei stornierbar bis 2025-03-04T23:59:59 Ortszeit des Hotels. Bei einer Stornierung nach dem Check-in des Hotels werden 456.0 EUR berechnet., Meal Info: Meal info: Breakfast included in the room rate.
Zweibettzimmer - Kostenlose Stornierung - kostenfrei
Fletcher Hotel-Restaurant Zevenbergen-Moerdijk
der Buchung das Feld für besondere Anfragen oder
(COVID-19) wurden in dieser Unterkunft zusätzlich
kostet EUR 18,50 pro Person pro Nacht, Tax information
Credit card policies: Accepted creditcard: AX VI CA, Guarant

Hotel Rate Information

During the stay these rates will be charged by the hotel:

MON	TUE	WED	THU	FRI	SUN
104.59	104.59	104.59	104.59		

Additional Fees: stay in EUR: 49.65
Total rate amount in EUR: 468.00
The average amount per day including taxes and fees in EUR: 117.00

Guarantee/Deposit using Company Credit Card AirPlus Company Card / UATP 122000XXXXX4769, 8/2025

Booking Code: 12345678 Booking Date: 03.03.2025
Ordered by: Hans Muster, Phone: + 49 152 12345678, Email: Hans.Muster@demo.de

Select this booking

Copy

Select here which travel service you would like to copy.

Start — Select hotel — **3** Select room — Complete booking — Confirmation

You are booking for: **Builder, Tina (You)**

Select room at Fletcher Hotel-Restaurant Zevenbergen-Moerdijk

Single room - 4 Nights
Mon, 10 MAR - Fri, 14 MAR

Fletcher Hotel-Restaurant Zevenbergen-Moerdijk
Great Hotels of the World
Schansdijk 3, 4761 RH Zevenbergen, Netherlands
307 reviews

This is Your BestBuy

Standard Twin Room - Free cancellation - Free WIFI - Booking.com rate, Please inform Fletcher Hotel-Restaurant Zevenbergen-Moerdijk in advance of your expected arrival time. You can use the Special Requests box when booking, or contact the property directly with the contact details provided in your confirmation. In response to Coronavirus (COVID-19), additional safety and sanitation measures are in effect at this property., Breakfast costs EUR 18.50 per person per night., Providing free toiletries, this twin room includes a private bathroom with a bath, a shower and a hairdryer. The twin room provides soundproof walls, a tea and coffee maker, heating, as well as a flat-screen TV with satellite channels. The unit offers 2 beds.,

€ 444.00
price per night: € 111.00

Free Cancellation possible until 11.03.2025 23:59

Select room

You will receive an updated list of results from which you can select the desired fare and afterwards complete the booking.

General tips & tricks

- Before you start booking, check that all relevant data is correctly saved in your profile.
- During the booking process, check that the travel dates are correct and change them if necessary.
- Check all the data again before completing the booking to avoid change or cancellation fees.
- Check the booking confirmation for accuracy immediately after receiving it and contact your Business Travel Team as soon as possible if this is not the case.
- Make sure that the traveller (if you did not book for yourself) has also received the booking confirmation.



Contact

Contact

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

The Online Solutions Team is happy to assist you.

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✉ onlinesolutions@lcc-alr.de

The department Online Solutions



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