

# Quick-guide for VR Travel online booking tool

## CYTRIC



Easy Self-booking

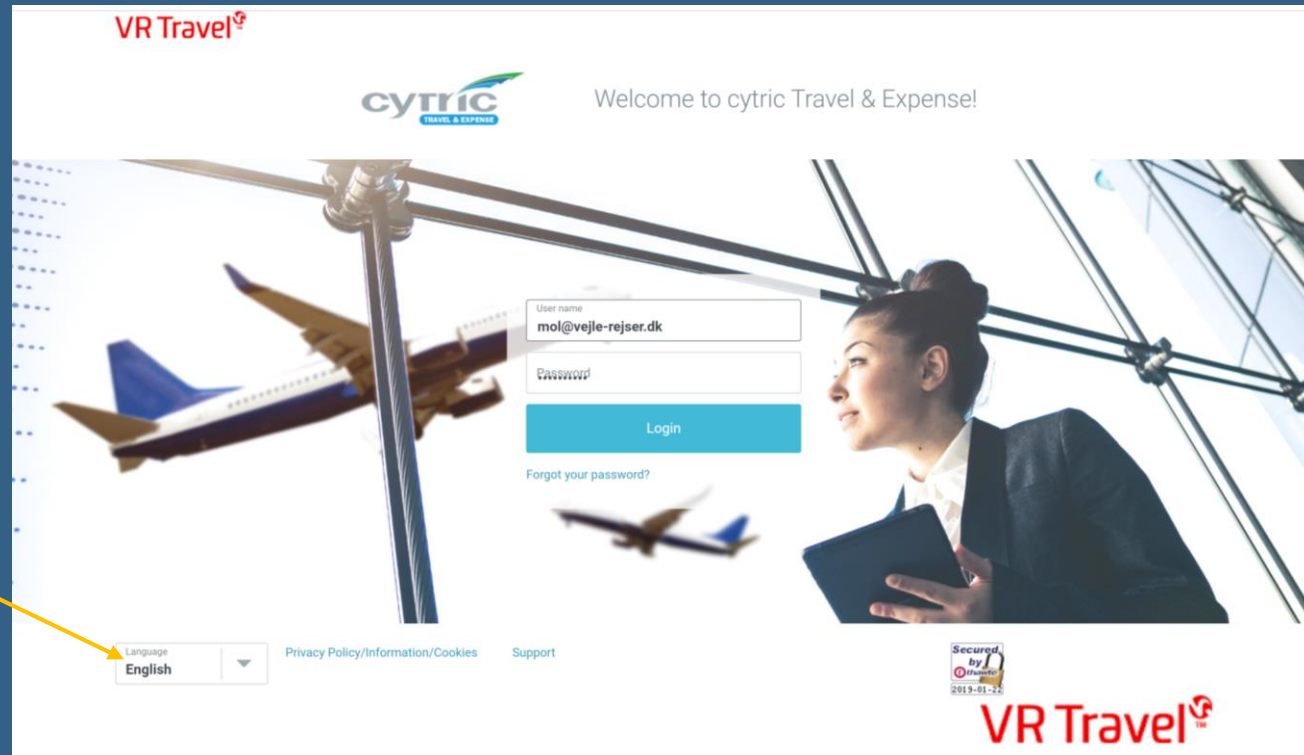


24 hours hotline service



Price Checker

## Login to VR Travel's online booking tool *Amadeus Cytric*



Notice, that You can change language here...

You can order the link to the system, username and password at [support@vr-travel.com](mailto:support@vr-travel.com)



