



Amadeus cytric online booking tool

User guide

March 2020

Home Page

Welcome to the Amadeus cytric home page. This modern user interface comes with intuitive screen shots that will make your browsing and booking experience quick and easy.

The screenshot shows the Amadeus cytric home page. At the top, there is a navigation bar with links for 'My Trips', 'My Expense Statements', 'Administration of User Profiles', and a user profile for 'Alison Carpenter'. Below the navigation bar is a banner for 'CWT'. The main area features a 'Selected travellers' section with a box for 'Carpenter, Alison (Y... demo_UK_specialist_ed' and a 'Add Other Traveller (without profile)' link. Below this are icons for flight, hotel, train, car rental, and the 'Travel WIZARD (tm)'. A calendar for June 2020 is displayed, with specific flight bookings marked on June 15th and 19th. A detailed flight booking window is open for a KLM flight from London Heathrow to Amsterdam Schiphol on June 15th, showing departure at 06:30 and arrival at 09:00. The CWT logo is in the bottom left corner.

1. The numbering will give you access to help explain what each screen shot is and how it works
2. This shows you the calendar view of any trips already booked
3. Any existing bookings will show here

Travel Arranger

Travel Arranger

As a travel arranger, it is easy to book a trip for another traveller via access to the travel arranger dashboard.

1. Search for the traveller(s) for which you wish to make a reservation for in the search bar by typing their name
2. Select the traveller(s) and their name will appear at the top of the page
3. Calendar view will show all of your travellers' current trips
4. Start the booking procedure by clicking on the appropriate button
5. To return to your own reservation page click here

The screenshot shows the CWT Travel Manager Dashboard. At the top, there is a navigation bar with links for 'My Trips', 'My Expense Statements', 'Administration of User Profiles', 'Personal Portal(tm)' (highlighted with a red circle labeled '5'), 'Travel Manager Dashboard(tm)', 'Services', and a user profile for 'Alison Carpenter'.

The main area is titled 'CWT' and shows 'Selected travellers' with a box for 'Carpenter, Alison (Y... demo_UK_specialist_ed)'. Below this are five buttons for different travel modes: Airplane (4 bookings), Train, Bus, Car, and a 'Travel WIZARD (tm)' button.

Below the buttons is a search bar for 'Search for travellers' and a 'Location' dropdown. There are also checkboxes for 'Show only favourite travellers', 'Travellers with: bookings', 'requests', and 'only active bookings/requests'.

The central feature is a calendar for 'June 2020'. The days of the week are labeled: MON, TUE, WED, THU, FRI, SAT, SUN. The dates from 31 to 22 are shown. A red box highlights the 1st of June, which is a Saturday. A red circle labeled '1' is on the 'Location' dropdown. A red line with a red circle labeled '2' is at the bottom of the calendar, pointing to the 'Carpenter, Alison (Y... demo_UK_specialist_ed)' entry in the list of selected travellers.

On the left, a list of selected travellers is shown with checkboxes:

- Admin, Amadeus (demo_UK_specialist_ed)
- Admin, CWT (demo_UK_specialist_ed)
- Antoni, Kriszttian (demo_UK_specialist_ed)
- Armada, Monika (demo_UK_specialist_ed)
- Carpenter, Alison (Y... demo_UK_specialist_ed)** (checkbox is checked, red circle labeled '2')

At the bottom right, there are two airplane icons with red circles labeled '3'.

Flight reservation

Flight reservation

CWT

Selected travellers

 Carpenter, Alison (Y... X

 1     

Search for travellers Location ▼

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

1. Select the button for air or air/train

April 2020					May 2020																	
20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
  Carpenter, Alison (Y... demo_UK_specialist_ed																						

Flight reservation

Amadeus cytric is recommended for single or round trips. For complex trips please contact your team of offline travel consultants.

The screenshot shows the Amadeus cytric interface for flight booking. The top navigation bar includes 'My Trips', 'My Expense Statements', 'Administration of User Profiles', and a user profile for 'Alison Carpenter'. The main search area is titled 'CWT' and shows the following steps: 1 Start, 2 Select flights (highlighted), 3 Select fare, 4 Complete booking, 5 Confirmation. The search criteria are: From 'Manchester (MAN) United Kingdom' to 'Paris (PAR) France'. The search is set to 'Round Trip'. A checkbox for 'Only non-stop flights' is checked. Departure date is 'Tue, 12 May 2020' at '08 : 00' and return date is 'Fri, 15 May 2020' at '18 : 00'. A note indicates 'These events are scheduled between two days before and two days after the arrival at the destination or nearby' with a list of events: '30.04.2020-11.05.2020 Foire de Paris International Trade Fair, Paris Porte de Versailles (VIPARIS), Paris' and '08.05.2020-10.05.2020 MUSICORA International Exhibition of Music, Grande Halle de la Villette, Paris'. Below the search area, there are dropdowns for 'Airlines' (selected 'National Express'), 'Service Class' (selected 'Economy'), and 'Trip purpose' (selected 'External Meeting, Customer'). A large blue search button with a white arrow is at the bottom right.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

1. Indicates where you are in the reservation process.
2. Click here to book one way only
3. Complete your search criteria – departure/arrival can be a city or an airport.
4. Click here to search for direct connections. Click direct if you want to see direct flights only
5. Enter the dates and times of the trip
6. If there are any special events on at your destination on the dates you are travelling you can view them here
7. Optional refinement of request
8. Depending on your company configuration you may be asked to add a reason for travel
9. Start the air search

Flight Reservation

The screenshot shows the CWT Flight Reservation interface. At the top, there are navigation links: My Trips, My Expense Statements, Administration of User Profiles, and a user profile for Alison Carpenter. Below the header, the CWT logo is displayed with a red traffic light icon. The main content area shows a search for a round trip from Manchester (MAN) to Paris (PAR). The search results are sorted by 'Earliest departure' (highlighted with a red box and number 3) and include the following flights:

- 1** **MAN → PAR** (Tue, 12 May) and **PAR → MAN** (Fri, 15 May) (highlighted with a red box and number 2).
- 2** **flybe** Flight FlyBE-3121: Nonstop from Manchester, GB (06:15 MAN) to Paris, FR (08:50 CDG). Total trip price from £135.79.
- 3** **Virgin Atlantic** (operated by FlyBE): Nonstop from Manchester, GB (06:15 MAN) to Paris, FR (08:50 CDG). Total trip price from £170.79.
- 4** **Air France** (operated by FlyBE): Nonstop from Manchester, GB (06:15 MAN) to Paris, FR (08:50 CDG). Total trip price from £151.79 (highlighted with a red box and number 5).

At the bottom of the results, a note states: "Prices do not include any payment fee that may apply to your form of payment." The interface also includes a "Filter" button and a "Sort by Earliest departure" dropdown.

The results page will display the available flights. Company negotiated rates, CWT negotiated rates and low-cost airline rates are included in the offer.

1. Indicates where you are in the booking process
2. Display tab for outward or return flights
3. Options for sorting results
4. Options to filter results
5. Traffic light shows green for in policy and red for out of policy

Flight Reservation

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for:
Carpenter, Alison (You)

Round trip Manchester ⇔ Paris

MAN → PAR
Tue, 12 May

PAR → MAN
Fri, 15 May

Departure time: 13:00 - 22:00

Arrival time: 13:30 - 22:30

Airlines (1): Air France

Sorted by: Earliest departure (checked)

- Earliest departure
- Latest departure
- Earliest arrival
- Latest arrival
- Shortest travel time
- Fewest stops
- Most stops
- Lowest fare
- Lowest CO₂ emissions

Cancel Clear filter Apply filter

Prices do not include any payment fee that may apply to your form of payment.

Time difference: -1h 00m

16:50 CDG 17:20 MAN

18:15 CDG 18:40 MAN

Total trip prices in Economy from £183.79

Total trip prices in Economy from £151.79

It is possible to change the sort order or filter by airline, departure or arrival time

1. Change the sort order of your search
2. Filter by departure time
3. Filter by arrival time
4. Filter by airline
5. Apply filter

Flight Reservation

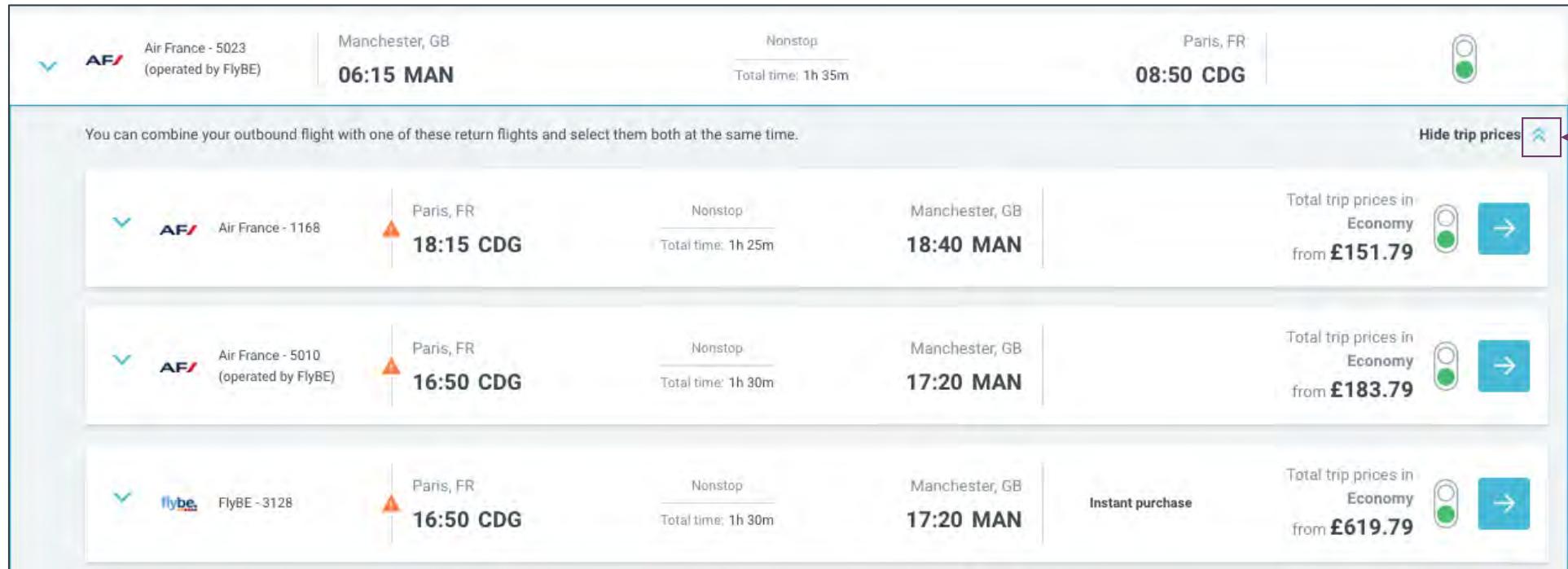
It is possible to see expanded information about the flight:

1. Click on the arrow to see more details about the flight such as duration, terminals, CO2 emissions etc.
2. The orange triangle means there are only a few seats remaining on the flight

The screenshot shows a flight search results page. At the top, a flight from Manchester (MAN) to Paris (CDG) is listed. The flight is operated by Air France (5023, Airbus A320) and is nonstop, taking 1h 35m. The departure is at 06:15 MAN and the arrival is at 08:50 CDG. Below this, a message says: "You can combine your outbound flight with one of these return flights and select them both at the same time." Two return flights are shown: one from Paris (CDG) to Manchester (MAN) at 18:15 CDG (Air France 1168, Airbus A320) with a duration of 1h 25m, and another from Paris (CDG) to Manchester (MAN) at 16:50 CDG (Air France 5010, Airbus A320) with a duration of 1h 30m. The 18:15 flight has a red arrow icon with a red circle containing the number 1, and the 16:50 flight has a red triangle icon with a red circle containing the number 2. A red box highlights the "Few seats remaining" message for the 18:15 flight. The 16:50 flight is marked with an "Instant purchase" button. CO2 emissions for the 18:15 flight are listed as Economy/Premium Economy: 86kg and Business: 109kg. Total trip prices are shown for both flights: £151.79 for the 18:15 flight and £183.79 for the 16:50 flight. The 16:50 flight is also marked with an "Instant purchase" button. A "Hide trip prices" link is located in the top right corner of the expanded flight details.

