

QUICK CARD



HOW TO BOOK A HOTEL



1. CLICK ON THE BOOK HOTEL BUTTON

The screenshot shows the Cytric dashboard interface. At the top, there is a navigation bar with the Cytric logo and user profile. Below this, there are sections for 'COMPANY' and 'TRAVEL AGENCY'. The main area is titled 'Personal Dashboard' and contains a 'Select travelers and booking type' section. In this section, a user named 'Patricia (You)' is selected. Below the traveler selection, there are several buttons for different booking types: 'Book flight', 'Book flight/train', 'Book train', 'Book hotel' (highlighted with a red border), 'Book car/transfer', 'Cytric appCLOUD', and 'Travel WIZZARD'. Below the booking type buttons, there is a 'Current and past bookings' section with a calendar view for October 2021.

2. ENTER THE JOURNEY DETAILS

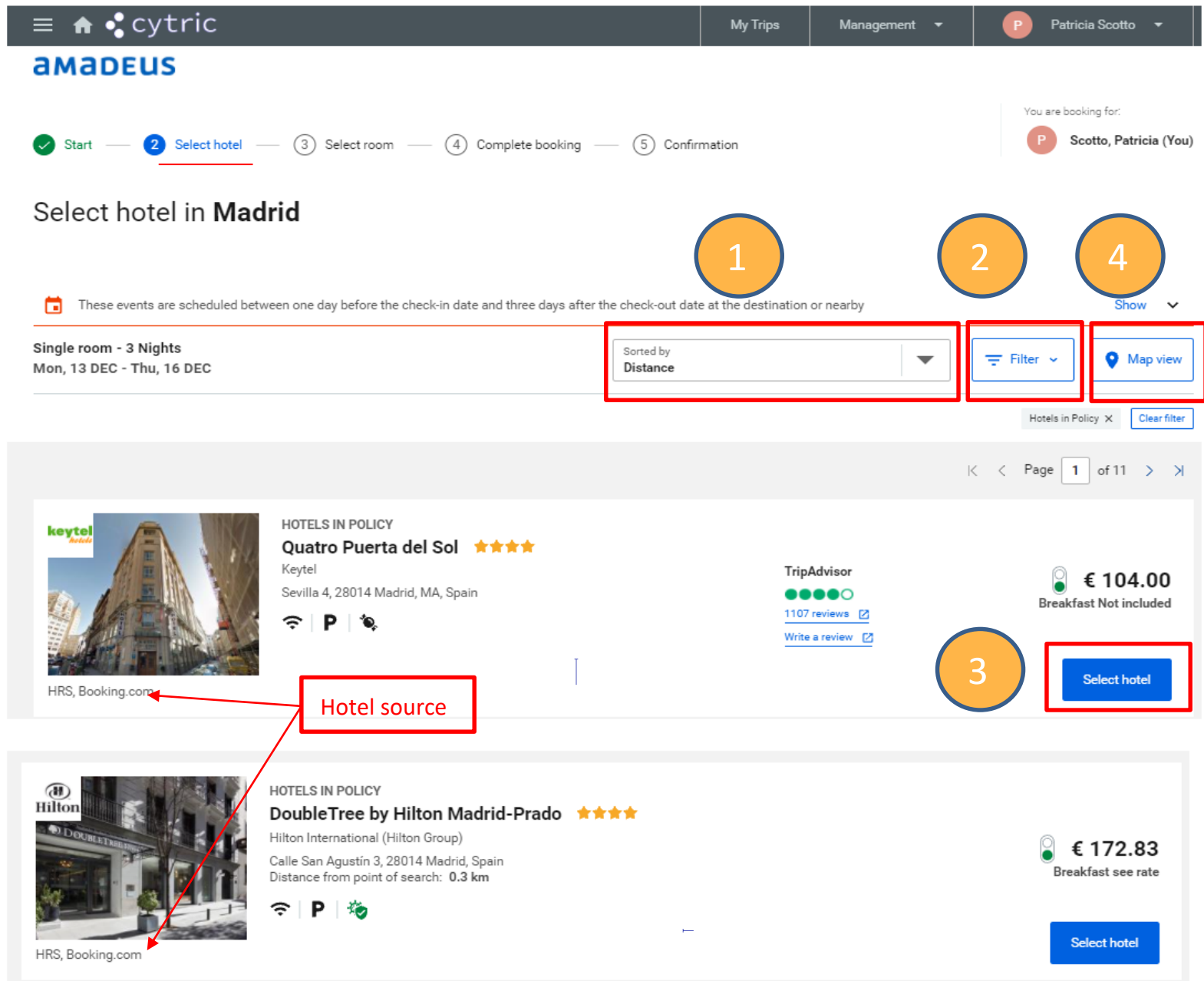
The screenshot shows the 'Start hotel booking' form in the Cytric interface. The form is divided into several sections. At the top, there is a progress indicator with five steps: 1 Start, 2 Select hotel, 3 Select room, 4 Complete booking, and 5 Confirmation. The first step, 'Start', is currently active. The form contains the following fields and options:

