

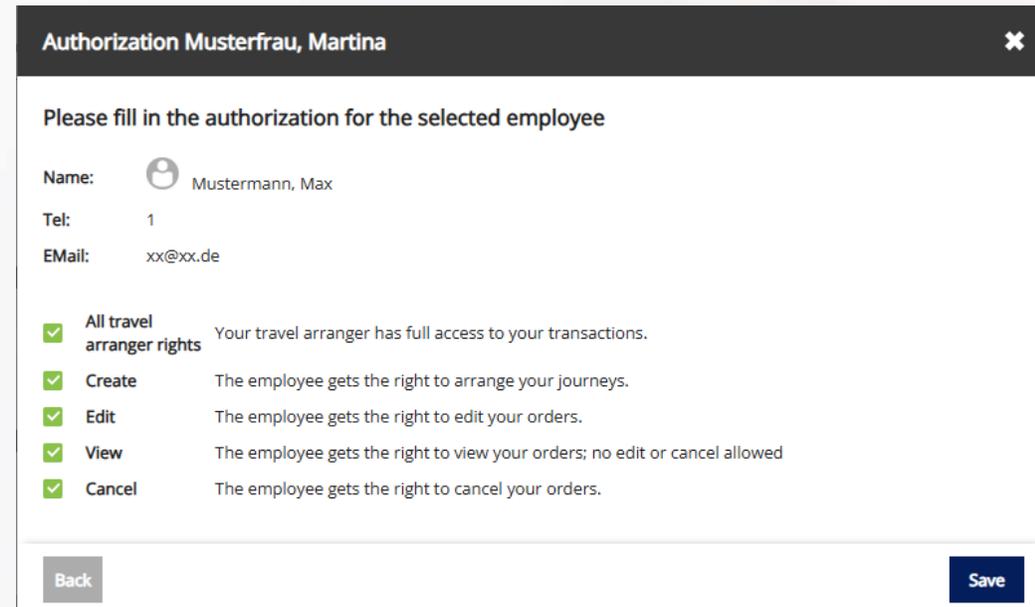


Travel Arranger

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.

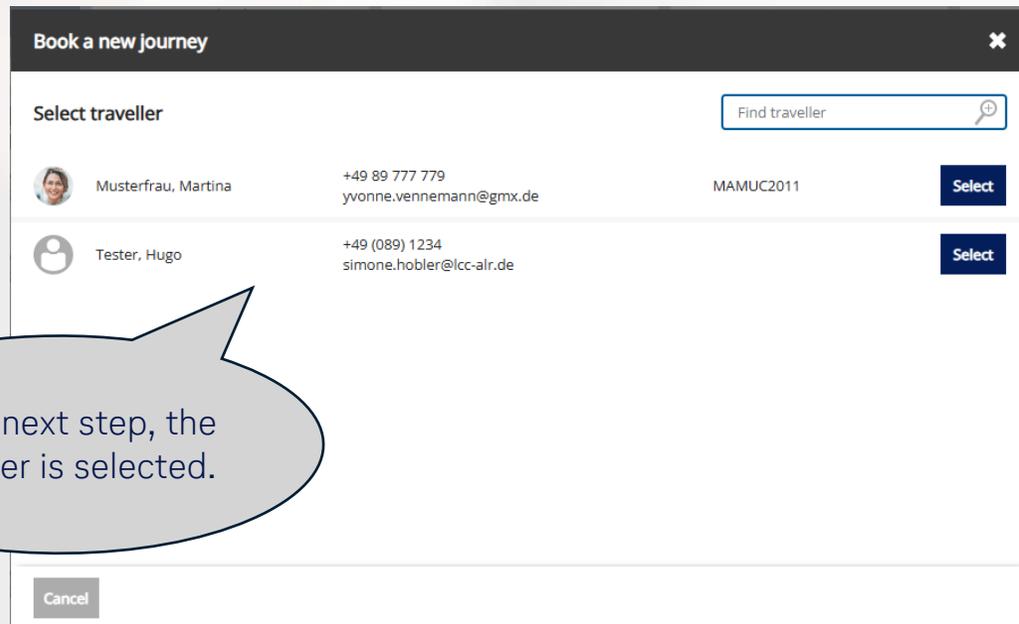
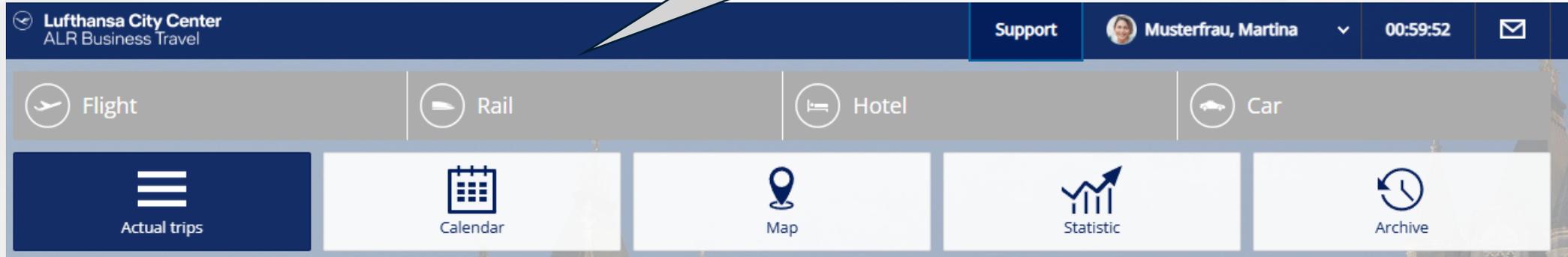
In the profile management, you can add or remove travel arrangers at any time under “Travel arranger rights”.



