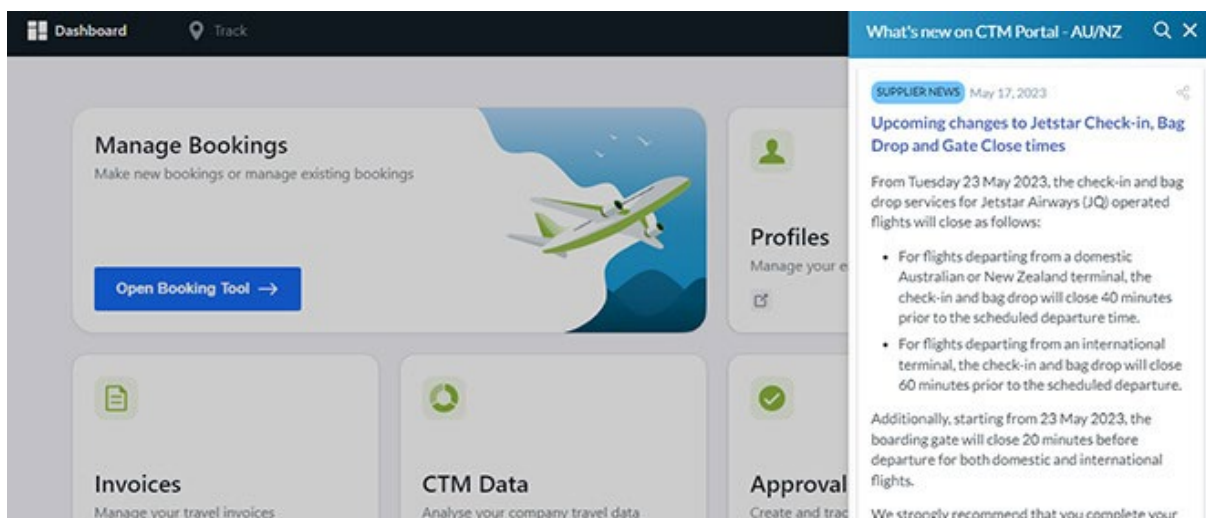
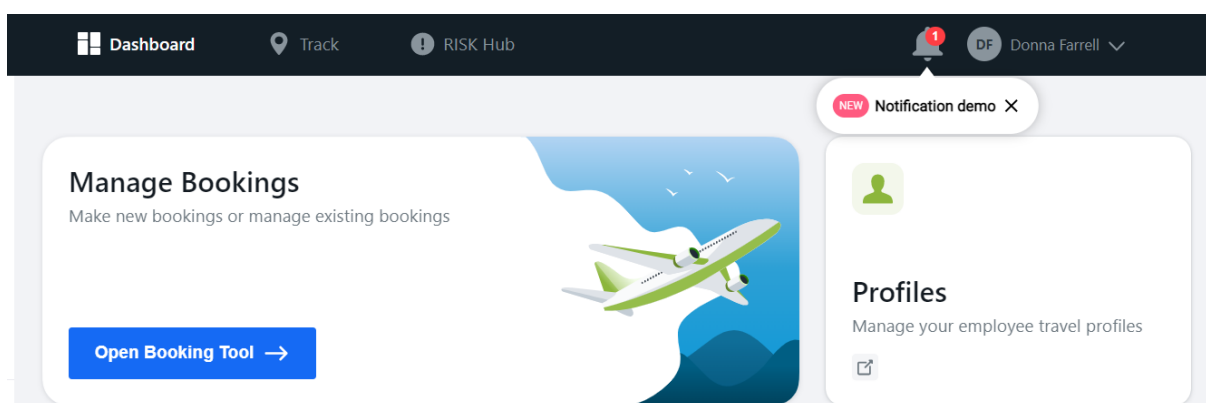




CTM Notifications Tool

This tool allows CTM to announce our latest product changes, new features, bug fixes, supplier news and more to all of our users, ensuring a consistent and real-time messaging system to all users.

When a user logs into the Portal, they will be notified of any new messages with a red number on the alarm bell icon in the top right-hand corner of the screen.



When the user clicks on the notifications icon, it will open displaying the notifications from newest to oldest.

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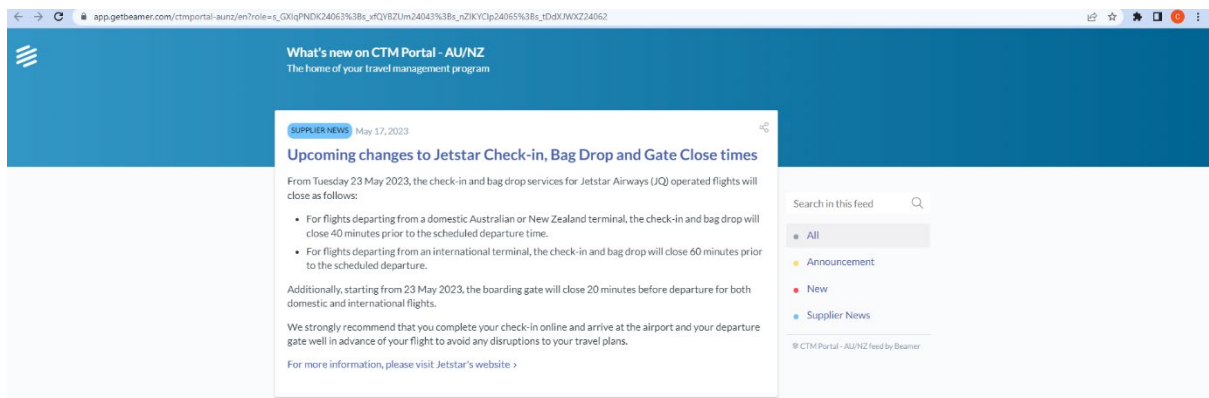
The benefits of this tool include:

- Real-time alerts that deliver timely and relevant information
- Consistent approach to communication and training for CTM Portal users
- Access to useful resources including videos, images and documents related to your travel tools.

FAQ

Can I keep the notification window open alongside the rest of portal or Cytric?

Yes. Cytric opens a new window, so you will be able to keep the notification window open. The notifications can also open a standalone page, which can be kept open alongside whichever browser page you wish to keep open.



How often will the notifications be updated?

Notifications will be sent on an as-required basis and will be monitored regularly for relevance and accuracy. Certain posts will expire, ensuring only the most relevant information is being displayed.

What type of notifications will be received?

Notifications will be categorised based on the type of information being shared. Current categories include:

- **New** - any new technology functionality releases
- **Coming Soon** - any technology features due to be launched
- **Announcement** - utilised for important posts e.g. planned system maintenance timeframes
- **Supplier News** - supplier updates e.g. changes to services or processes
- **Availability Update** - for supplier specific alerts e.g. supplier constraints/limitations or availability concerns

Can this be turned on by entity/debtor?

Yes. This can be activated at an entity level.

When will this be available?

Please email chris.rose@travelctm.com to opt in to the CTM Notification Tool. Your Entity will have this functionality activated shortly after you confirm your preference to opt in.