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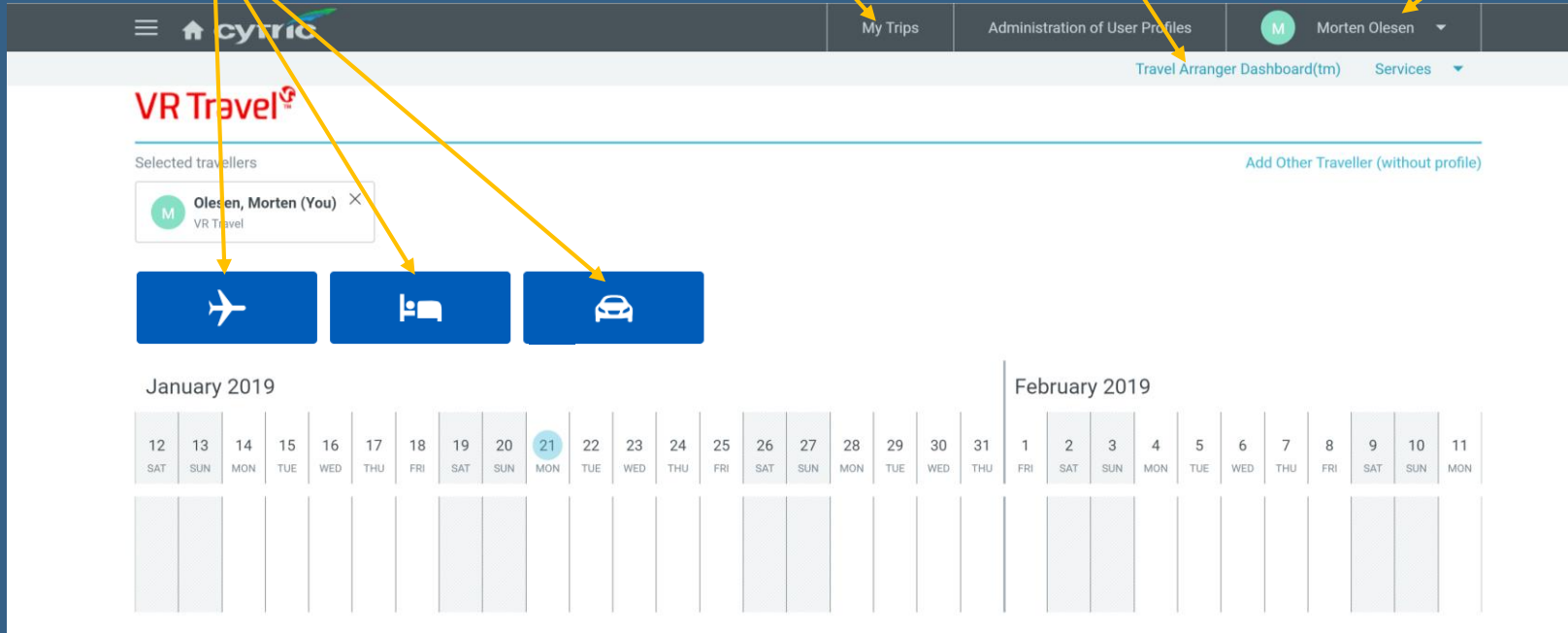
## Your personal travelportal


Click on one of the icons to order either a flight, a hotelstay or a rentalcar

Here You can see your booked trips


Access to the Travel Arranger Dashboard, where You can order trips for others travellers




Access to your profile and logout



VR Travel 

Selected travellers [Add Other Traveller \(without profile\)](#)

 **Olesen, Morten (You)** ✕  
VR Travel

January 2019 February 2019

12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON



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## The Travel Arranger Dashboard

Search for the travellers You would like to arrange a trip for (max 9)

Here You can see which travellers You are currently arranging a trip for

Access to your Personal Portal

Add travellers without a profile

Mark the travellers You want to add to the trip You are about to arrange

cytric

My Trips Administration of User Profiles Morten Olesen

VR Travel

Selected travellers

Olesen, Morten (You) Jensen, Henriette Kirkegaard

Personal Portal(tm) Services

Add Other Traveller (without profile)

Search for travellers: jensen Location: VR Travel, Vejle

Show only favourite travellers Travellers with: bookings only active bookings/requests

January 2019

	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	F
	ED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FI
<input type="checkbox"/>																							
<input checked="" type="checkbox"/>																							

