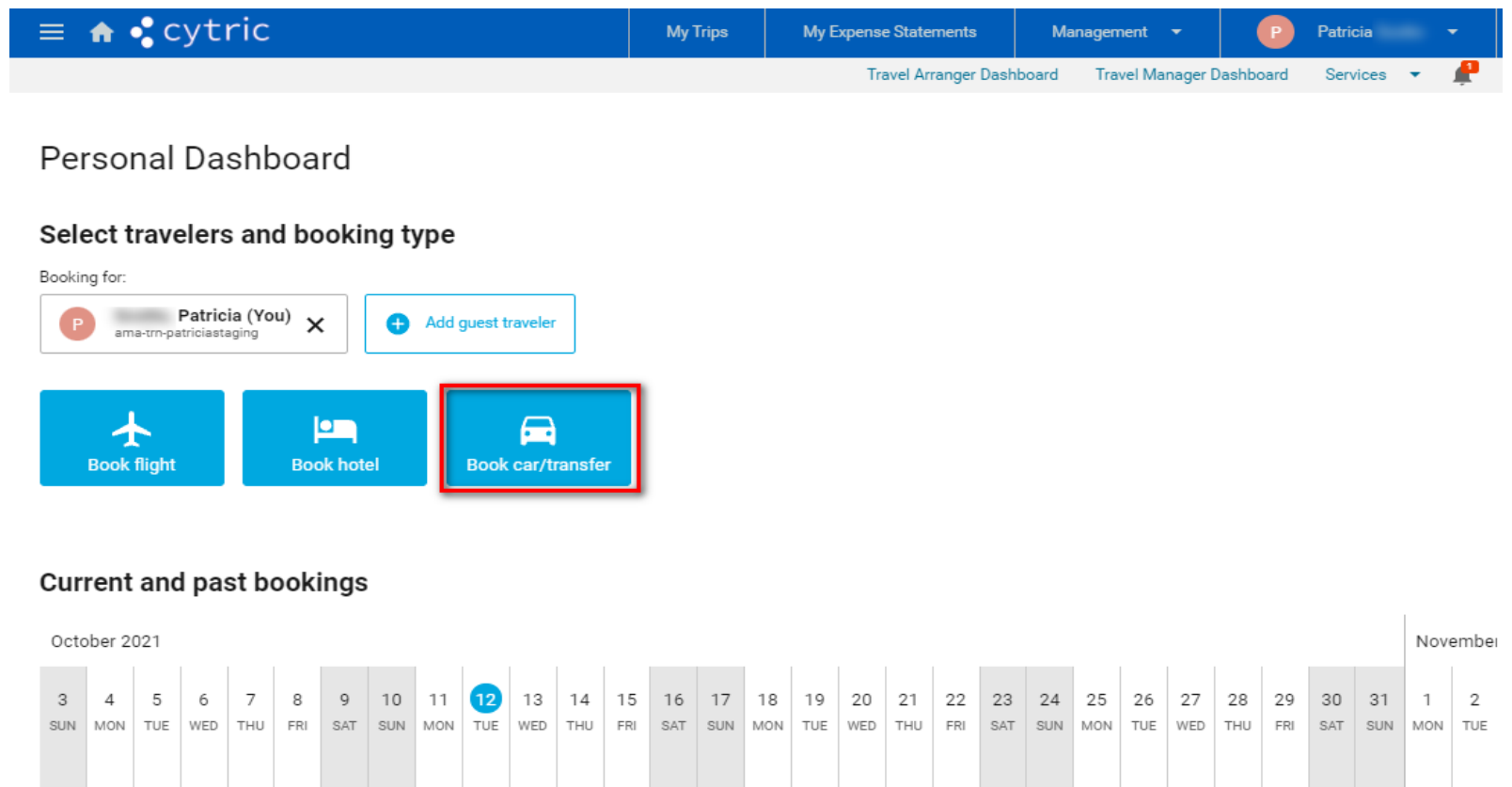# cytric
BY **amadeus**

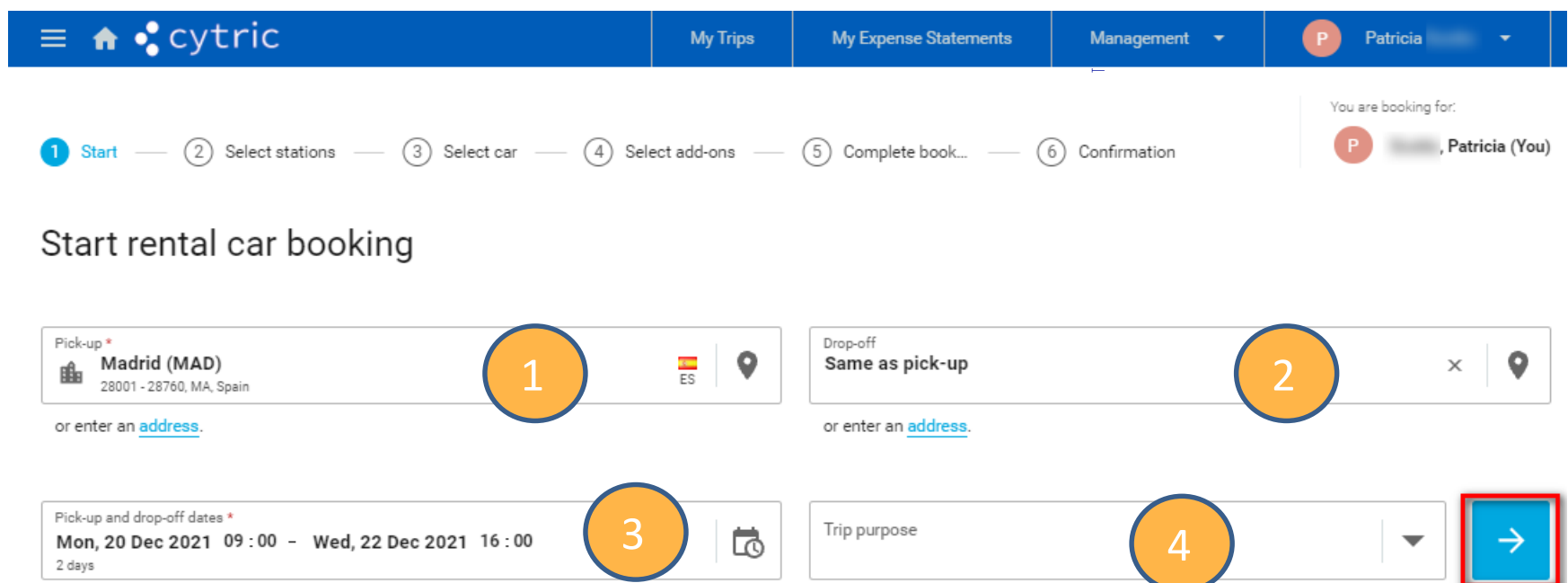# QUICK CARD

HOW TO BOOK A CAR

HOW TO BOOK A CAR

## 1. CLICK THE BOOK CAR/TRANSFER BUTTON


2. ENTER THE JOURNEY DETAILS

1. Insert pick-up destination (airport, train station), company location or address
2. Drop-off by default system put the same as pick-up
3. Choose pick-up and drop-off dates/Times
4. Select the Trip purpose (can be optional depends of your company set up)
5. Click on the blue arrow button to valid