Flight Reservation

It is possible to see outward flights combinable with return flights:



Air France - 5023 (operated by FlyBE) Manchester, GB 06:15 MAN Nonstop Total time: 1h 35m Paris, FR 08:50 CDG

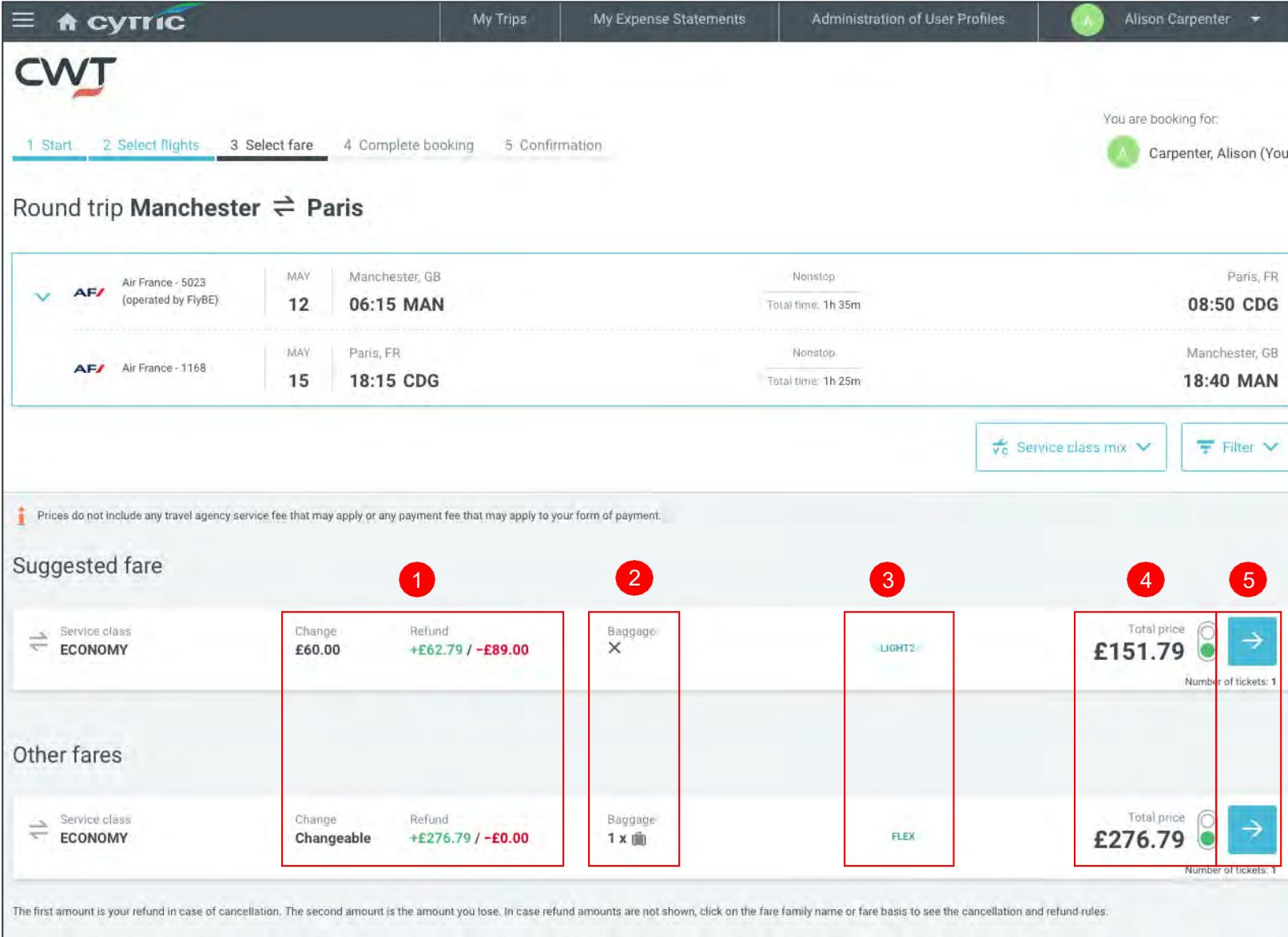
You can combine your outbound flight with one of these return flights and select them both at the same time.

Hide trip prices 

Flight Details	Return Flight Details	Price
Air France - 5023 (operated by FlyBE) Manchester, GB 06:15 MAN Nonstop Total time: 1h 35m	18:15 CDG Nonstop Total time: 1h 25m	Total trip prices in Economy from £151.79
Air France - 5010 (operated by FlyBE) Manchester, GB 18:40 MAN Nonstop Total time: 1h 30m	16:50 CDG Nonstop Total time: 1h 30m	Total trip prices in Economy from £183.79
FlyBE - 3128 Manchester, GB 17:20 MAN Nonstop Total time: 1h 30m	16:50 CDG Instant purchase	Total trip prices in Economy from £619.79

Click on the double arrow to obtain return proposals that can be combined with the selected outbound flight.

Flight reservation



The screenshot shows a flight search results page for a round trip from Manchester to Paris. The top navigation bar includes links for 'My Trips', 'My Expense Statements', 'Administration of User Profiles', and a user profile for 'Alison Carpenter'. The main content area displays flight details and fare options.

Flight Details:

- Round trip Manchester \rightleftarrows Paris
- Nonstop flight from Manchester, GB (06:15 MAN) to Paris, FR (08:50 CDG) on May 12, operated by Air France - 5023 (FlyBE).
- Nonstop flight from Paris, FR (18:15 CDG) to Manchester, GB (18:40 MAN) on May 15, operated by Air France - 1168.

Fare Options:

Suggested fare:

- 1. Service class: ECONOMY (Change £60.00, Refund +£62.79 / -£89.00)
- 2. Baggage: X
- 3. LIGHT2 (FLEX)
- 4. Total price: £151.79 (Number of tickets: 1)
- 5. Total price: £276.79 (Number of tickets: 1)

Other fares:

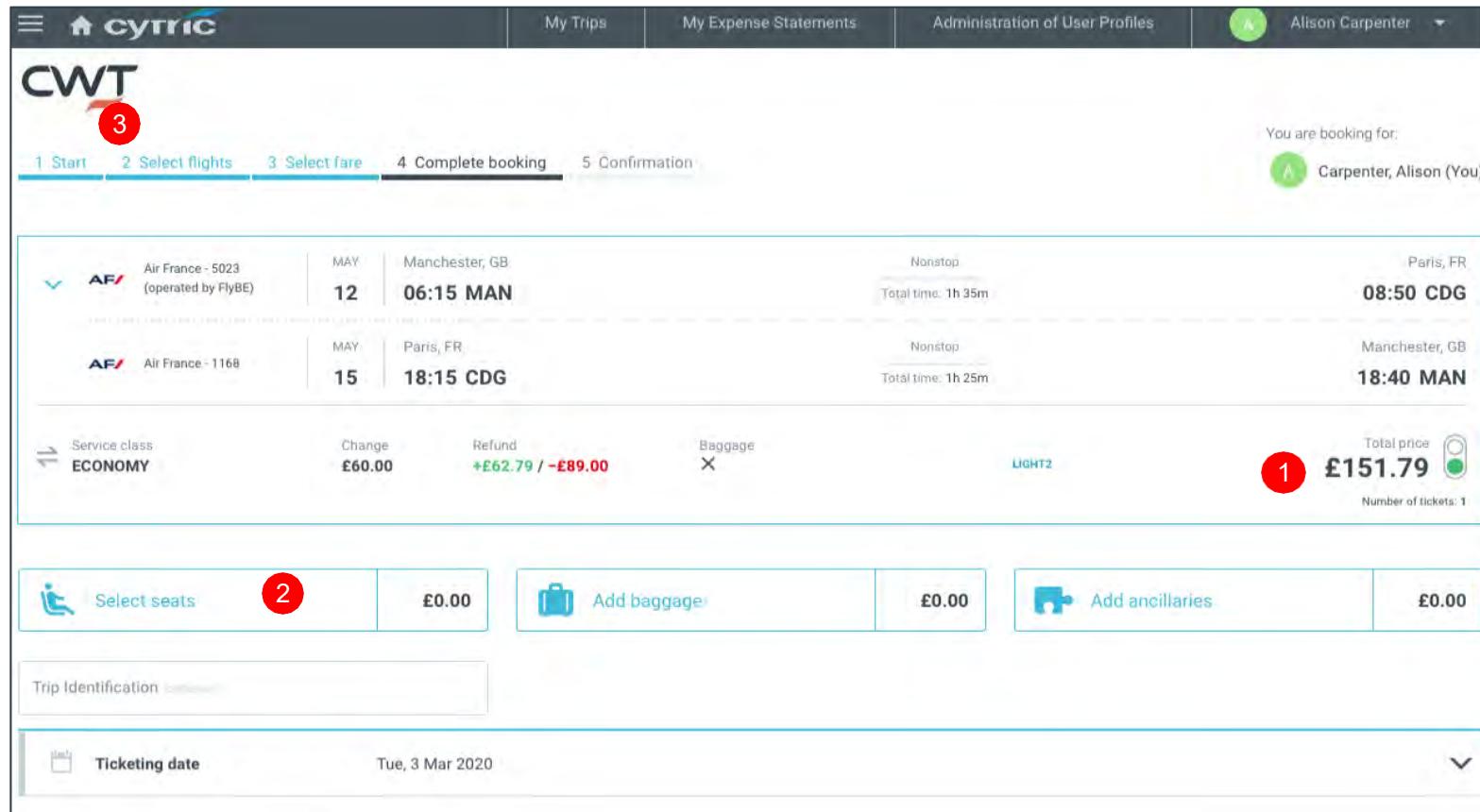
- Changeable (Refund +£276.79 / -£0.00)
- Baggage: 1 x

The first amount is your refund in case of cancellation. The second amount is the amount you lose. In case refund amounts are not shown, click on the fare family name or fare basis to see the cancellation and refund rules.