Jensen, Charlotte Vagner  
VR Travel

Jensen, Henriette Kirkegaard  
VR Travel



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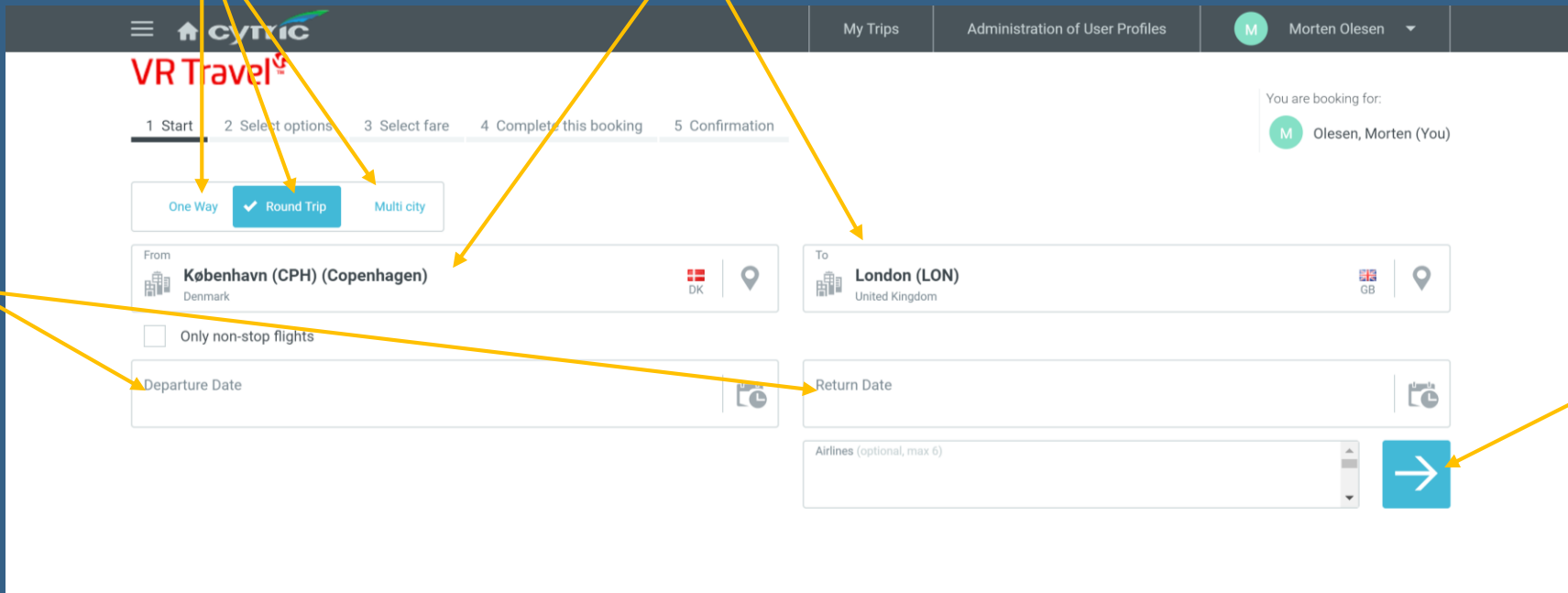
## Book a flight

Choose if You want to arrange a oneway trip, roundtrip or multiple stop trip

Indicate departure and arrival airports

Indicate departure and return dates and times

Click to start search



The screenshot shows the VR Travel flight booking interface. At the top, there is a navigation bar with 'My Trips', 'Administration of User Profiles', and a user profile 'M Morten Olesen'. Below this is a progress bar with five steps: '1 Start', '2 Select options', '3 Select fare', '4 Complete this booking', and '5 Confirmation'. The main form area includes a trip type selector with 'One Way', 'Round Trip' (selected), and 'Multi city' options. The 'From' field is set to 'København (CPH) (Copenhagen) Denmark' and the 'To' field is 'London (LON) United Kingdom'. There are checkboxes for 'Only non-stop flights' and 'Departure Date' (with a calendar icon). A 'Return Date' field with a calendar icon is also present. Below these is an 'Airlines (optional, max 6)' dropdown menu and a blue arrow button to start the search.



