

# Quick-guide til VR Travel online booking CYTRIC



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## Log ind på VR Travel's online booking system *Amadeus Cytric*

VR Travel™

cytric  
TRAVEL & EXPENSE

Velkommen til cytric Travel & Expense!

Brugernavn  
mol@vejle-rejser.dk

Password

Login

Har du glemt dit password?

Sprog  
Dansk

Privatlivspolitik/Information/Cookies Support

Secured by  
2019-01-21

VR Travel™

Bemærk, at du kan skifte sprog her...

Link til systemet, brugernavn og password kan du bestille hos [support@vejle-rejser.dk](mailto:support@vejle-rejser.dk)



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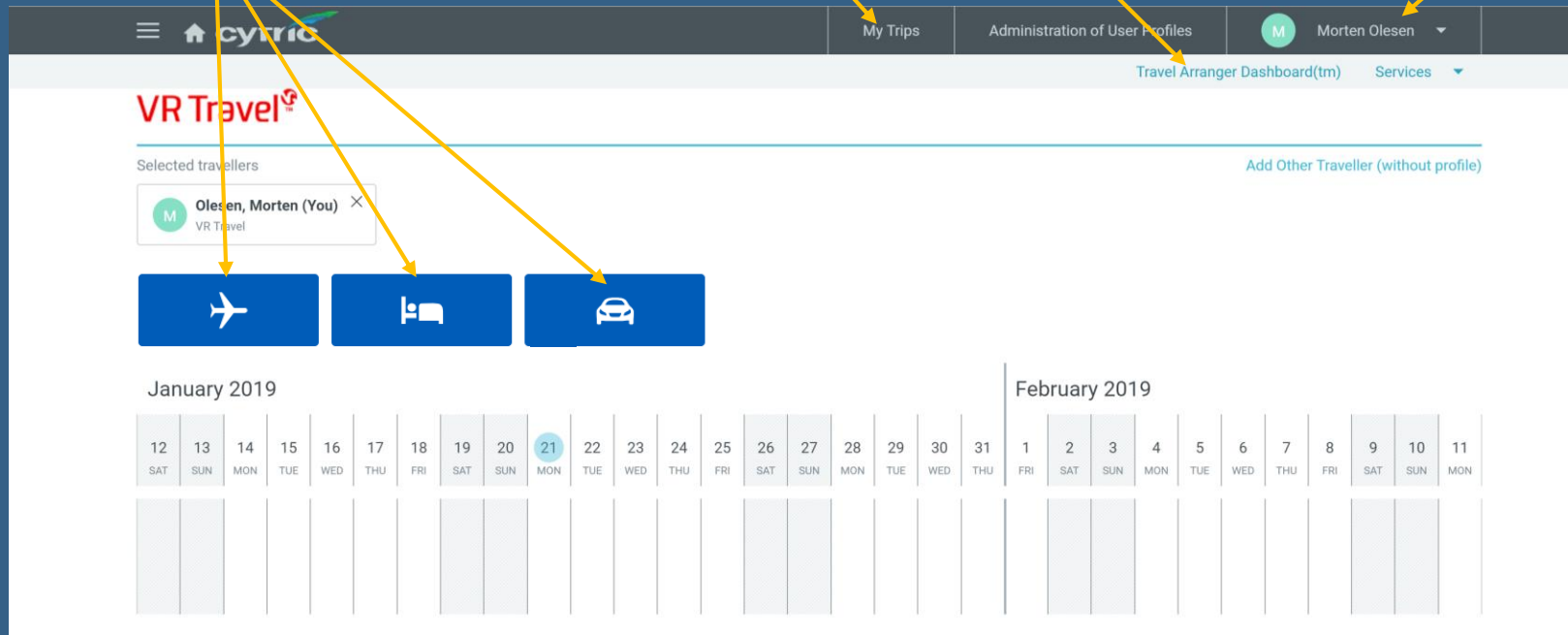
## Din personlige rejseportal

Klik på et af ikonerne for at bestille enten en flyrejse, et hotelophold eller en billeje

Se dine bestilte rejser her

Adgang til Rejsebestiller portal for at bestille rejser for andre

Adgang til din profil og logout



The screenshot shows the VR Travel user dashboard. At the top, there is a navigation bar with a menu icon, the 'cyrio' logo, and links for 'My Trips', 'Administration of User Profiles', and a user profile 'M Morten Olesen'. Below this is a 'Travel Arranger Dashboard(tm)' header with a 'Services' dropdown. The main content area features the VR Travel logo, a 'Selected travellers' section with a card for 'M Olesen, Morten (You)', and three large blue buttons with icons for flight, hotel, and car rental. Below these are two calendar views for January and February 2019. Yellow callout boxes with arrows point to the flight, hotel, and car rental buttons, the 'My Trips' link, the 'Administration of User Profiles' link, and the user profile dropdown.