Once the flights have been selected, you can easily compare the prices including:

1. Amount to modify and cancel the booking
2. Details on whether or not the fare includes baggage
3. Tariff type/name
4. Flight price and compliance
5. Select the arrow for the desired fare

Flight reservation



The screenshot shows the Cytric flight reservation interface. At the top, there are navigation links: My Trips, My Expense Statements, Administration of User Profiles, and a user profile for Alison Carpenter. The main content area is titled 'CWT' and shows a progress bar with steps 1 Start, 2 Select flights, 3 Select fare (highlighted in red), 4 Complete booking, and 5 Confirmation. To the right, it says 'You are booking for: Carpenter, Alison (You)'. The flight details are as follows:

Flight	Date	Time	From	To	Flight Type	Total Time
Air France - 5023 (operated by FlyBE)	MAY 12	06:15 MAN	Manchester, GB	Paris, FR	08:50 CDG	Nonstop, 1h 35m
Air France - 1168	MAY 15	18:15 CDG	Paris, FR	Manchester, GB	18:40 MAN	Nonstop, 1h 25m

Below the flights, service class is listed as 'ECONOMY'. There are buttons for 'Change £60.00' and 'Refund +£62.79 / -£89.00'. Baggage options are shown as 'Baggage X' and 'LIGHT2'. The total price is £151.79 for 1 ticket. At the bottom, there are buttons for 'Select seats' (with a red '2' circle), 'Add baggage' (with a red '0.00'), and 'Add ancillaries' (with a red '0.00'). A 'Trip Identification' field and a 'Ticketing date' set to 'Tue, 3 Mar 2020' are also present.

1. Confirmation of the price for the flights you have reserved
2. Seat reservation (subject to availability depending on the time of fare)
3. Go back and re-choose flights by starting again or selecting flights



Scroll down the page

Flight reservation

 Carpenter, Alison

 Traveller data	Ms. Alison Carpenter, acarpenter@carlsonwagonlit.com, France	
 Ticket	E-ticket, ID for electronic ticket: Use unstored Government Issued PID	
 Payment or guarantee	Test AX Card (AX), Payment Fee:£2.60	
 Billing address	6 TEST STREET, WINDSOR, SL1 2BC, United Kingdom	
 Frequent traveller number	No card used	
 Meal request	Standard Meal	
 Remarks	Add your own remarks	
<hr/>		 Booker
 Alison Carpenter, acarpenter@carlsonwagonlit.com		
<p>Want to add another booking to your trip after this one? Select the booking type here.</p> <p>  </p> <p>£154.39 <small>Details ↴</small></p> <p>Complete Booking <small>Liable for payment</small></p>		

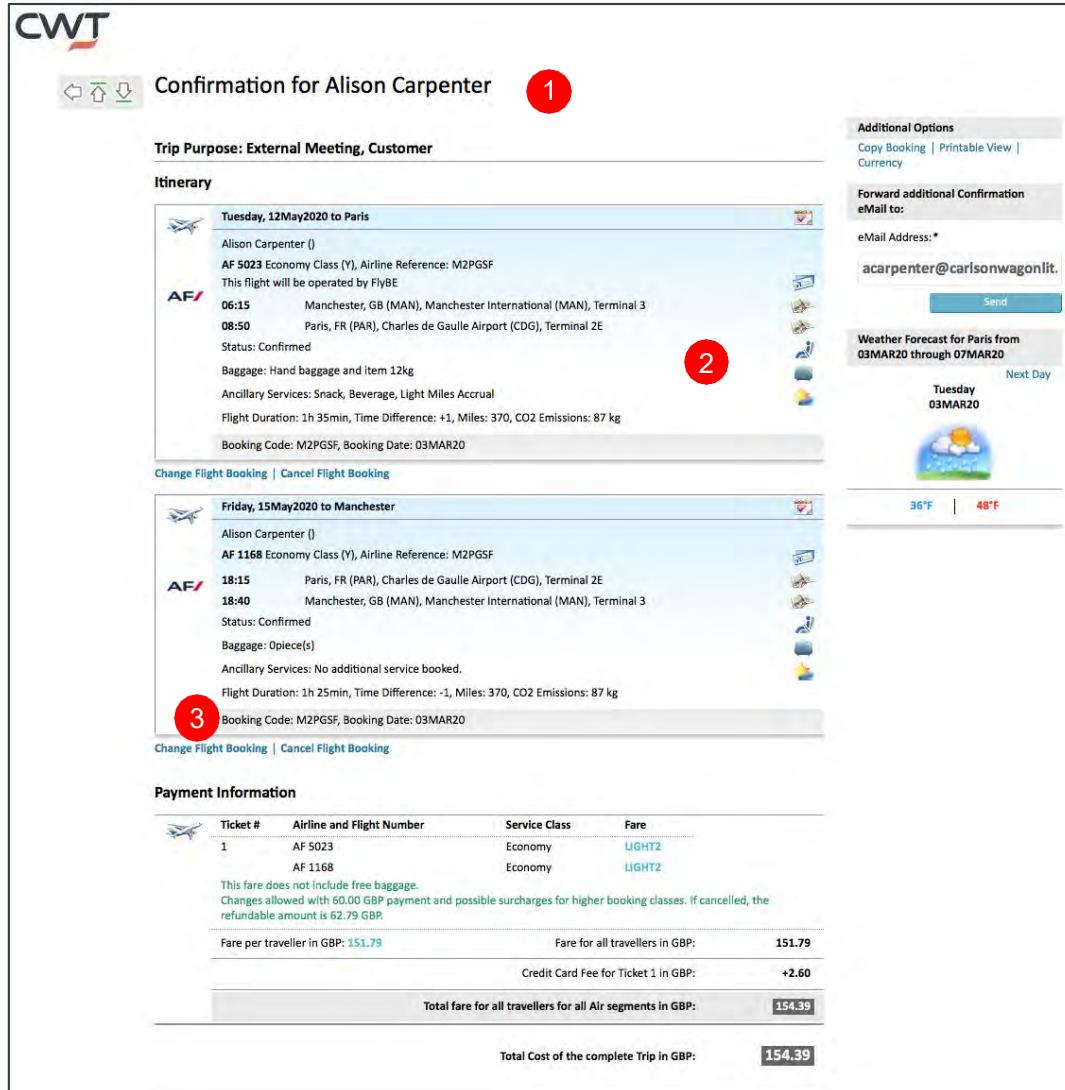
4. Traveller information

5. It may be necessary to enter additional values such as cost centres or any other information required by your company

6. It is possible to add another traffic type such as hotel, car rental, train, flight – click this before clicking complete booking

7. Click on Complete Booking to finalise the flight booking

Flight reservation



1 Confirmation for Alison Carpenter

2

3

Itinerary

Tuesday, 12May2020 to Paris

Alison Carpenter ()
AF 5023 Economy Class (Y), Airline Reference: M2PGSF
This flight will be operated by FlyBE

AF

06:15 Manchester, GB (MAN), Manchester International (MAN), Terminal 3
08:50 Paris, FR (PAR), Charles de Gaulle Airport (CDG), Terminal 2E

Status: Confirmed

Baggage: Hand baggage and item 12kg

Ancillary Services: Snack, Beverage, Light Miles Accrual

Flight Duration: 1h 35min, Time Difference: +1, Miles: 370, CO2 Emissions: 87 kg

Booking Code: M2PGSF, Booking Date: 03MAR20

[Change Flight Booking](#) | [Cancel Flight Booking](#)

Friday, 15May2020 to Manchester

Alison Carpenter ()
AF 1168 Economy Class (Y), Airline Reference: M2PGSF

AF

18:15 Paris, FR (PAR), Charles de Gaulle Airport (CDG), Terminal 2E
18:40 Manchester, GB (MAN), Manchester International (MAN), Terminal 3

Status: Confirmed

Baggage: 0piece(s)

Ancillary Services: No additional service booked.

Flight Duration: 1h 25min, Time Difference: -1, Miles: 370, CO2 Emissions: 87 kg

Booking Code: M2PGSF, Booking Date: 03MAR20

[Change Flight Booking](#) | [Cancel Flight Booking](#)

Payment Information

Ticket #	Airline and Flight Number	Service Class	Fare
1	AF 5023	Economy	151.79
	AF 1168	Economy	151.79

This fare does not include free baggage.
Changes allowed with 60.00 GBP payment and possible surcharges for higher booking classes. If cancelled, the refundable amount is 62.79 GBP.

Fare per traveller in GBP: 151.79	Fare for all travellers in GBP: 151.79
	Credit Card Fee for Ticket 1 in GBP: +2.60

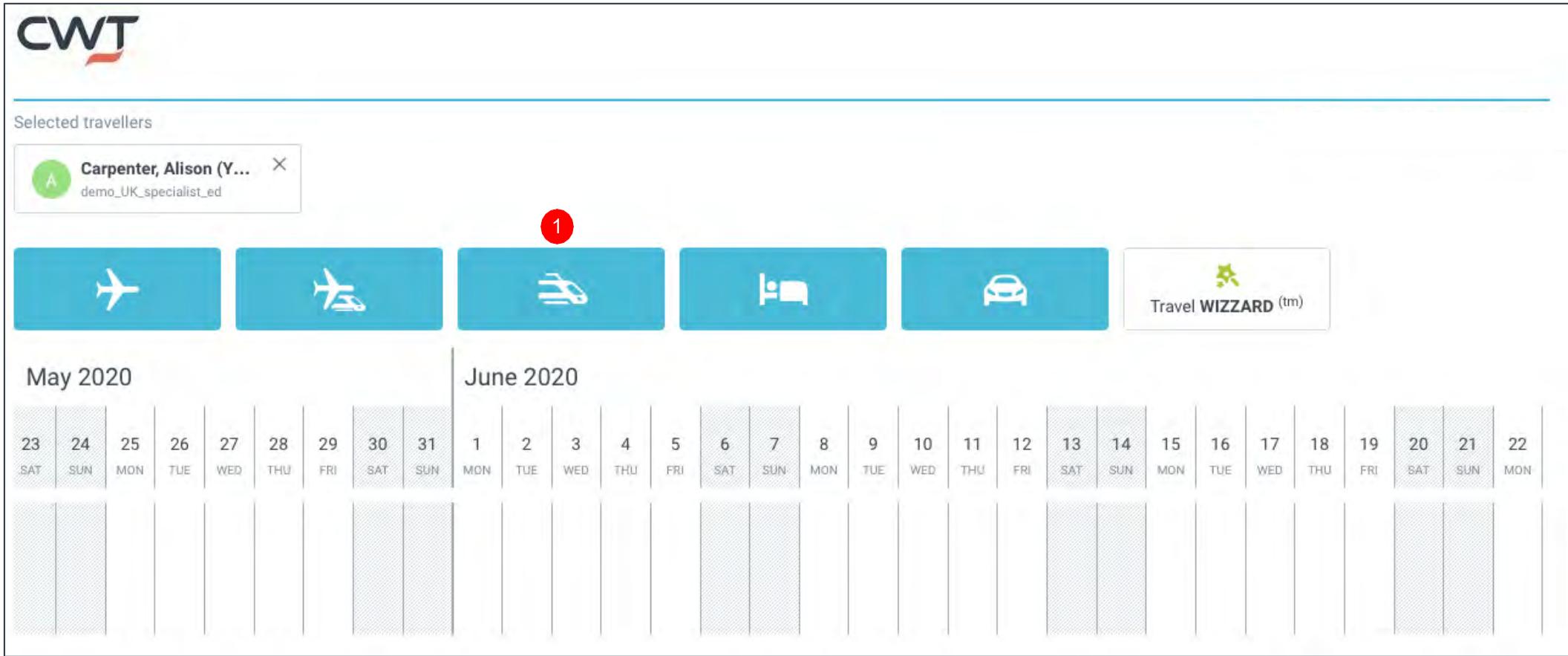
Total fare for all travellers for all Air segments in GBP: **154.39**