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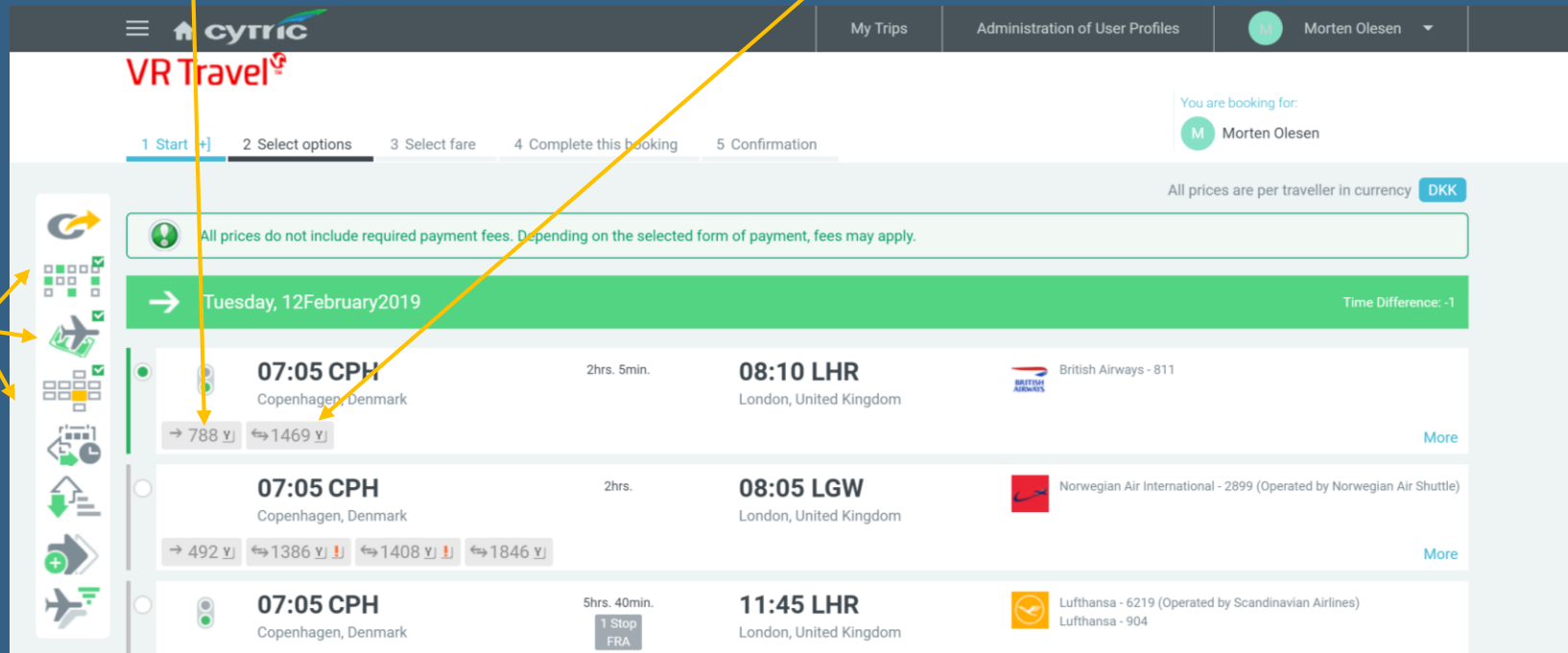
## Book a flight

Oneway fare  
(marked with 1  
arrow)

Available returnfares (marked with 2 arrows). Mouse  
over will show possible returnflights in combination  
with this outbound flight

Different options to  
display the search  
result.

See next page



My Trips Administration of User Profiles Morten Olesen

VR Travel




1 Start 2 Select options 3 Select fare 4 Complete this booking 5 Confirmation

You are booking for: Morten Olesen

All prices are per traveller in currency DKK

All prices do not include required payment fees. Depending on the selected form of payment, fees may apply.