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## Rejsebestillerportalen

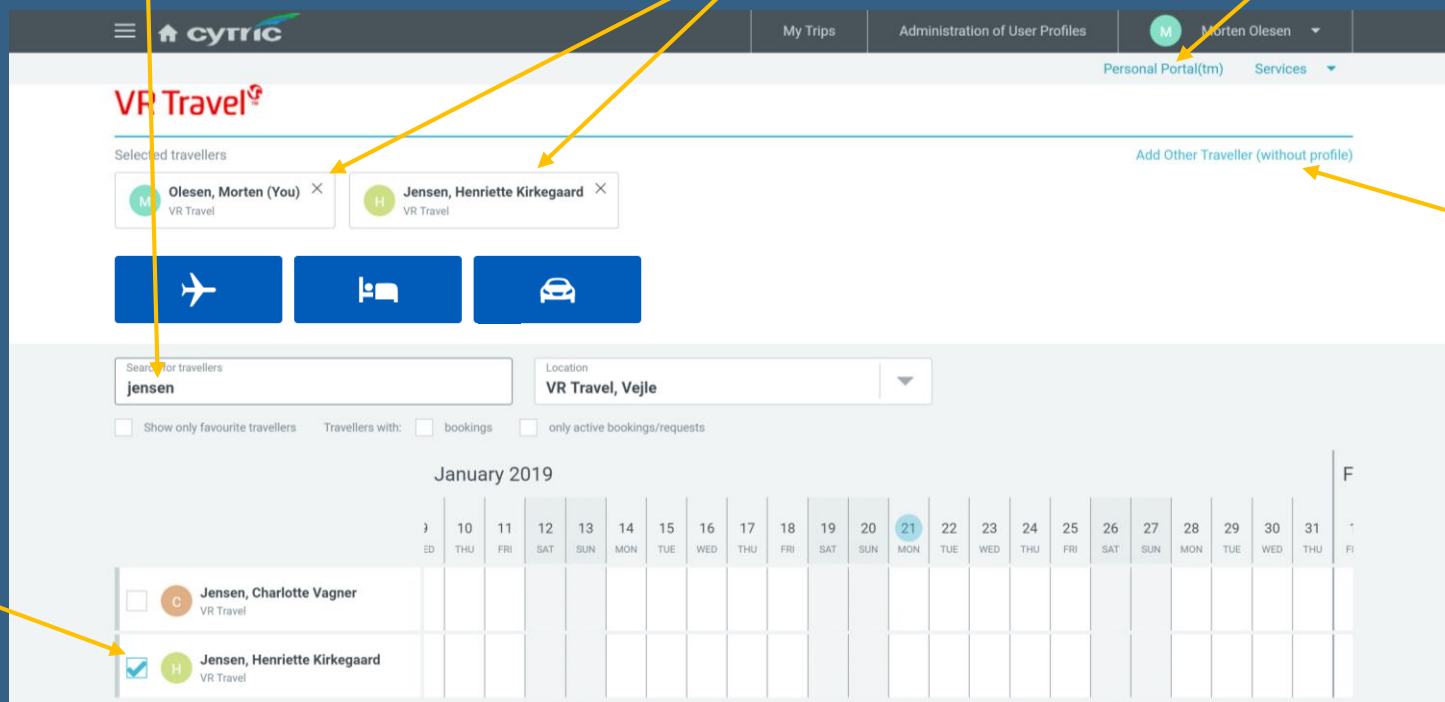
Søg på den eller de rejsende du vil tilføje (max. 9)

Her kan du se hvem du er i gang med at bestille rejser til

Adgang til din personlige rejseportal

Tilføje en rejsende uden profil

Klik på de rejsende du vil tilføje i din rejsebestilling



The screenshot displays the VR Travel booking portal. At the top, there is a navigation bar with a menu icon, the 'cytric' logo, and links for 'My Trips', 'Administration of User Profiles', and a user profile for 'Morten Olesen'. Below the navigation bar, the 'VR Travel' logo is prominently displayed. The main content area features a 'Selected travellers' section with two entries: 'Olesen, Morten (You)' and 'Jensen, Henriette Kirkegaard'. Below this, there are three blue buttons representing different travel services: a plane icon for flights, a bed icon for hotels, and a car icon for car rentals. A search bar labeled 'Search for travellers' contains the text 'jensen', and a location dropdown menu is set to 'VR Travel, Vejle'. Below the search bar, there are checkboxes for 'Show only favourite travellers', 'Travellers with: bookings', and 'only active bookings/requests'. The main part of the interface is a calendar for January 2019, with the 21st highlighted. Below the calendar, there is a list of travelers with checkboxes: 'Jensen, Charlotte Vagner' (unchecked) and 'Jensen, Henriette Kirkegaard' (checked).



