cytric
BY amadeus

QUICK CARD

HOW TO BOOK A HOTEL

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1. CLICK ON THE BOOK HOTEL BUTTON

2. ENTER THE JOURNEY DETAILS


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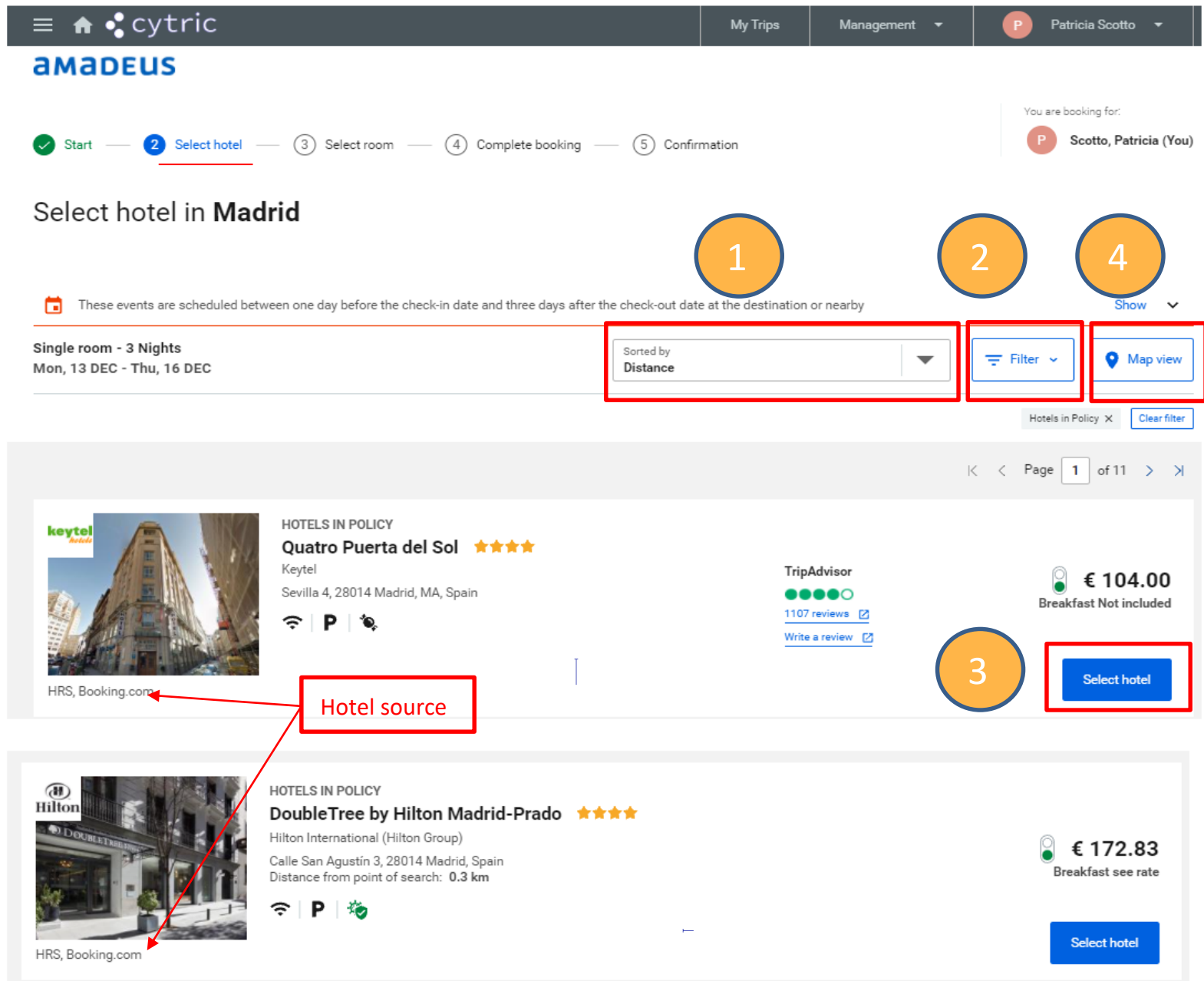
1. Sorted by is by default Lowest Price, click from the dropdown list to choose by distance etc..