Tuesday, 12 February 2019 Time Difference: -1

	<b>07:05 CPH</b> Copenhagen, Denmark	2hrs. 5min.	<b>08:10 LHR</b> London, United Kingdom	British Airways - 811
	→ 788 y		↔ 1469 y	More
	<b>07:05 CPH</b> Copenhagen, Denmark	2hrs.	<b>08:05 LGW</b> London, United Kingdom	Norwegian Air International - 2899 (Operated by Norwegian Air Shuttle)
	→ 492 y		↔ 1386 y   ↔ 1408 y   ↔ 1846 y	More
	<b>07:05 CPH</b> Copenhagen, Denmark	5hrs. 40min. 1 Stop FRA	<b>11:45 LHR</b> London, United Kingdom	Lufthansa - 6219 (Operated by Scandinavian Airlines) Lufthansa - 904



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## Menu options

**cytric Button (Various additional functions)** Close

Change Your Search Criteria  
Expand all Air Options

**Summary of the low cost airline options** Close

 536  652

Options found: 16  
Sites Searched: 2  
Price Range (DKK): 536 to 1282

**Earlier or Later Options** Close

	Same Day	Earlier Flights	Later Flights
→ 12February2019	Previous Day 08:00		Next Day 08:00
← 14February2019	Previous Day 17:00		Next Day 17:00

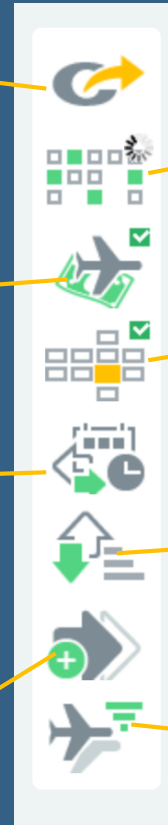
[Continue](#)

**Click here to see additional available options not quite matching your search criteria** Close








To show additional options outside your time preference please select direction and click on 'Show'.

→ 12February2019	There are additional 11 options available.
← 14February2019	There are additional 7 options available.

[Show](#)



**Summary of the fares found for your request** Close

 1337	 1402	 1406	 1469	 1666	 2367	 2645
--	--	--	--	--	--	--

Pricings Completed: 99  
Price Range (DKK): 1337 to 2645

**Full Day Display (See the flight schedule for the entire day)** Close

CPH - LON LON - CPH

Full Day Display (See the flight schedule for the entire day) (The FDD shows schedules, not actual availabilities) [\[Help\]](#)

Availability  Direct  1-stop  2-stops [Next Day](#) 08:00

**Change the Sort Order of the Options** Close

Fare

Policy











Schedule ▲

Airline

Flight Duration

CO2 Emissions

**Filter display to show only selected airlines** Close

									
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At least one airline should be selected.

[Continue without filtering](#)



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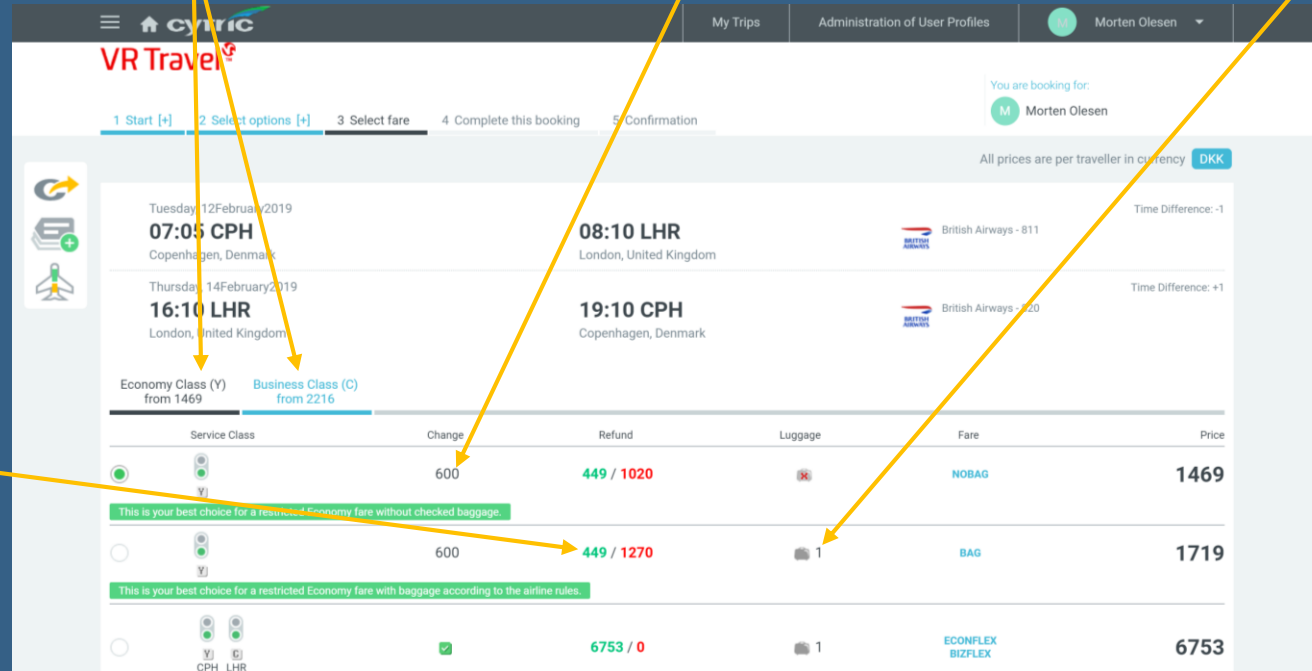
## Book a flight