Total Cost of the complete Trip in GBP: **154.39**

1. Reservation confirmation
2. Summary information on the reservation
3. Reservation confirmation number to be communicated to CWT or to the airline, if necessary

Train reservation

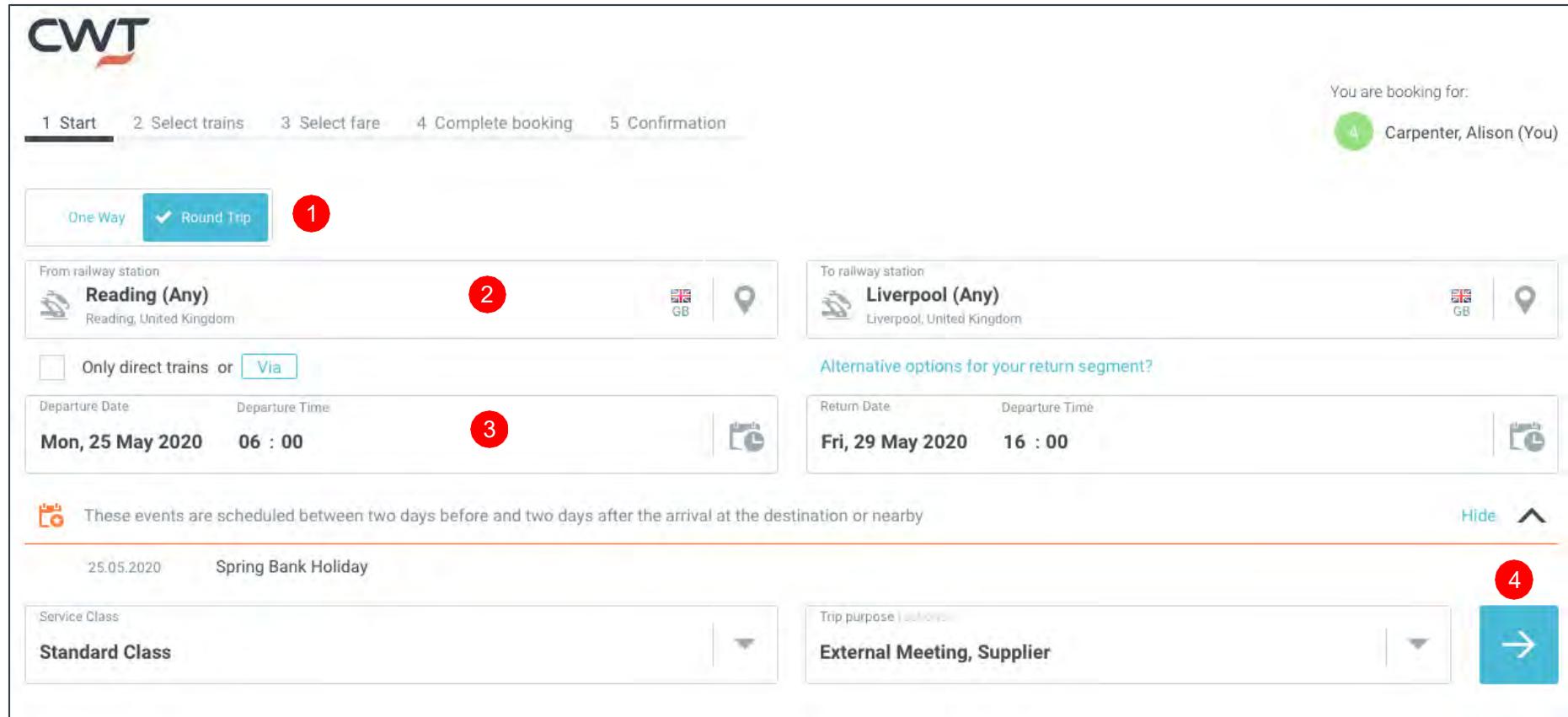
Train reservation



The screenshot shows the CWT travel booking interface. At the top, the CWT logo is visible. Below it, a section for "Selected travellers" shows a profile for "Carpenter, Alison (Y... demo_UK_specialist_ed)". Below this, a row of icons represents different travel modes: Airplane, Car, Train (which is highlighted with a red circle), Bus, and Hotel. To the right of the train icon is the "Travel WIZZARD (tm)" logo. The main part of the interface is a calendar for the months of May and June 2020. The calendar is divided into two columns. The left column represents May 2020, showing days from 23 to 31. The right column represents June 2020, showing days from 1 to 22. Each day is represented by a small box indicating the day of the week (e.g., SAT, SUN, MON, TUE, WED, THU, FRI) and the date. The boxes for the 1st of June and the 1st of July are highlighted with a red circle, likely indicating the current date or a specific selection.

1. Select the train button

Train reservation



The screenshot shows the CWT Train reservation interface. The top navigation bar includes the CWT logo and five steps: 1 Start, 2 Select trains, 3 Select fare, 4 Complete booking, and 5 Confirmation. The '2 Select trains' step is active, indicated by a thick black underline. The search criteria are set for a 'Round Trip' from 'Reading (Any)' to 'Liverpool (Any)'. The departure date is 'Mon, 25 May 2020' at '06:00' and the return date is 'Fri, 29 May 2020' at '16:00'. A note indicates events like 'Spring Bank Holiday' on 25.05.2020. The service class is set to 'Standard Class'. The trip purpose is 'External Meeting, Supplier'. The user is booking for 'Carpenter, Alison (You)'. The interface includes a 'Hide' button and a red circled '4' pointing to the 'Next' button.

1 Start 2 Select trains 3 Select fare 4 Complete booking 5 Confirmation

You are booking for:
4 Carpenter, Alison (You)

From railway station
Reading (Any)
Reading, United Kingdom

To railway station
Liverpool (Any)
Liverpool, United Kingdom

Alternative options for your return segment?

Departure Date Departure Time
Mon, 25 May 2020 06 : 00

Return Date Departure Time
Fri, 29 May 2020 16 : 00

These events are scheduled between two days before and two days after the arrival at the destination or nearby
25.05.2020 Spring Bank Holiday

Service Class
Standard Class

Trip purpose
External Meeting, Supplier

Hide 

4 

1. Select one way or return
2. Complete the search criteria – departure and arrival – can be a name of a city or station
3. Select dates and times
4. Continue by clicking the arrow

Train reservation

The screenshot shows a train search results page. At the top, there are five tabs: 1 Start, 2 Select trains (which is the active tab, highlighted in blue), 3 Select fare, 4 Complete booking, and 5 Confirmation. To the right, it says "You are booking for: Carpenter, Alison (You)". Below this, the search parameters are listed: "Round trip Reading ⇔ Liverpool", "Reading (Any) → Liverpool (Any)", "Mon, 25 May", and "Liverpool (Any) → Reading (Any)", "Fri, 29 May". A note below states: "Prices do not include any payment fee that may apply to your form of payment." The results are sorted by "Earliest departure".

Train Details	Departure	Arrival	Total Time	Price
CROSSCOUNTRY - XC3040 EAST MIDLANDS RAILWAY - EM9258	Reading, Reading, GB 06:15	Liverpool Lime Street, Liverpool, GB 10:27	Total time: 4h 12m	Total trip prices from £98.00
CROSSCOUNTRY - XC2060 CROSSCOUNTRY - XC4000 NORTHERN - NT7116	Reading, Reading, GB 06:45	Liverpool Lime Street, Liverpool, GB 11:28	Total time: 4h 43m	Total trip prices from £98.00
CROSSCOUNTRY - XC2060 WEST MIDLANDS TRAINS - LM3037 AVANTI WEST COAST - VT4060 MERSEYRAIL - ME1385	Reading, Reading, GB 06:45	Liverpool Lime Street, Liverpool, GB 10:58	Total time: 4h 13m	Total trip prices from £98.00

Each train row has an arrow icon to the right, which is highlighted with a red circle and labeled with a number (1, 2, 3, 4, 5) corresponding to the steps in the text below.

1. Onglets d'affichage des résultats aller ou retour.

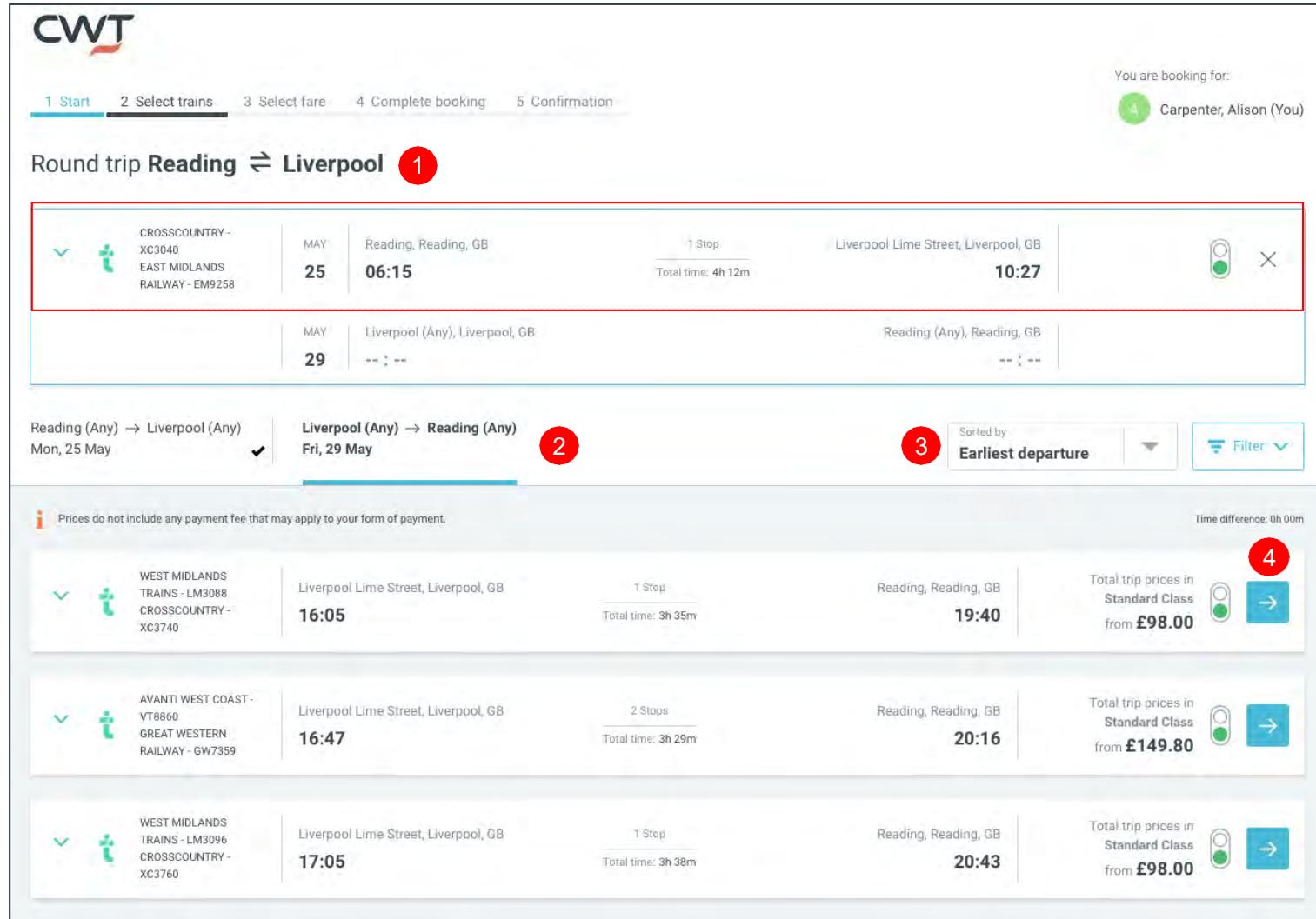
2. In or out of policy indicator – green for in policy, red for out of policy – in line with your company's travel policy. Depending on your company travel policy, first class may be hidden