- Destination:** A text field containing 'Madrid (MAD)' with a location pin icon and a flag for Spain (ES). A callout '1' is placed over this field.
- Dates of Check-in and Check-out:** A date range selector showing 'Mon, 15 Nov 2021 - Wed, 17 Nov 2021' with '2 nights' below it. A callout '2' is placed over this field.
- Occupancy:** Two radio button options: 'Single' (selected) and 'Double'.
- Trip purpose:** A dropdown menu with a blue arrow button to the right. A callout '3' is placed over the dropdown.
- A large blue arrow button is located at the bottom right of the form, with a callout '4' placed over it.

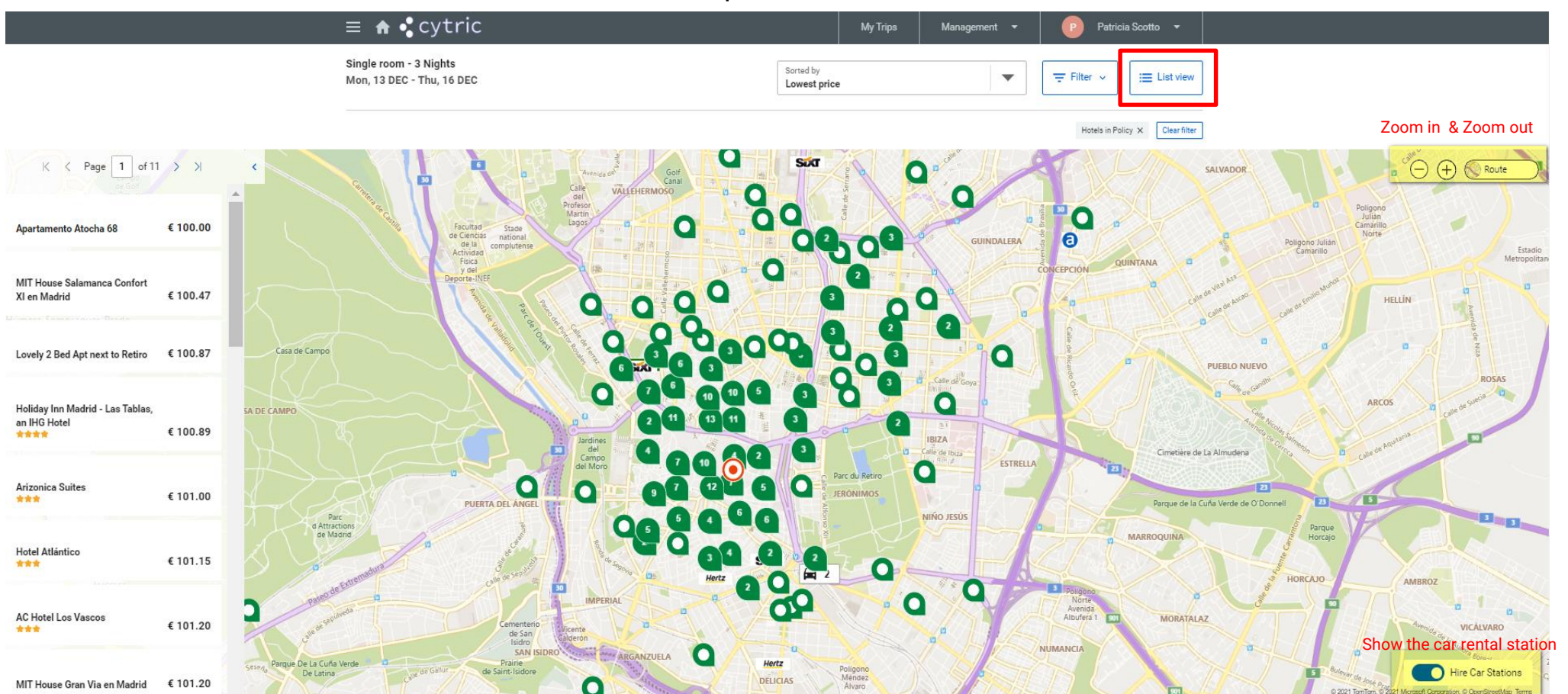
1. Insert **Destination**, Hotel Name, corporate location or **address**
2. Choose date (Check-in and Check-out dates)
3. Select the Trip purpose (can be optional depending on your company configuration)
4. Click on the blue arrow to validate