Choose economy or business class

Here You will see what the airline will charge for changes

Here You can see if the fare includes baggage

If You will need to cancel the ticket, the green amount shows what will be refunded to You and the red amount is non-refundable



The screenshot shows the VR Travel booking interface. At the top, there's a navigation bar with 'My Trips', 'Administration of User Profiles', and a user profile 'Morten Olesen'. Below that, a progress bar indicates the current step is '3 Select fare'. The main content area displays flight details for a round trip from Copenhagen (CPH) to London (LHR) and back. The first leg is on Tuesday, 12 February 2019, at 07:05 CPH. The return leg is on Thursday, 14 February 2019, at 19:10 CPH. Two fare options are shown: Economy Class (Y) from 1469 and Business Class (C) from 2216. A table below breaks down the costs for each fare type.

Service Class	Change	Refund	Luggage	Fare	Price
Economy Class (Y)	600	449 / 1020	NOBAG	NOBAG	1469
This is your best choice for a restricted Economy fare without checked baggage.					
Economy Class (Y)	600	449 / 1270	BAG	BAG	1719
This is your best choice for a restricted Economy fare with baggage according to the airline rules.					
ECONFLEX BIZFLEX	6753 / 0		1	ECONFLEX BIZFLEX	6753



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## Finish your flightbooking


### More options:

- Name your trip
- Book seats (if available)
- Book ancillary services (if available)
- Book extra luggage (if available)
- Add invoice references (Projectnumber, Employee number, PO number, Costcenter etc.)
- Payment information (choose invoice to bill your account at VR Travel)
- Add frequent flyer membership numbers
- Choose mealtype (if available)

Click "Continue" to finalize the booking

### Flight Booking

All prices are per traveller in currency DKK

Service Class	Change	Refund	Luggage	Fare	Price
	600	449 / 1270	1 BAG		1719

All prices do not include required payment fees. Depending on the selected form of payment, fees may apply.

[Change Your Search Criteria](#) | [Select another Fare](#)

[Continue](#)

**Trip Information:**

Trip Identification:

**Booked Seats**

No seats are selected at this time. Please click on 'Book Seats'

[Book Seats](#)

**Booked and to be booked Ancillary Services**

Services are selected. Please click on 'Book Ancillary Services'

[Book Ancillary Services](#)

Check this box at the bottom of this screen to book the flight, but not buy it yet

Check this box to proceed with Booking on Hold.

You may proceed with a confirmed booking now or to hold the selected itinerary as a reservation only.



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## Congratulations!

You have now booked your flight  
Remember to confirm your booking in the system before the deadline,  
if You have used the “Book & Hold” option

Remember! You can also book hotel and rentalcar in the system



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