The screenshot shows an 'Authorization Musterfrau, Martina' form. It includes a title bar with a close button, a heading 'Please fill in the authorization for the selected employee', and a list of employee details: Name: Mustermann, Max; Tel: 1; EMail: xx@xx.de. Below this is a list of authorization options, each with a checked checkbox and a description: '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), and 'Cancel' (The employee gets the right to cancel your orders.). At the bottom, there are 'Back' and 'Save' buttons.

Start reservation

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

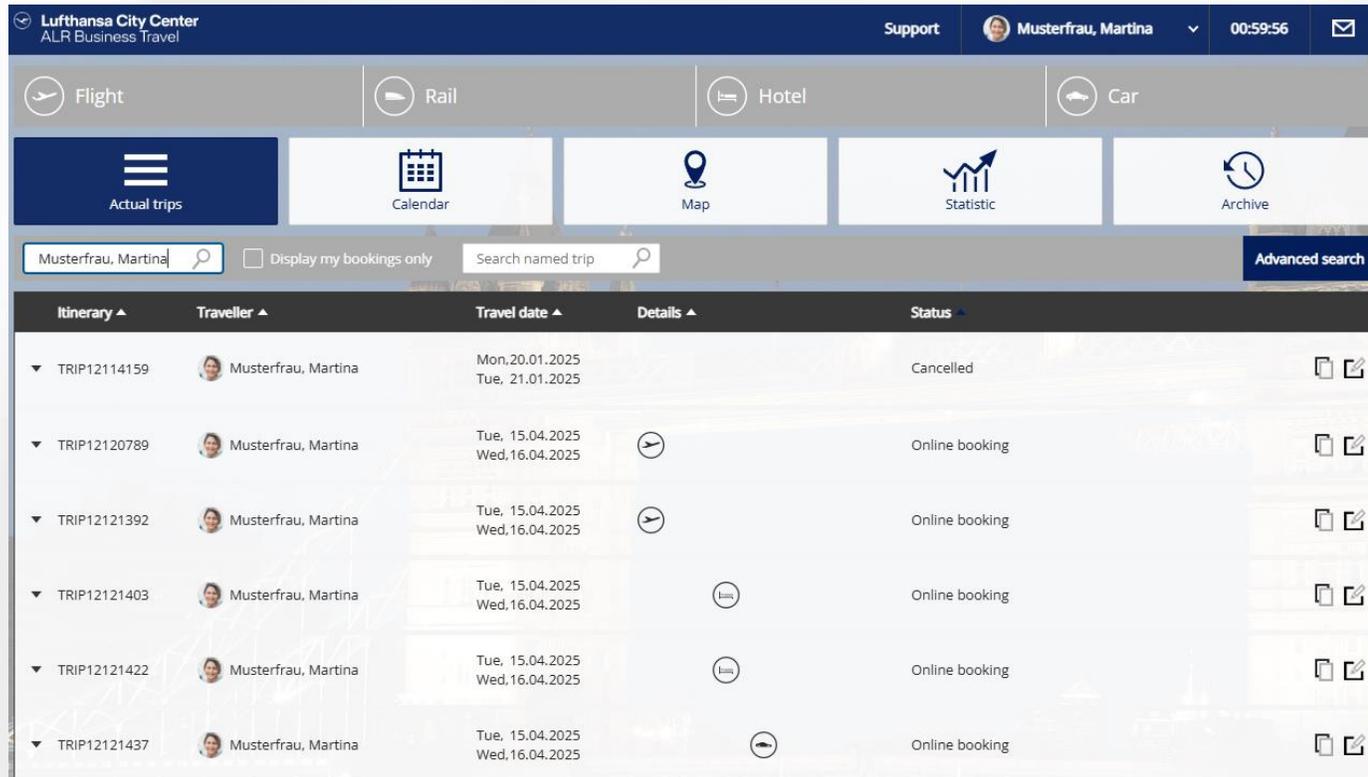


The selection shows:

- 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.

In the next step, the traveller is selected.

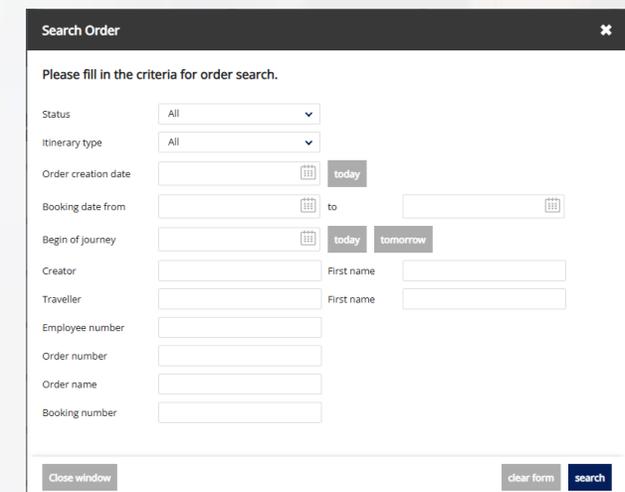
Booking overview



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.