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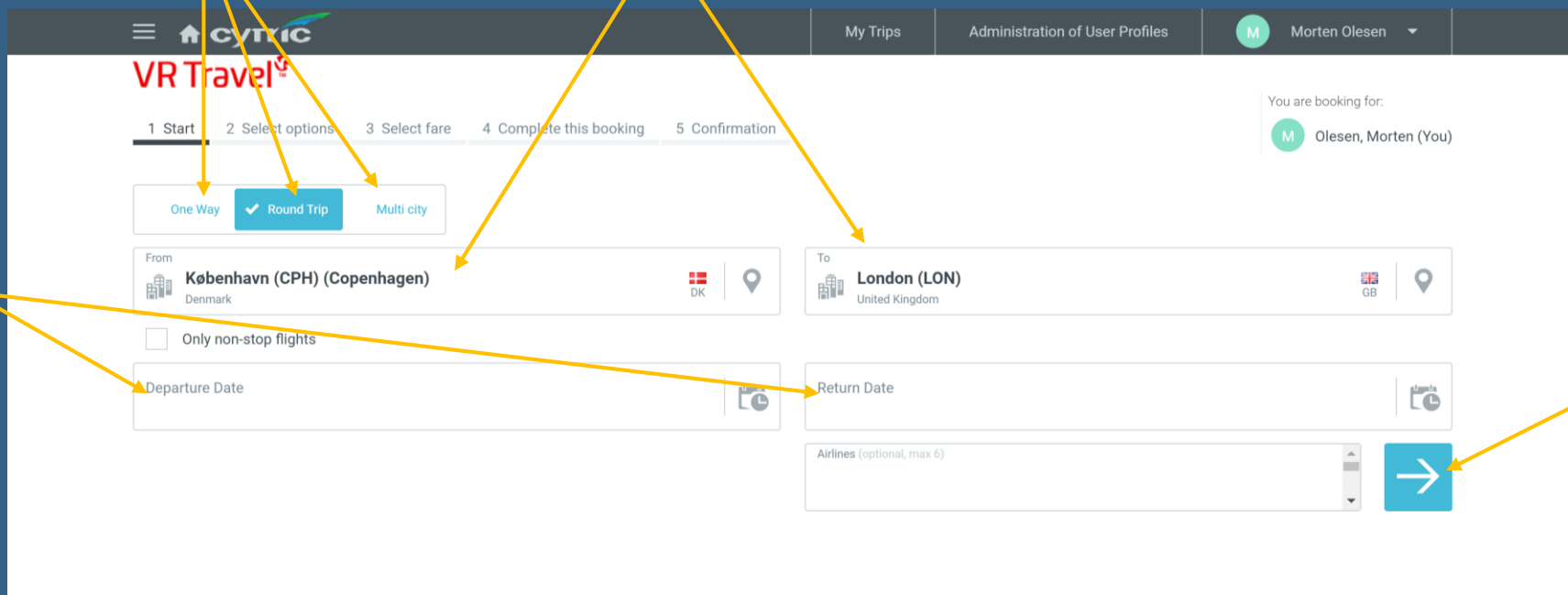
## Bestille en flyrejse

Angiv om du vil bestille en enkeltbillet, en returrejse eller en rejse med flere stop

Angiv hvorfra og hvortil du skal flyve

Angiv udrejse- og hjemrejsedato

Klik for at søge flyrejser



The screenshot shows the VR Travel 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. At the bottom, there is an 'Airlines (optional, max 6)' dropdown and a blue arrow button to search for flights. Yellow callout boxes with arrows point to the 'Round Trip' button, the 'From' and 'To' fields, the 'Departure Date' field, and the search arrow button.



