

Quick-guide to VR Travel online booking CYTRIC



Easy Self-booking



24 hours hotline service



Price Checker

Log in at VR Travel's online booking system *Amadeus Cytric*

cytric Velkommen til Cytric Travel & Expense!

Brugernavn
support

Password

Login

[Glem dit password?](#)

Sprog
Dansk

Privats- og datapolitikker/Cookies Support

cytric BY AMADEUS

Please note, that You can change language

At support@vejle-rejser.dk You can request your link to the system, username and password



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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 travels for others travellers

Access to your Profile and logout

The screenshot shows the VR Travel personal travel portal interface. At the top, there is a navigation bar with a menu icon, the 'cyrric' logo, and links for 'My Trips', 'Administration of User Profiles', and a user profile 'M Morten Olesen'. Below the navigation bar, the 'Travel Arranger Dashboard(tm)' and 'Services' are visible. The main content area features the VR Travel logo, a 'Selected travellers' section with a card for 'Mortensen, Morten (You)', and three large blue buttons with icons for flight, hotel, and rental car. Below these buttons are two calendar views for January 2019 and February 2019. Yellow arrows point from the text boxes to specific elements: one to the flight, hotel, and rental car buttons; another to the 'My Trips' link; a third to the 'Travel Arranger Dashboard(tm)' link; and a fourth to the user profile 'M Morten Olesen'.



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Travel arranger portal

Start your flightbooking here...

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

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

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

Access to your personal portal

Add travelers without a profile

The screenshot shows the 'Travel Arranger Dashboard' interface. At the top, there's a navigation bar with 'My Trips', 'Management', and 'VR business'. Below this, the dashboard title 'Travel Arranger Dashboard' is followed by the section 'Select travellers and booking type'. A note says 'You can select travellers from the calendar below.' The 'Booking for:' section shows two selected travellers: 'Olesen, Mort...' and 'Jensen, Henriette Kirke...'. There is an 'Add Other Traveler' button. A 'Book Flight' button is also present. Below this is the 'Recent and current bookings' section, which includes search filters for 'henriette', 'Assigned Location', and 'Assigned Division'. There are checkboxes for 'Favourite travellers only', 'Travellers with bookings', and 'Travellers with active bookings or requests'. At the bottom, a calendar for June and July 2022 is shown, with a marker for 'Jensen, Henriette Kirke...' on June 25th.



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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 location

Indicate if You only want to search nonstop flights or if You have a preference in transit airports

Indicate departure and return dates and times

Click to start search

The screenshot shows the 'Start flight booking' form on the cytric website. The form includes a progress bar at the top with five steps: 1. Start, 2. Select flights, 3. Select fare, 4. Complete booking, and 5. Confirmation. Below the progress bar, there are three tabs for trip type: 'One way', 'Round trip' (which is selected), and 'Multi city'. Below the tabs are two input fields for 'From' and 'To' locations, each with a location pin icon. Below these fields is a checkbox labeled 'Only non-stop flights' and a 'Via' button. Below the checkbox are two date and time selection fields: 'Departure date' and 'Return date', each with a calendar icon. Below the date fields are two dropdown menus: 'Airlines (max 6)' and 'Service class' (which is set to 'Economy'). At the bottom right of the form is a blue 'Search' button. Yellow callout boxes with arrows point to the 'Round trip' tab, the 'From' field, the 'To' field, the 'Only non-stop flights' checkbox, the 'Departure date' field, the 'Return date' field, and the 'Search' button.



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Book a flight

Here You can switch between outbound and inbound results

Click here to change the sorting or add a filter to your search

Choose the outbound trip that suits You best and the screen will change to inbound trips

The screenshot displays the 'Select flights' page on the cytric website. The interface includes a progress bar at the top with steps: Start, Select flights (active), Select fare, Complete booking, and Confirmation. Below the progress bar, the route is set to 'Round trip: Copenhagen → Aalborg'. The selected flights are 'CPH → AAL' on Tuesday, 21 Jun, and 'AAL → CPH' on Wednesday, 22 Jun. A dropdown menu for sorting is open, showing options: Default (Earliest departure), Latest departure, Earliest arrival, Latest arrival, Shortest travel time, Fewest stops, Lowest fare, Lowest CO₂ emissions, and Preferred airline. A 'Filter' button is also visible. The flight results are listed in a table with three options, each featuring a 'COVID-19 measures' icon and a 'Total trip prices from' value.