2. Filter can be use to choose hotel by name, chains, category
3. Click **Select hotel**
4. To choose hotel from a map view
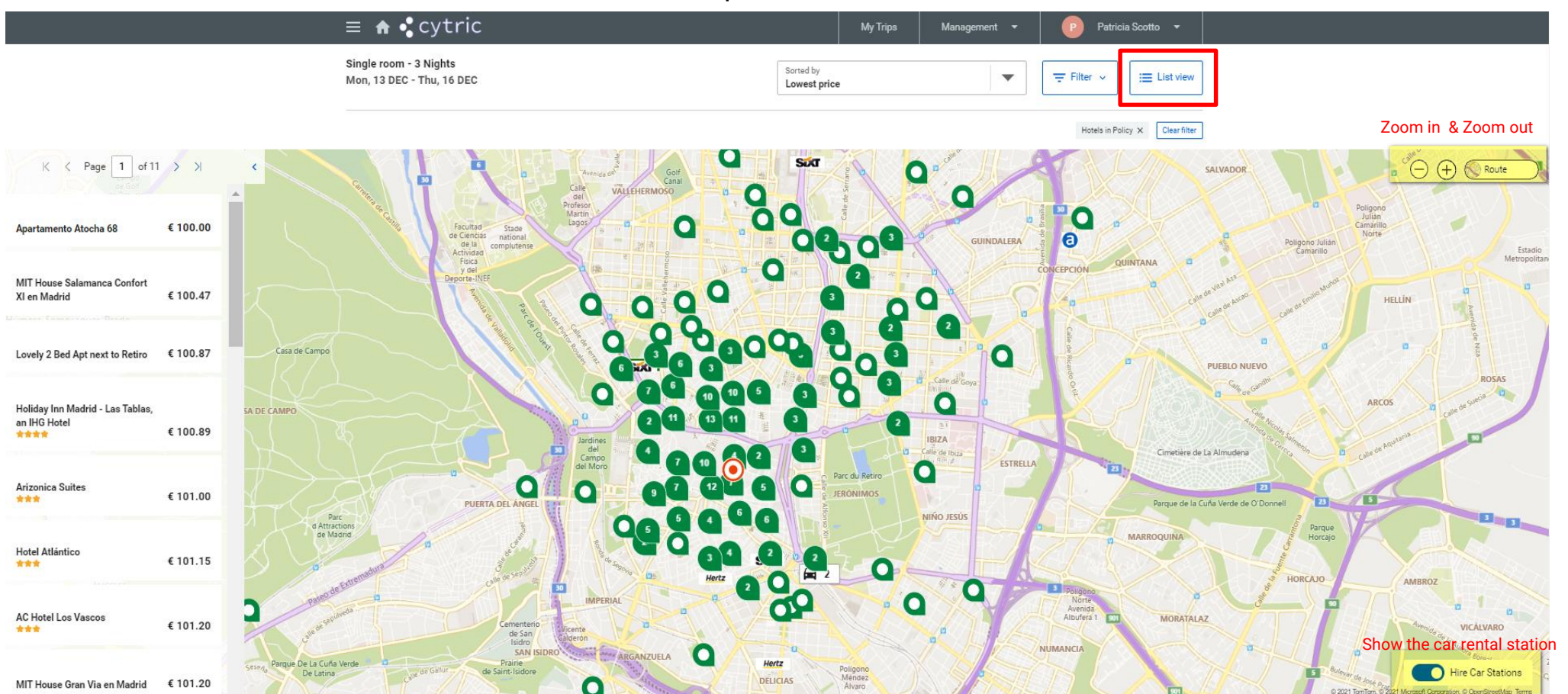
Select Hotel directly from the map or return to the Hotel list by clicking on **List view** button

4. SELECT FARE

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

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.