3. This is the fare display which will include any negotiated rates that your company may have

4. You can change the sort order of the display or filter the results.

5. Select desired train by clicking the arrow

Train reservation



The screenshot shows the CWT Train reservation interface. At the top, there are five tabs: 1 Start (blue), 2 Select trains (black, currently selected), 3 Select fare, 4 Complete booking, and 5 Confirmation. To the right, it says "You are booking for: Carpenter, Alison (You)".

Round trip Reading ⇌ Liverpool (1)

The main content shows two train segments:

- Segment 1:** CROSSCOUNTRY - XC3040, MAY 25, Reading, Reading, GB to Liverpool Lime Street, Liverpool, GB. Departure: 06:15, Arrival: 10:27. Total time: 4h 12m. A red box highlights this segment.
- Segment 2:** Liverpool (Any), Liverpool, GB to Reading (Any), Reading, GB. Departure: 10:27, Arrival: 10:27. Total time: 0h 00m.

Below the segments, there are two return train options:

- Option 1:** WEST MIDLANDS TRAINS - LM3088, CROSSCOUNTRY - XC3740, MAY 29, Liverpool Lime Street, Liverpool, GB to Reading, Reading, GB. Departure: 16:05, Arrival: 19:40. Total time: 3h 35m. Price: from £98.00. A red circle with '4' is on the price.
- Option 2:** AVANTI WEST COAST - VT8860, GREAT WESTERN RAILWAY - GW7359, MAY 29, Liverpool Lime Street, Liverpool, GB to Reading, Reading, GB. Departure: 16:47, Arrival: 20:16. Total time: 3h 29m. Price: from £149.80.
- Option 3:** WEST MIDLANDS TRAINS - LM3096, CROSSCOUNTRY - XC3760, MAY 29, Liverpool Lime Street, Liverpool, GB to Reading, Reading, GB. Departure: 17:05, Arrival: 20:43. Total time: 3h 38m. Price: from £98.00.

At the bottom left, it says "Prices do not include any payment fee that may apply to your form of payment." On the right, there are "Sort by Earliest departure" and "Filter" buttons. A red circle with '3' is on the "Sort by" button.

1. Once the fare has been selected the train segment will be positioned on the banner at the top of the screen
2. The tab indicates the route on which the reservation process is at
3. Option to change the sort order
4. Select the return train

Train reservation

The screenshot shows the CWT Train reservation interface. At the top, there is a navigation bar with steps: 1 Start, 2 Select trains (which is the current step), 3 Select fare, 4 Complete booking, and 5 Confirmation. To the right, it says 'You are booking for: Carpenter, Alison (You)' with a profile icon.

The main content area shows a 'Round trip Reading ⇔ Liverpool' search. It lists two legs of the trip:

- Leg 1:** CROSSCOUNTRY - XC3040, EAST MIDLANDS RAILWAY - EM9258, MAY 25, Reading, Reading, GB to Liverpool Lime Street, Liverpool, GB, 06:15 to 10:27, 1 Stop, Total time: 4h 12m.
- Leg 2:** WEST MIDLANDS TRAINS - LM3100, CROSSCOUNTRY - XC2760, MAY 29, Liverpool Lime Street, Liverpool, GB to Reading, Reading, GB, 17:31 to 21:06, 1 Stop, Total time: 3h 35m.

Below the trip details, there is a 'Show more fares' button with a switch icon. A red circle with the number 1 is placed over the 'Filter' button.

Under the 'Service class' section, there are checkboxes for 'Standard Class' and '1st Class'. A red circle with the number 2 is placed over the 'Service class' section.

The 'Suggested fare' section shows a summary: Service class STANDARD CLASS, Change No info, Cancellation No info, OFF-PEAK RETURN (SVR), Total price £98.00, Number of tickets: 1. A red circle with the number 3 is placed over the 'Total price' section.

1. Results can be filtered by class
2. Fare tariff name – click on it for more details
3. Click the arrow to select the fare you want

Train reservation



1 Start 2 Select trains 3 Select fare 4 Complete booking 5 Confirmation

 CROSSCOUNTRY - XC3040 EAST MIDLANDS RAILWAY - EM9258	MAY 25	Reading, Reading, GB 06:15	1 Stop Total time: 4h 12m	Liverpool Lime Street, Liverpool, GB 10:27
 WEST MIDLANDS TRAINS - LM3100 CROSSCOUNTRY - XC2760	MAY 29	Liverpool Lime Street, Liverpool, GB 17:31	1 Stop Total time: 3h 35m	Reading, Reading, GB 21:06
Service class STANDARD CLASS	Change No info	Cancellation No info	OFF-PEAK RETURN (SVR)	Total price £98.00 Number of tickets: 1

 Select seat preferences **£0.00**
Details 1

Trip Identification (optional)

1. Seat reservations will be subject to availability
2. Click complete booking at bottom of the page (not shown here)

Hotel reservation

Hotel reservation

CWT

Selected travellers

 Carpenter, Alison (Y... X
demo_UK_specialist_ed

 1 Travel WIZZARD (tm)

May 2020

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

June 2020

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1. Select the hotel button

Hotel reservation

CWT

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for:
A Carpenter, Alison (You)

Select a destination or a hotel
Frankfurt (FRA) (Frankfurt/Main) ① DE ②
60311 - 65936, HE, Germany

Check-in and Check-out dates
Mon, 20 Apr 2020 – Fri, 24 Apr 2020 ③ 4 nights

Occupancy
④ Single Double

Trip purpose (optional)
External Meeting, Supplier ⑤ → ⑥

Last booked hotels ②

Fleming's Selection Hotel Frankfurt-City
★★★★★
Fleming's Selection Hotel Frankfurt-City
Frankfurt/Main, Eschenheimer Tor 2, 60313, HE, Germany

Lindner Hotel Düsseldorf Airport
★★★★★
Lindner Hotel Düsseldorf Airport
Düsseldorf, Unterrather Strasse 108, 40468, NW, Germany

AC Hotel Coslada Aeropuerto
★★★★★
AC HOTELS MARRIOTT
Madrid, C/ Rejas, 28022, MA, Spain

Grand Hôtel Dechampagne
★★★★★
Grand Hôtel Dechampagne
Paris, 17 Rue Jean Lantier, 75001, France

1. Enter the destination of the city or address where you need the hotel to be.
2. Or click one of the last booked hotels
3. Enter the arrival and departure dates, these will be pre-populated if you are adding to an existing reservation but can be changed.
4. Select the room type
5. Enter a travel reason (depending on your company configuration – this may not appear)
6. Click the arrow to continue

Hotel reservation

CWT

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for:
A Carpenter, Alison (You)

Single room at Frankfurt/Main for 4 nights, Mon, 20. APR - Fri, 24. APR

1 2 323 of 323 hotels according to your criteria. Showing hotels from category "Preferred Hotels", Filtered within: 10 mi, having any stars

Sort by: Preferred chain (A to Z) then by distance

1.  **InterContinental Frankfurt**
Intercontinental (Intercontinental Group)
Wilhelm-Leuschner-Str. 43, 60329 Frankfurt/Main, HE, Germany
Distance: 0.8 mi
CORP The lowest available company rate without breakfast is £191.11.

2.  **Radisson Blu Hotel Frankfurt**
Radisson Hotels
Franklinstr. 65, 60486 Frankfurt/Main, HE, Germany
Distance: 2.3 mi
CORP Restricted rates starting from (Breakfast: not included). The lowest available company rate without breakfast is £155.73