Search Order

Please fill in the criteria for order search.

Status:

Itinerary type:

Order creation date: today

Booking date from: to

Begin of journey: today tomorrow

Creator: First name:

Traveller: First name:

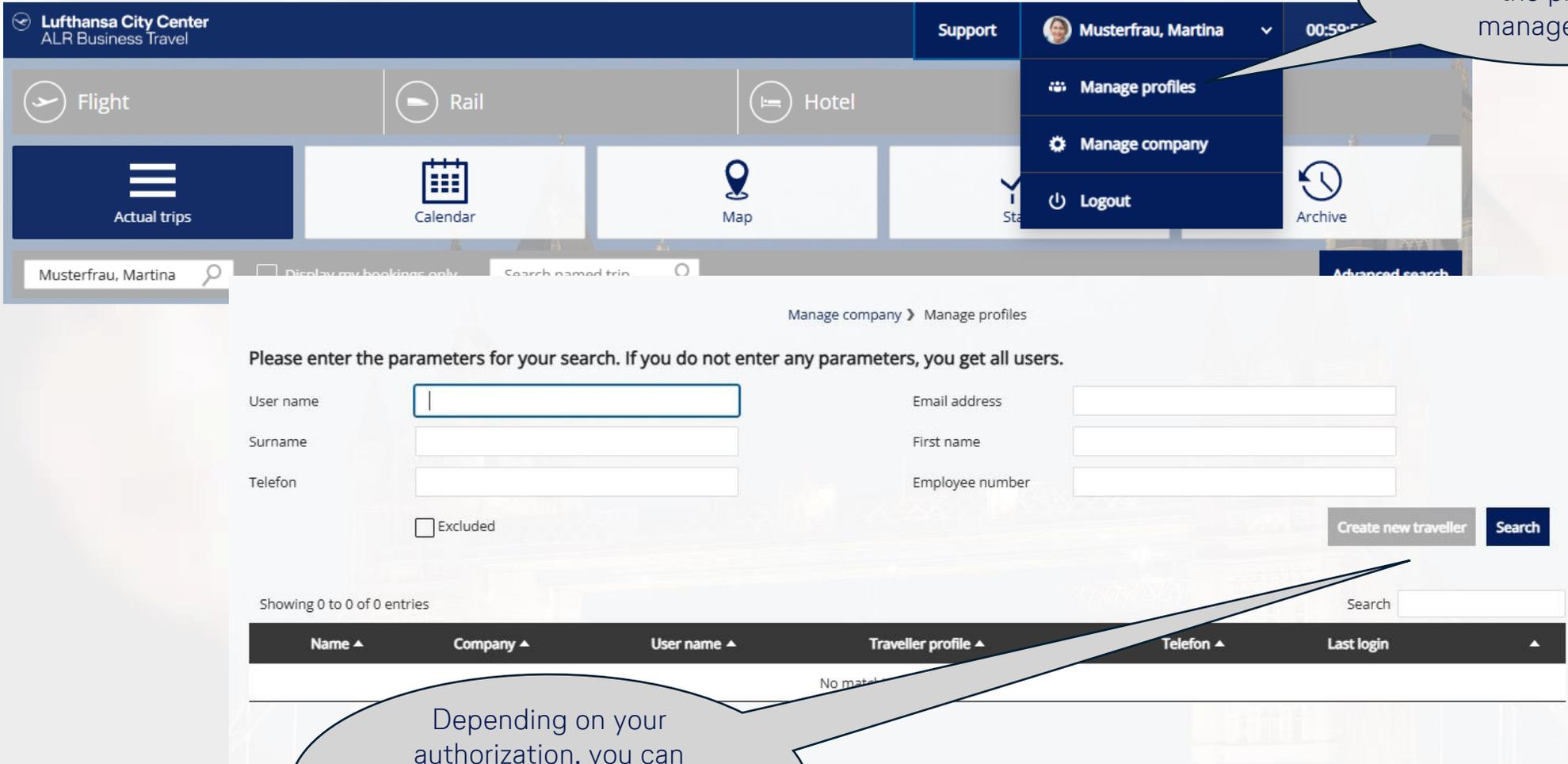
Employee number:

Order number:

Order name:

Booking number:

Profile management



Support Musterfrau, Martina 00:59

Flight Rail Hotel

Actual trips Calendar Map Status Archive

Musterfrau, Martina Display my bookings only Search named trip Advanced search

Manage company > Manage profiles

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

User name Email address

Surname First name

Telefon Employee number

Excluded

Showing 0 to 0 of 0 entries Search

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



Contact

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

The Online Solutions Team is happy to assist you.

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