3. SELECT CAR RENTAL STATION

Note: for an Airport Pick-up/Drop-off you will access directly to the car list view. Here a map view as we are asking for Madrid city, select a car station by clicking on it.
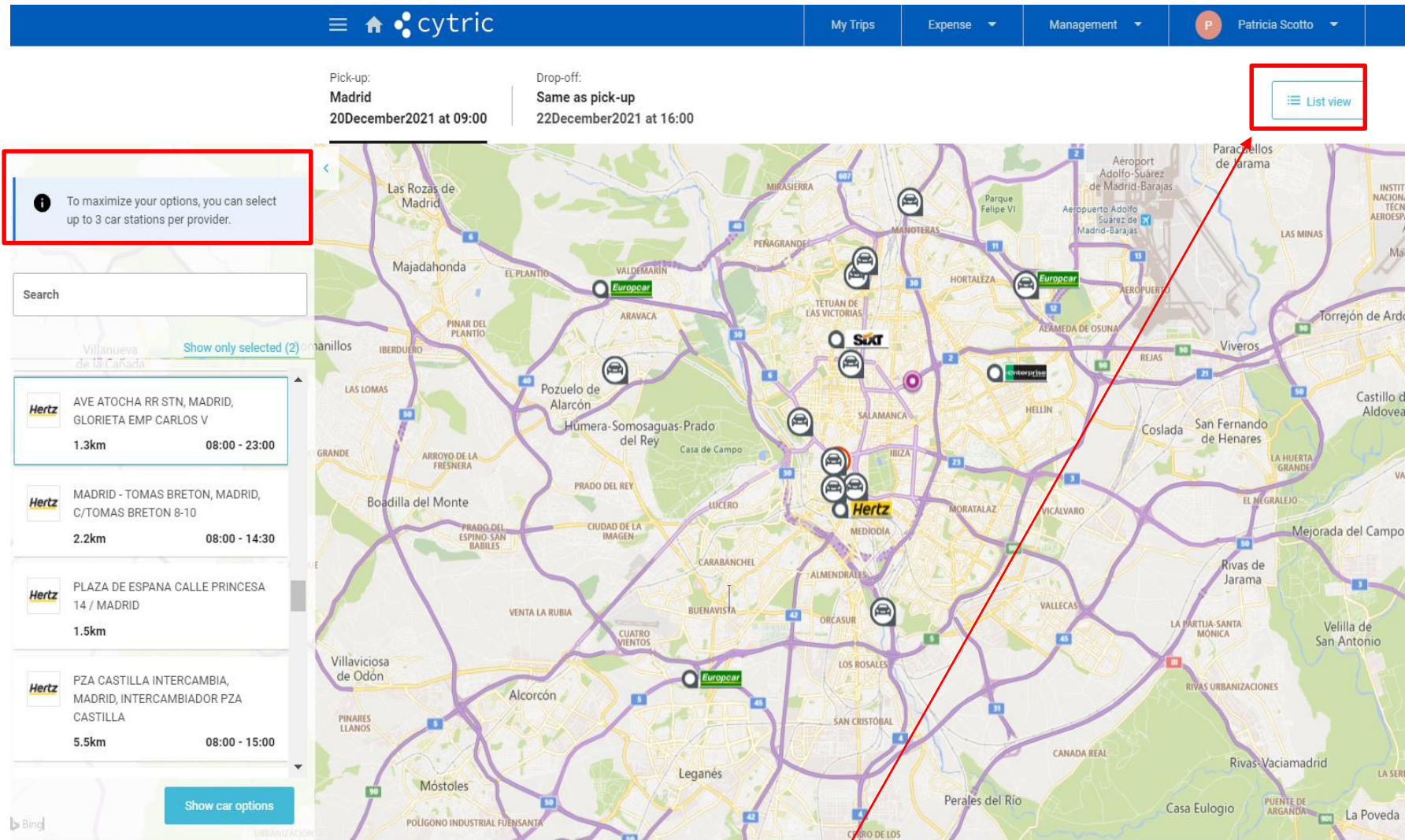
To change the view, click on **List view** button
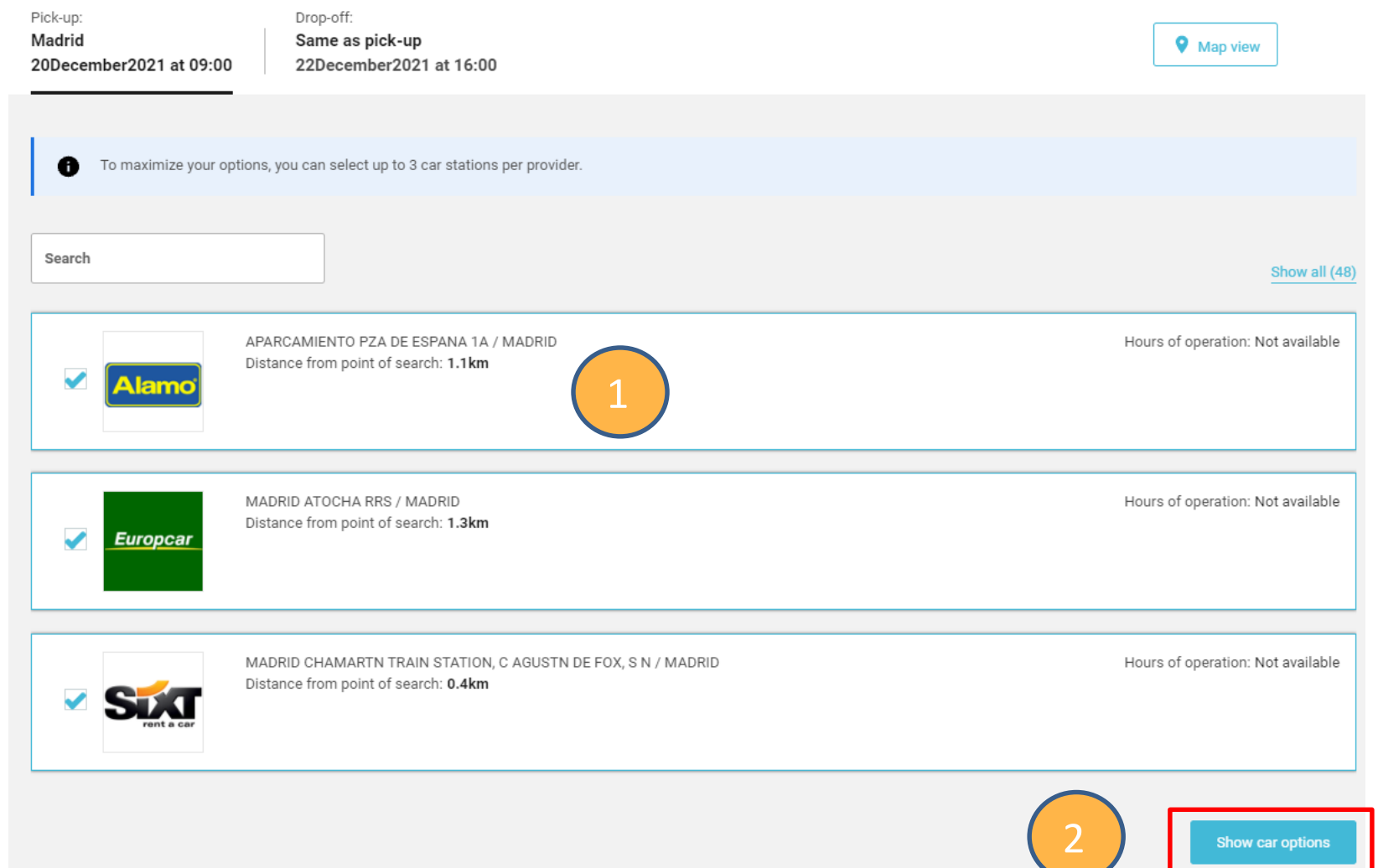
1. From the list you can select 3 car rental station per provider and **Show only selected** ones.

2. Click on **Show car options** button to see car type

4. SELECT RENTAL CAR

1. Filter can be use to choose car by category, person capacity, special equipment, Km/Ml included
2. Click on the half-moon to collapse for more details
3. Click on **Select car**
4.Click to add special equipment and valid with the **Continue** button

5. COMPLETE THE BOOKING

Complete this booking:

1. Details of your reservation
2. Insert free flow text for easier differentiation to my trips on my personal dashboard
3. Information's coming from your profile
4. Click on one tab to continue a new booking flow Air, Car, Hotel (Tab's become blue)
5. Click on **Complete Booking** to get the confirmation booking and receive a confirmation email.