3. SELECT HOTEL

A list of hotels is displayed, with a company hotel program with negotiated rates



1. Sorted by is by default Lowest Price, click from the dropdown list to choose by distance etc..
2. Filter can be use to choose hotel by name, chains, category
3. Click **Select hotel**
4. To choose hotel from a map view



Select Hotel directly from the map or return to the Hotel list by clicking on **List view** button

4. SELECT FARE

cytric
My Trips Management ▼ P Patricia Scotto ▼


amadeus

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

You are booking for: P **Scotto, Patricia (You)**

Select room at AC Hotel Los Vascos

Single room - 3 Nights
Mon, 13 DEC - Thu, 16 DEC



AC Hotel Los Vascos ★★

AC Hotels
Los Vascos 27, 28040 Madrid, MA, Spain
Distance from point of search: 3.7 km

WiFi P Green

TripAdvisor

210 reviews [Write a review](#)

1


Show photo gallery

This is Your BestBuy

Prepay Refundable, changes up to 3 days prior to stay, prepay in full, see Rate details Single, Standard room: 1 Twins, Wireless internet, complimentary, TV

External Restricted Rate single. Rate is not cancelable

2



↓

3

Select room

€ 303.60

Average price per night: € 101.20

Single room:	In Policy
Breakfast:	Not included
Max occupancy:	1
Purchase:	Instant Purchase

Hotel rate information

MON	TUE	WED	THU	FRI	SAT	SUN
€ 92.00	€ 92.00	€ 92.00				

Total Rate without taxes and fees:	€ 276.00
XT-FEE:	€ 27.60
The total amount including all taxes and fees (10%) is:	€ 303.60
The average amount per day including taxes and fees is:	€ 101.20

Detailed Hotel Room and Rate Description

Rate Amount:	EUR 92.0 PER NIGHT FROM 13DEC21 UNTIL 16DEC21
Rate Amount Total:	EUR 303.60
Rate Code:	External Rate
Rate Code Description:	From 13DEC21 to 16DEC21 Prepay Refundable, changes up to 3 days prior to stay, prepay in full, see Rate details
Room Description:	Single Room
Cancellation Policy:	Cancellation implies penalty. From 2021-12-13 to 2021-12-16 Cancellation free of charge is not possible.
Guarantee Policy:	Only guaranteed booking
Meal Info:	Exclusive EUR 0.00
Credit Card:	Credit card required

1. Access photo click on **Show photo gallery**
2. Click on the half-moon to access more room and rate details and cancellation policy
3. Click on **Select room** button

5. FINALIZE BOOKING

The screenshot displays the 'Complete hotel booking' step in the Cytric interface. At the top, a progress bar shows the current step (4) as 'Complete booking', with previous steps 'Start', 'Select hotel', and 'Select room' marked as complete. The user's name, Patricia, is visible in the top right corner.

The main content area is titled 'Complete hotel booking' and shows details for a 'Single room - 3 Nights' from 'Mon, 13 DEC - Thu, 16 DEC'. The selected hotel is 'AC Hotel Los Vascos' (4 stars), located at 'Los Vascos 27, 28040 Madrid, MA, Spain'. The room type is 'Twin Room - Free cancellation - Free WiFi' for 1 person. The total price is € 316.80, with an average price per night of € 105.60.

Below the hotel details, there are sections for 'Booking Information', 'Traveler details', and 'Booker'. The 'Traveler details' section shows the name 'Mrs. Patricia' and other information. A red arrow points to the 'I agree to the terms and conditions' checkbox, with the text 'Click to validate terms and conditions to complete booking'.

At the bottom right, the total price '€ 316.80' is displayed next to a blue 'Complete booking' button, which is highlighted with a red box and labeled '4'. Below the button, there are links for 'About', 'Privacy policy/Information/Cookies', and 'Support', along with the Cytric logo.

1. Show summary of the details of reservation
2. Insert free flow text for easier differentiation to my trips on my personal dashboard
3. Show details of traveler coming from his profile
4. Click on Complete Booking to get the confirmation booking and receive an email confirmation.