3.  Preferred chain (A to Z) then by distance

4.  £161.69
Breakfast: not included

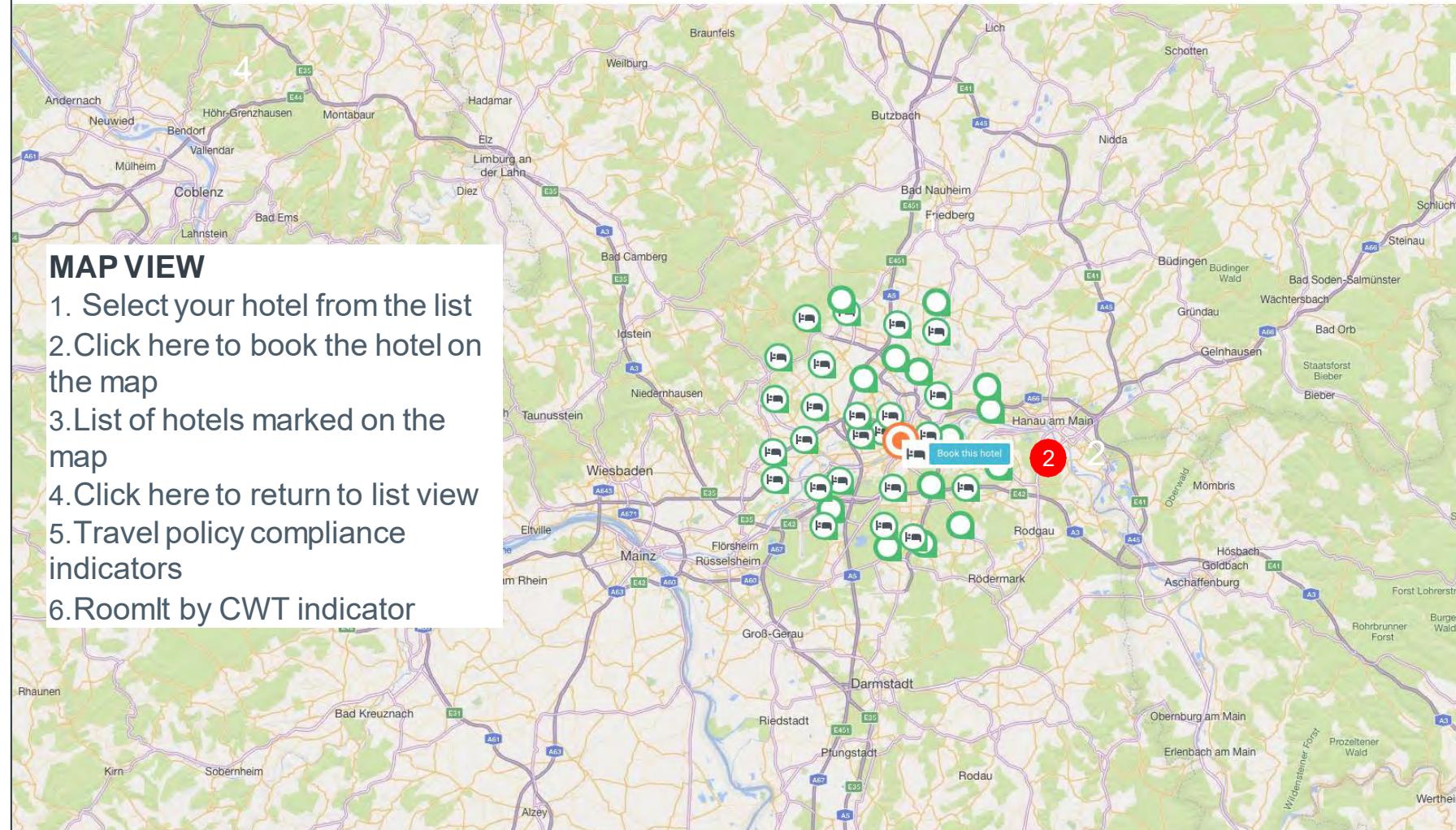
5.  CWT Client Hotel Platform, Amadeus

The results will be displayed according to the rules of your company's travel policy. In this example, preferred hotels are appearing as a default.

1. View of hotels on a map (click here)
2. Shows you the results and how they are filtered
3. Sort by price, distance, hotel name, hotel chain and preference
4. Travel policy compliance indicator – green for in policy, red for out of policy
5. Indicator showing whether it is a company or CWT negotiated rate

Hotel reservation

4   323 of 323 hotels according to your criteria. Showing hotels from category "Hotels", Filtered within: **10 mi**, having **any stars**



MAP VIEW

1. Select your hotel from the list
2. Click here to book the hotel on the map
3. List of hotels marked on the map
4. Click here to return to list view
5. Travel policy compliance indicators
6. RoomIt by CWT indicator

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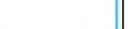
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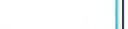
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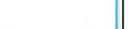
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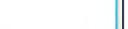
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1       <img alt="Map icon" data-bbox="865 435 915 4

Hotel reservation

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

Single room at Frankfurt/Main for 4 nights, Mon, 20. APR - Fri, 24. APR

3 of 323 hotels according to your criteria. Showing hotels from ca.

Preferred Hotels (2)
Low Budget Hotels (18)
Hotels (255)
Too Expensive Hotels (1)
Sold-Out Hotels (47)

2

1

Lowest price
Highest price
Distance
Name (A to Z)
Name (Z to A)
Chain (A to Z) than by lowest price
Chain (Z to A) than by lowest price
Chain (A to Z) than by distance
Chain (Z to A) than by distance
Highest category than by lowest price
Lowest category than by lowest price
Lowest category than by distance
Highest category than by distance
Preferred than (A to Z) than by lowest price
Hotels with corporate rates then by lowest price
Hotels with corporate rates then by distance

3 stars

1 of 9

£70.11
Breakfast: not included

£113.04
Breakfast: see rate

£231.54
Breakfast: not included

Amadeus

Amadeus

RoomIt by CWT

Filter results

Search radius 10 mi (323)

1 Any 2 ★★★ (267) 3 ★★★★ (134) 4 ★★★★★ (15)

In Policy hotels Hotels on request
Out of Policy hotels Low Budget Hotels
Neutral hotels Corporate Hotels

Hotel facilities

Hotel chains

Hotel which name includes

Cancel Apply

CWT Client Hotel Platform, Amadeus

CORP The lowest available company rate without breakfast is £266.82.

LIST VIEW

Several types of filters are available to improve the search for a hotel, services included or type of hotel

1. Change the sort order of the list view here
2. Change the type of hotel here – to see sold out properties, non-preferred hotels, budget hotels etc.
3. Additional filters to search by service type or hotel name

Hotel reservation

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for:
A Carpenter, Alison (You)

Single room at Jumeirah Frankfurt for 4 nights, Mon, 20. APR - Fri, 24. APR

Jumeirah Frankfurt
Jumeirah
Thurn-Und-Taxis-Platz 2, 60313 Frankfurt/Main, HE, Germany
Distance: 0.1 mi

RoomIt by CWT

1

2

3 Expedia £960.57
Average price per night: £240.14
Select room

4

CWT
Refundable Deluxe Room
1

CWT
Refundable Deluxe Room
1

Booking.com £1,027.58
Average price per night: £256.89
Select room

CWT
Refundable Deluxe Room
1

Once the hotel is selected you will automatically see the photographs loaded by that property

1. These symbols show you the services at this hotel
2. The rates are displayed in accordance with your company policy
3. Content type indicator – e.g. Booking.com, Expedia. If none then this is coming from the CWT Global Distribution system.
4. These symbols indicate whether breakfast is included and how many people per room the rate includes

Hotel reservation

This is Your BestBuy

CWT
Refundable Deluxe Room

Single room: In Policy
Breakfast not included
Max occupancy: 1

Hotel rate information

Total Rate without taxes and fees: £897.72
The total amount is: £960.57
The average rate per day is: £240.14

Detailed Hotel Room and Rate Description

Room Description: Deluxe Room
Rate Classification: Expedia - loyalty benefits will not apply to this rate(s)
Meal Info: Breakfast is not included
Rate Amount Total: 1125.91 EUR, Tax Recovery Charges and Service Fees. The Total Amount for this booking 1125.91 EUR includes Tax Recovery charges and Service Fees.
Tax Info: Inclusive: 73.67 EUR Tax is included in total amount. Exclusive: 8.00 EUR Mandatory Tax
Checkin & Checkout Time: The hotel allows check-ins from 3:00 PM. Check-ins will be stopped by 3:00 PM. Guests must check out by 12:00 PM. Extra-person charges may apply and vary depending on property policy. Government-issued photo identification and a credit card, debit card, or cash deposit are required at check-in for incidental charges. Special requests are subject to availability upon check-in and may incur additional charges. Special requests cannot be guaranteed. Mandatory: You'll be asked to pay the following charges at the property: A tax is imposed by the city: EUR 2.00 per person, per night We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book. Optional: The following fees and deposits are charged by the property at time of service, check-in, or check-out. Fee for buffet breakfast: EUR 38 per person (approximately) Airport shuttle fee: EUR 145 per vehicle (one-way) Self parking fee: EUR 32 per night Pet fee: EUR 25 per pet, per night Rollaway bed fee: EUR 60 per night The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change. Know before you go: This property offers transfers from the airport (surcharges may apply). Guests must contact the property with arrival details before travel, using the contact information on the booking confirmation. Only registered guests are allowed in the guestrooms. The property has connecting/adjoining rooms, which are subject to availability and can be requested by contacting the property using the number on the booking confirmation. Parking height restrictions apply.
Cost-Free Cancellation: Cancellation possible until 20APR20 16:00 (local time)
Cancellation Policy: Cancellations or changes made between 04:00 PM on Apr 20, 2020 and 05:00 PM on Apr 20, 2020 are subject to 90% penalty.
Cost-Free Cancellation: Cancellation possible until 20APR20 16:00 (local time)
Cancellation Deadline: 2020-04-20 16:00
Credit Cards accepted for Guarantee: AmericanExpress, Diners Club International, Maestro, MasterCard, Visa, Visa Electron

Expedia £960.57
Average price per night: £240.14

Select room

DETAILS:

1. The total price
2. Select the room
3. Breakfast information
4. Details on the proposed price, including any rate fluctuations per night
5. Additional information on the services included in the proposal and the cancellation policy

Hotel reservation

The screenshot shows the CWT hotel booking interface. At the top, a progress bar indicates the user is on step 4: 'Complete this booking'. The main content area displays a hotel summary for 'Jumeirah Frankfurt' (4 stars, Mon, 20. APR - Fri, 24. APR, 4 nights, £960.57). Below this, a 'Trip Identification' section shows 'Carpenter, Alison'. The 'Traveller data' section lists 'Ms. Alison Carpenter, acarpenter@carlsonwagonlit.com, France'. The 'Payment or guarantee' section shows 'Test AX Card (AX)'. The 'Billing address' section lists '6 TEST STREET, WINDSOR, SL1 2BC, United Kingdom'. The 'Frequent traveller number' section shows 'Hotel chain, No card used' and 'Airline programme, No card used'. The 'Remarks' section is empty. The 'Booker' section shows 'Alison Carpenter, acarpenter@carlsonwagonlit.com'. At the bottom, a 'Cancellation policy' note states 'Before 20APR20 16:00 (Local time) can be cancelled without penalty'. A section for adding another booking is present. The summary bar at the bottom right shows a total price of £960.57 and a 'Complete Booking' button.

Hotel Confirmation:

1. Total price
2. Add other services
3. Complete booking

Car rental reservation

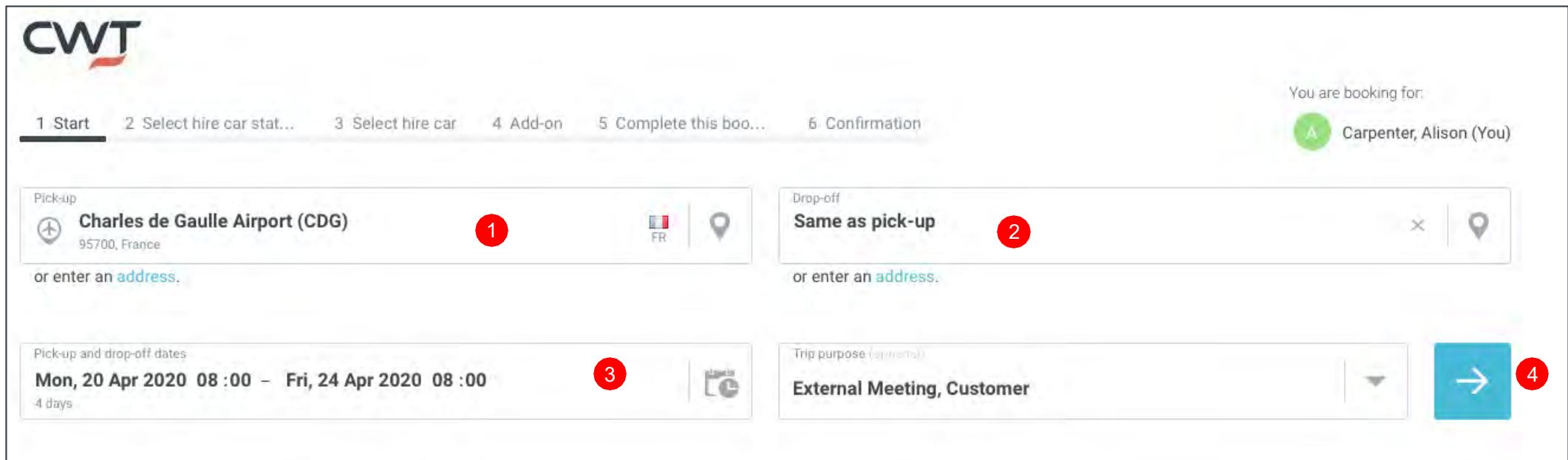
Car rental reservation

The screenshot shows the CWT travel booking interface. At the top, the CWT logo is visible. Below it, a section titled "Selected travellers" shows a profile for "Carpenter, Alison (Y... demo_UK_specialist_ed)". A green circular icon with a white letter "A" is next to the name. Below this, a row of travel icons includes an airplane, a train, a bus, a hotel, a car, and the "Travel WIZZARD (tm)" logo with a green star icon. A red circle with the number "1" is positioned above the car icon. The interface displays a calendar for May and June 2020. The month of May ends on Friday, June 5. The month of June begins on Monday, June 1. The car rental icon is highlighted with a red circle and the number "1", indicating it is the selected travel type.