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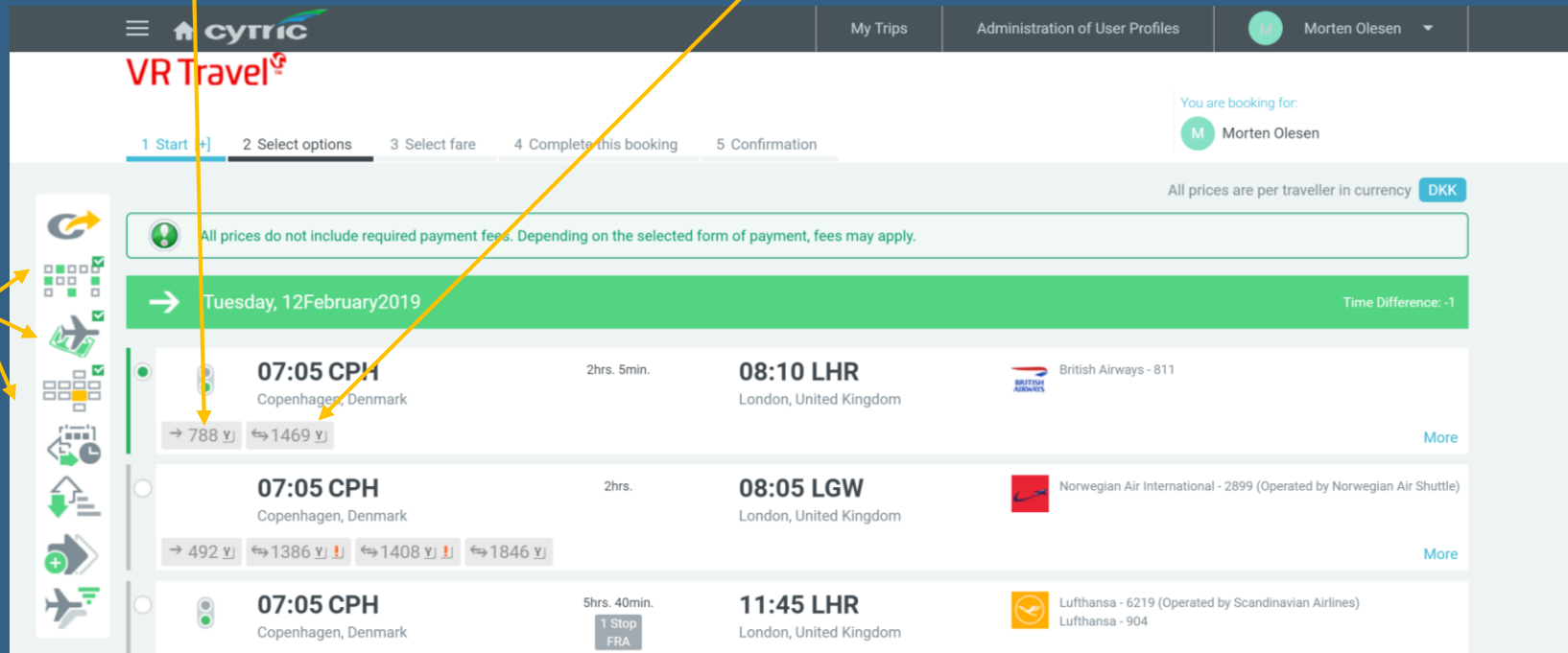
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## Bestille en flyrejse

Pris for one-way billet (enkelt pil)

Prismuligheder for returbillet med denne udrejse (dobbelt pil). Kør pilen over ikonet for at se hjemrejsemuligheder til prisen

Forskellige muligheder for at vise søgeresultatet. Se mere på næste side



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: '2 Select options'. A warning message states: 'All prices do not include required payment fees. Depending on the selected form of payment, fees may apply.' The flight date is 'Tuesday, 12 February 2019' with a 'Time Difference: -1'. Three flight options are listed:

Flight	Origin	Destination	Airline	Price (DKK)
07:05 CPH	Copenhagen, Denmark	08:10 LHR London, United Kingdom	British Airways - 811	788 (one-way), 1469 (return)
07:05 CPH	Copenhagen, Denmark	08:05 LGW London, United Kingdom	Norwegian Air International - 2899 (Operated by Norwegian Air Shuttle)	492 (one-way), 1386 (return), 1408 (return), 1846 (return)
07:05 CPH	Copenhagen, Denmark	11:45 LHR London, United Kingdom	Lufthansa - 6219 (Operated by Scandinavian Airlines) Lufthansa - 904	5hrs. 40min. (1 Stop FRA)



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## Menu'en på venstre side

**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

→ 12February2019 

Same Day	Earlier Flights	Later Flights
Previous Day	08:00	
Next Day	08:00	

← 14February2019 

Same Day	Earlier Flights	Later Flights
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

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

At least one airline should be selected.