Airline	Flight Number	Origin	Destination	Class	Departure	Arrival	Total time	COVID-19 measures	Price
Norwegian Air International	- 3082	CPH Copenhagen, DK	AAL Aalborg, DK	Non-stop	07:35	08:20	0h 45m	Yes	kr 1041
Danish Air Transport	- 154	CPH Copenhagen, DK	AAL Aalborg, DK	Non-stop	08:10	09:05	0h 55m	Yes	kr 1287
Norwegian Air International	- 3084	CPH Copenhagen, DK	AAL Aalborg, DK	Non-stop	10:45	11:30	0h 45m	Yes	kr 1041



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Choose your price/ticket

If You want to see more fare combinations, click the "Show more fares" button

The suggested fare shows which class the ticket is on, possibility for changes, refund in case of cancellation and baggage included

Click on "Service class mix" and You will be able to make your own mix of economy, premium economy ad business class

Choose the price/ticket that suits you needs

The screenshot shows the 'Select fare' step in the cytric booking process. The top navigation bar includes 'My Trips', 'Management', and a user profile 'VR Business'. A progress bar indicates the current step is '3 Select fare'. The main content area displays two flight options for a round trip from Copenhagen (CPH) to Aalborg (AAL). The first option is a non-stop flight on Norwegian Air International (3082) on June 21, departing at 07:35 and arriving at 08:20. The second option is a non-stop flight on Norwegian Air International (3093) on June 22, departing at 17:45 and arriving at 18:30. Both flights have a total time of 0h 45m. A 'Show more fares' button is located below the flight options. To the right, there is a 'Service class mix' button and a 'Filter' button. Below the flight options, a 'Suggested fare' section shows the 'Economy' class with details on changes, cancellation, and baggage. The total price for the suggested fare is kr 1041. Below this, an 'Other fares' section shows another 'Economy' class option with a total price of kr 2141. The interface is clean and modern, with a dark blue header and a white main content area.



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Alternative options

My Trips
Management
VR Business

Start
Select flights
Select fare
Complete booking
Confirmation

You are booking for:
M
H

Select alternative option
Round trip Copenhagen Aalborg

Current selection

Norwegian Air International - 3082	JUN 21	CPH Copenhagen, DK 07:35	Non-stop Total time: 0h 45m	AAL Aalborg, DK 08:20	COVID-19 measures
Norwegian Air International - 3093	JUN 22	AAL Aalborg, DK 17:45	Non-stop Total time: 0h 45m	CPH Copenhagen, DK 18:30	COVID-19 measures

Service class
Economy

Change
No info

Cancellation
+kr 273 / -kr 768

Baggage

LOWFARE

Total price
kr 1041

→

Number of tickets: 1

Back

Alternative options

There are better offers that may suit your requirements. Please consider them before making your final selection.

Norwegian Air International - 3082	JUN 21	CPH Copenhagen, DK 07:35	Non-stop Total time: 0h 45m	AAL Aalborg, DK 08:20	COVID-19 measures
Norwegian Air International - 3095	JUN	AAL Aalborg, DK	Non-stop	CPH Copenhagen, DK	COVID-19 measures

When You have chosen you price/ticket combination, the system will show You other alternatives to you trip, that might be cheaper

If You don't want to make use of one of the alternative options, just click the blue button to proceed



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Finish your flightbooking

Before You finalize your booking, You will have the possibility to choose your seat, add baggage or other services

Note! This is only possible if the Airline offers these options

Complete flight booking

Norwegian Air International 3082	JUN 21	CPH Copenhagen, DK	Non-stop	AAL Aalborg, DK	08:20	COVID-19 measures
		07:35	Total time: 0h 45m			
Norwegian Air International 3093	JUN 22	AAL Aalborg, DK	Non-stop	CPH Copenhagen, DK	18:30	COVID-19 measures
		17:45	Total time: 0h 45m			

Service class: Economy
Change: No info
Cancellation: +kr 273 / -kr 768
Baggage: LOWFARE
Total price: kr 1041
Number of tickets: 1

Select seats kr 0 Add baggage kr 0 Add ancillaries kr 0

Booker VR Business, support@vejle-rejser.dk

Put booking on hold

If you want to add to your trip, select your next booking type here, then complete your current booking.

Add flight Add hire car Add hotel

kr 2082 Details
(Liable for payment)

Complete booking

About your system Privacy and data policies/Cookies Support
Last login on 15/JUN/2022 14:18

cytric
by AMADEUS

You can activate the button "Put booking on hold" if You wish to reserve this ticket (no charge) and confirm or cancel it at a later time. The system will inform You of the deadline for confirmation

Click complete booking to put on hold or to purchase the ticket



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Congratulation!

You have now book 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 on the system



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