May 2020					June 2020																												
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			

1. Select the car rental button

Car rental reservation

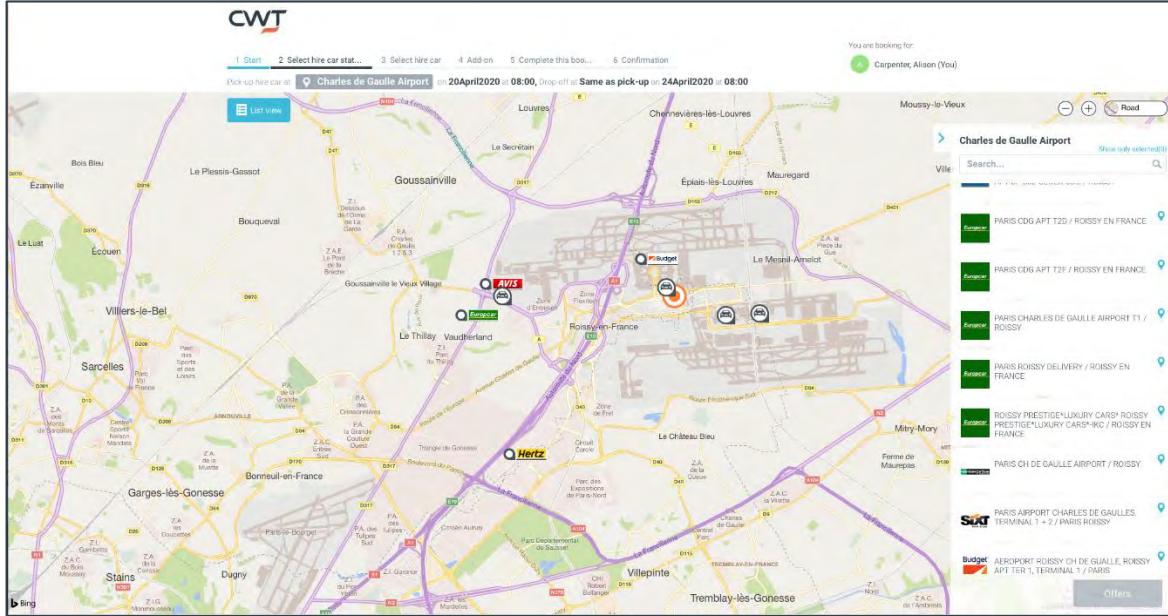


The screenshot shows the CWT car rental reservation interface. At the top, the CWT logo is displayed. Below it, a navigation bar shows the current step as '1 Start' and other steps: '2 Select hire car stat...', '3 Select hire car', '4 Add-on', '5 Complete this boo...', and '6 Confirmation'. To the right, it says 'You are booking for: Carpenter, Alison (You)' with a green profile icon. The main form area has four sections, each with a red numbered circle (1, 2, 3, 4) indicating the order of steps:

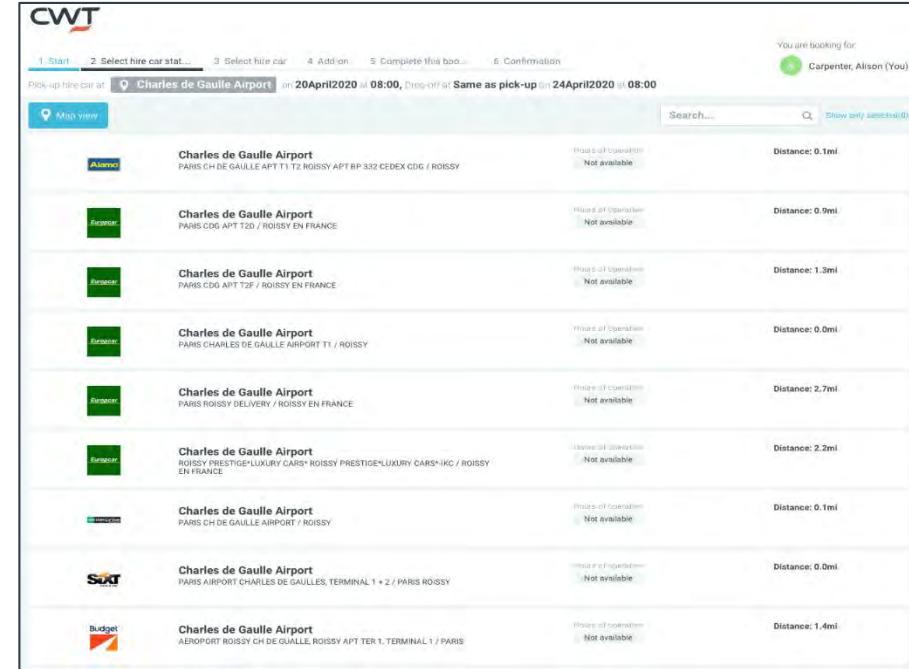
- Pick-up:** Charles de Gaulle Airport (CDG) 95700, France (1)
- Drop-off:** Same as pick-up (2)
- Pick-up and drop-off dates:** Mon, 20 Apr 2020 08:00 – Fri, 24 Apr 2020 08:00 (3)
- Trip purpose (optional):** External Meeting, Customer (4)

1. Enter the pick-up location from an airport / city or enter an address. These will default if you already have booked another service but you can overwrite them.
2. Enter the drop-off location from an airport / city or enter an address. If the same place as pick-up you do not need to fill anything in.
3. Enter the dates and times of the car rental.
4. Click the arrow to continue

Car rental reservation



This screenshot shows the 'MAP VIEW' of the CWT car rental reservation system. The map displays the area around Charles de Gaulle Airport (CDG) and Roissy-en-France (ORY). Key locations marked include Goussainville, Le Mesnil-Amelot, and Villepinte. Several rental agency icons are placed on the map, such as Avis, Budget, and Hertz. A search bar at the top right is set to 'Charles de Gaulle Airport'. The interface includes a sidebar with travel details: 'Pick-up hire car at Charles de Gaulle Airport on 20April2020 at 08:00, Drop-off at Same as pick-up on 24April2020 at 08:00'. A progress bar at the top indicates steps 1-6: Start, Select hire car stat..., Select hire car, Add-on, Complete this boo..., Confirmation.



This screenshot shows the 'LIST VIEW' of the CWT car rental reservation system. It lists 10 different locations for hire car stations, each with a logo and name. The locations are: 1. Charles de Gaulle Airport (Paris CDG APT T1 T2 ROISSY APT BP 332 CEDEX CDG / ROISSY, Distance: 0.1mi, Status: Not available). 2. Charles de Gaulle Airport (Paris CDG APT T2D / ROISSY EN FRANCE, Distance: 0.9mi, Status: Not available). 3. Charles de Gaulle Airport (Paris CDG APT T2F / ROISSY EN FRANCE, Distance: 1.2mi, Status: Not available). 4. Charles de Gaulle Airport (Paris CHARLES DE GAULLE AIRPORT T1 / ROISSY, Distance: 0.0mi, Status: Not available). 5. Charles de Gaulle Airport (Paris ROISSY DELIVERY / ROISSY EN FRANCE, Distance: 2.7mi, Status: Not available). 6. Charles de Gaulle Airport (Paris ROISSY PRESTIGE LUXURY CARS* / ROISSY PRESTIGE LUXURY CARS* INC / ROISSY EN FRANCE, Distance: 2.2mi, Status: Not available). 7. Charles de Gaulle Airport (Paris CHARLES DE GAULLE AIRPORT / ROISSY, Distance: 0.1mi, Status: Not available). 8. Charles de Gaulle Airport (Paris AIRPORT CHARLES DE GAULLES TERMINAL 1 + 2 / PARIS ROISSY, Distance: 0.0mi, Status: Not available). 9. Charles de Gaulle Airport (AEROPORT ROISSY CHARLES DE GAULLE, TERMINAL 1 / PARIS ROISSY, Distance: 1.4mi, Status: Not available). 10. Charles de Gaulle Airport (AEROPORT ROISSY CHARLES DE GAULLE, TERMINAL 1 / PARIS, Distance: 1.4mi, Status: Not available). The search bar at the top right is set to 'Charles de Gaulle Airport'. The progress bar at the top indicates steps 1-6: Start, Select hire car stat..., Select hire car, Add-on, Complete this boo..., Confirmation.