Continue without filtering

**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



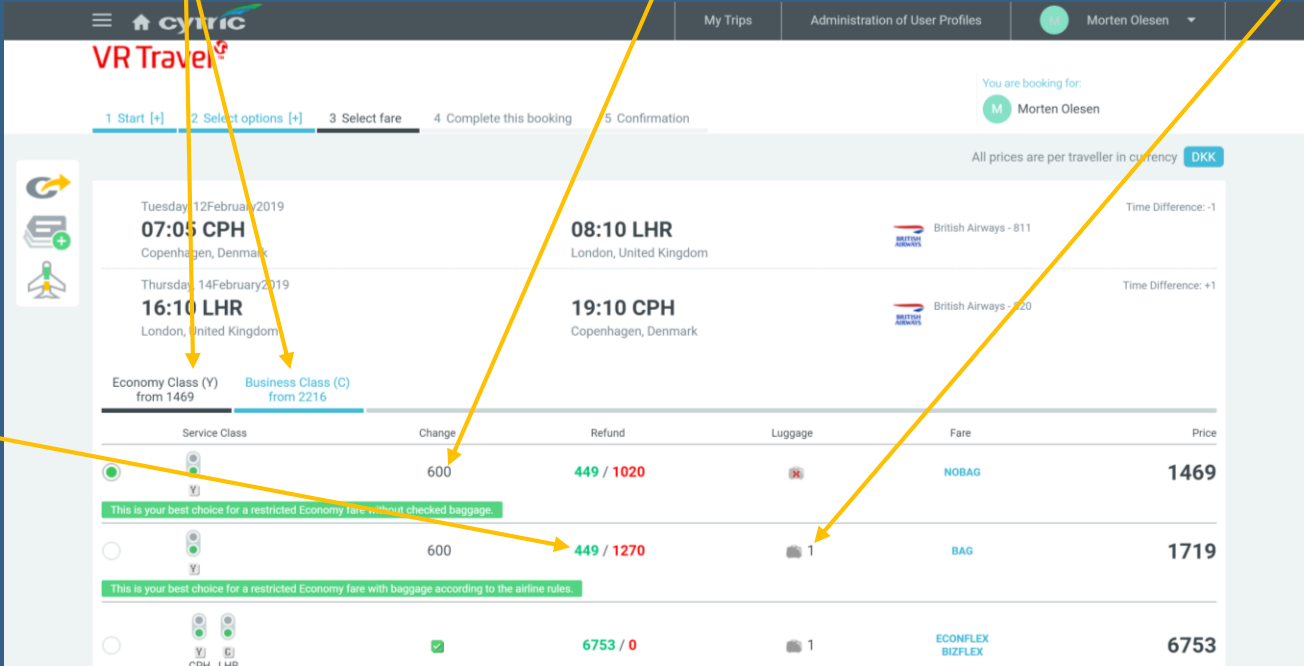
## Bestille en flyrejse

Vælg economy- eller business class

Flyselskabets gebyr ved ændring af billetten

Her kan du se om billetten inkluderer bagage

Beløb af billetten der kan refunderes (grøn) eller bliver tabt (rødt) i forbindelse med afbestilling



The screenshot shows a flight booking page for a round trip from Copenhagen (CPH) to London (LHR) and back. The flight is on British Airways. Below the flight details is a table comparing different fare classes and their associated costs.

Service Class	Change	Refund	Luggage	Fare	Price
Economy Class (Y) from 1469	600	449 / 1020	NOBAG	NOBAG	1469
Business Class (C) from 2216	600	449 / 1270	BAG	BAG	1719
ECONFLEX BIZFLEX	6753 / 0	6753 / 0	1	ECONFLEX BIZFLEX	6753



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## Afslutte bestilling af flyrejse

Flere muligheder:

- Navngive rejsen
- Reservere sæde (hvis muligt)
- Bestille tillægsydelse (hvis muligt)
- Bestille ekstra bagage (hvis muligt)
- Indsætte referencer til faktura (Projektnummer, medarbejdernummer, PO nummer, Costcenter o.s.v.)
- Betalingsmiddel (vælg invoice hvis rejsen skal på jeres konto)
- Tilføje medlemskort (frequent flyer)
- Vælge måltidstype (hvis muligt)


Vælg at reservere uden at købe billetten

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.

### Flight Booking

All prices are per traveller in currency DKK

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

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

[Book Ancillary Services](#)

Klik "Continue" for hurtig bestilling



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## Tillykke!

Du har nu reserveret din flybillet.

Hvis du har valgt at reservere og købe senere, skal du huske at gå tilbage i systemet og bekræfte dit køb inden den deadline systemet har givet dig

Husk! Du kan også bestille hotel og billeje på systemet



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