MAP VIEW

1. Select the rental agency that you want to use
2. Click on search to get the offers

LIST VIEW

1. Select the rental agency
2. Click on search to get the offers

Car rental reservation

1 Start 2 Select hire car stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

You are booking for:
Carpenter, Alison (You)

24 hire cars found at Charles de Gaulle Airport on 20April2020 at 08:00, drop-off at Same as pick-up on 24April2020 at 08:00

From category: All Sorted by: Lowest price

24 cars

Car Category	Vehicle Type	Mileage Included	Rate	Actions
Enterprise	Mini	Unlimited (MCMR)	£155.99	Select hire car
Enterprise	Economy	Unlimited (EBMR)	£161.19	Select hire car
Enterprise	Economy 4-5 Door	Unlimited (EDMR)	£188.89	Select hire car
Enterprise	Compact 4-5 Door	Unlimited (CDMR)	£190.78	Select hire car

The display of results will appear in accordance with your company's travel policy

1. Results filtered by vehicle rental companies, category of car and special equipment
2. Display by price
3. Price display and compliance
4. See more rental information
5. Select chosen rate

Car rental reservation

Several filters are available to refine the selection based on the initial request:

1. Filter by car company, special request, car category
2. Filter by in policy
3. Sort order
4. Travel policy compliance and rate selection

Filter results

Car hire companies (max. 5):

Unlimited km/mls included

Car category (max. 5):

Special equipment (max. 5):

Cancel Apply

You are booking for:
A Carpenter, Alison (You)

1 Start 2 Select hire car stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

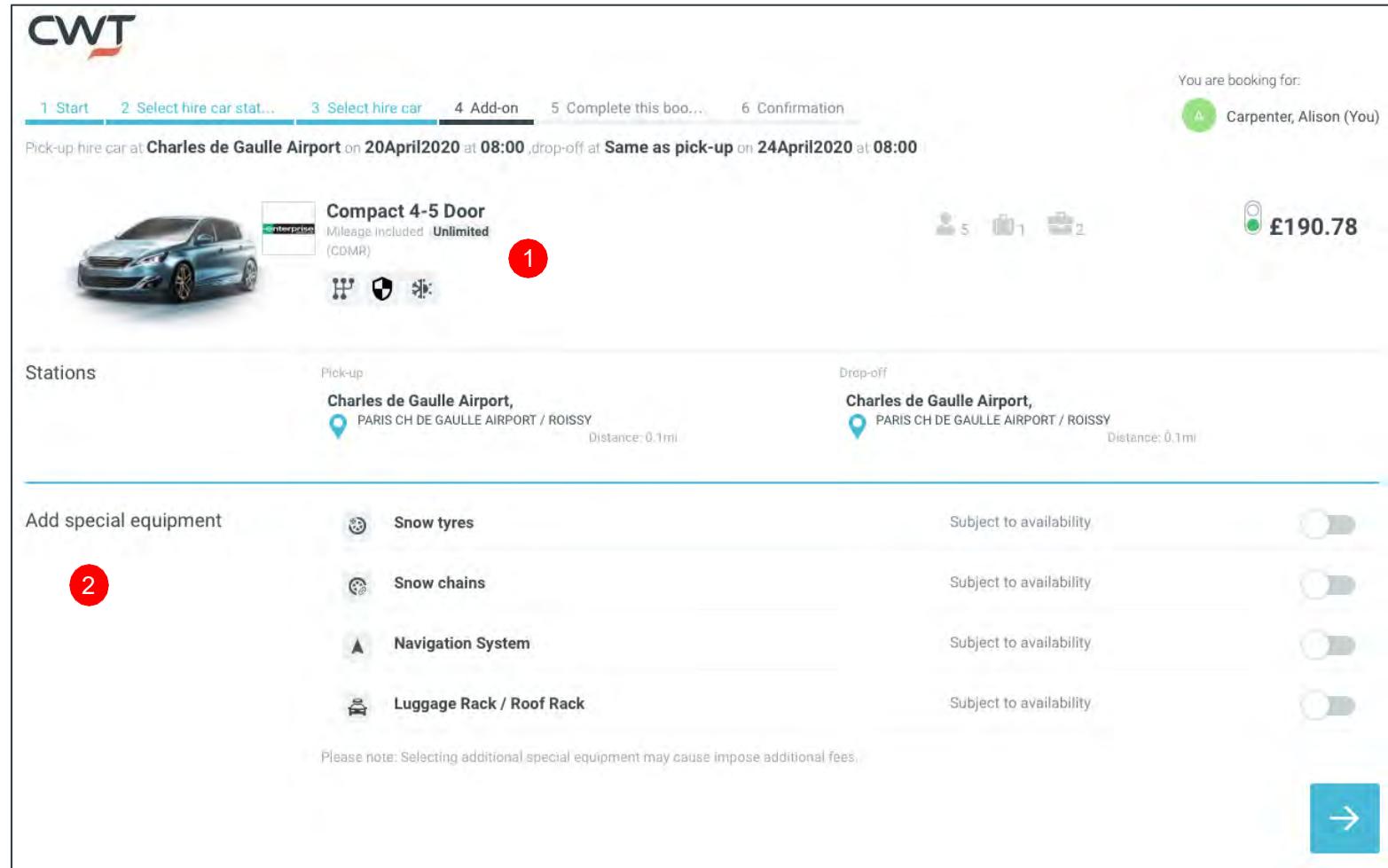
24 hire cars found at Charles de Gaulle Airport on 20April2020 at 08:00, drop-off at Same as pick-up on 24April2020 at 08:00

1 2 3 4

Car Type	Car Company	Mileage Included	Rate	Actions
Mini	Enterprise	Unlimited (MCMR)	£155.99	<input type="button"/> Select hire car
Economy	Enterprise	Unlimited (EBMR)	£161.19	<input type="button"/> Select hire car
Economy 4-5 Door	Enterprise	Unlimited (EDMR)	£188.89	<input type="button"/> Select hire car
Compact 4-5 Door	Enterprise	Unlimited (CDMR)	£190.78	<input type="button"/> Select hire car

CWT

Car rental reservation

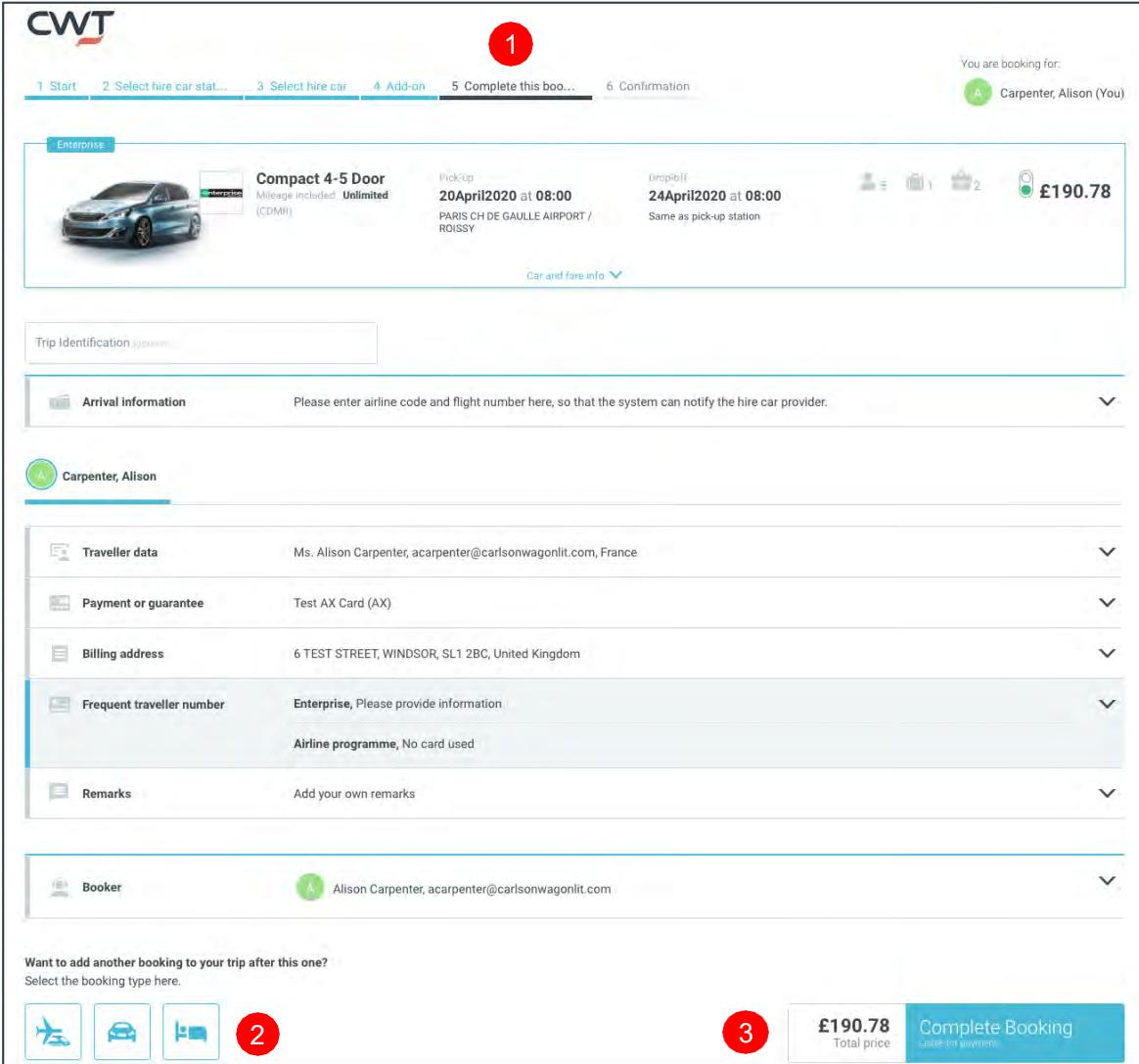


The screenshot shows a car rental reservation interface for CWT. The top navigation bar includes steps: 1 Start, 2 Select hire car stat..., 3 Select hire car (highlighted in blue), 4 Add-on, 5 Complete this boo..., 6 Confirmation. The user is booking for Carpenter, Alison (You). The pick-up location is Charles de Gaulle Airport on 20 April 2020 at 08:00, and the drop-off is the same on 24 April 2020 at 08:00. A blue car (Compact 4-5 Door, enterprise, Mileage Included, Unlimited (CDMR)) is selected. The price is £190.78 for 5 passengers, 1 luggage, and 2 additional bags. The stations are both Charles de Gaulle Airport, Paris CH DE GAULLE AIRPORT / ROISSY, with a distance of 0.1mi. Below, under 'Add special equipment', there are four options: Snow tyres, Snow chains, Navigation System, and Luggage Rack / Roof Rack, each with a subject to availability toggle switch. A note states: 'Please note: Selecting additional special equipment may cause impose additional fees.' A large blue 'next' button with a right arrow is at the bottom right.

Finalise the reservation:

1. Details of selected service
2. Optional special equipment (not guaranteed, subject to availability)

Car rental reservation



The screenshot shows the final step of a car rental booking process. The top navigation bar indicates the user is on step 5: 'Complete this boo...'. A red circle with the number '1' highlights the 'Confirmation' section, which displays the booking details: a blue Peugeot 308, compact 4-5 door, mileage included, pick-up on April 20, 2020, at 08:00 from Paris Charles de Gaulle Airport, and drop-off on April 24, 2020, at 08:00 at the same location. The total price is £190.78. The 'You are booking for:' section shows 'Carpenter, Alison (You)' with a green profile icon. Below this, the 'Trip Identification' field is empty. The 'Arrival information' section is collapsed. The 'Carpenter, Alison' section is expanded, showing 'Traveller data' (Ms. Alison Carpenter, email: acarpenter@carlsonwagonlit.com, France), 'Payment or guarantee' (Test AX Card (AX)), 'Billing address' (6 TEST STREET, WINDSOR, SL1 2BC, United Kingdom), 'Frequent traveller number' (Enterprise, Please provide information), 'Airline programme' (No card used), and 'Remarks' (Add your own remarks). The 'Booker' section shows Alison Carpenter with the same email. At the bottom, there is a note about adding another booking and three icons for flight, car, and hotel, with a red circle containing the number '2' over the car icon. The total price of £190.78 and a 'Complete Booking' button are at the bottom right, with a red circle containing the number '3' over the button.

1. Confirmation of car rental reservation
2. Add flight, hotel etc.
3. Complete booking

cwt