

Multi Traveller Hotel Booking Flow Feature

Enhancements with cytric v21.3 release

Enhancements to improve the user experience when booking hotels for multiple travellers have been released in version 21.3 of cytric. These enhancements will deliver the ability to shop for multiple rooms in a single search for both CTM Sleep Space and GDS content, with the shopping results page showing only properties with at least the minimum number of rooms required.

The new Multi Traveller Hotel booking flow allows the end user to create hotel only bookings for up to 9 travellers, as well as in conjunction with flights. Previously individual hotel bookings needed to be created when flights were not included in the itinerary.

Your traveller selection can include a combination of registered travellers (travellers with a stored profile) and guest travellers.

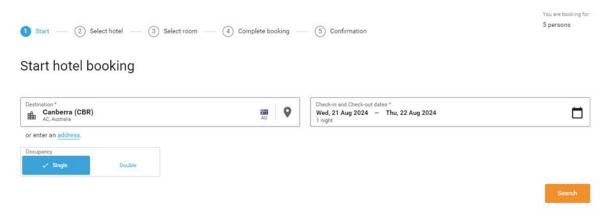
This new feature saves time and enhances the user experience.

Hotel Only Booking

Select the travellers you wish to create a hotel booking for.

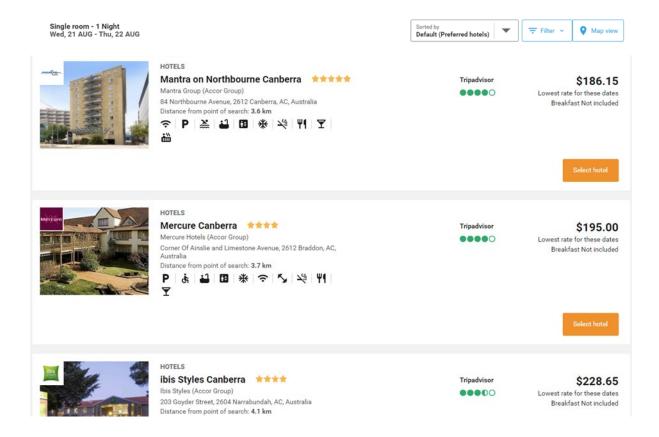
Select travellers and booking type Booking for: Bongiovanni, Evelyn (You) X Palco, Fernando Department of Communications Add travellers Traveller, Ian X Assigned Location* SyDOB28AH PROD Travel Policy Group * WoAG SES

Enter your search criteria then select Search.



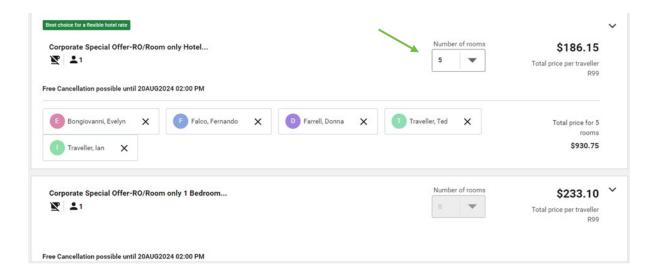
Hotel availability will display for the number of travellers you have selected. Only hotels that can accommodate the number of travellers in the booking will be returned in availability. The system filters out any properties and rooms that don't have the required room number. This is the case for both Sleep Space allotments and GDS content. Note: The same hotel can only be booked for all travellers.

Select hotel in Canberra



The cancellation policy displays for each room rate. It is important to expand the view to read the complete cancellation conditions.

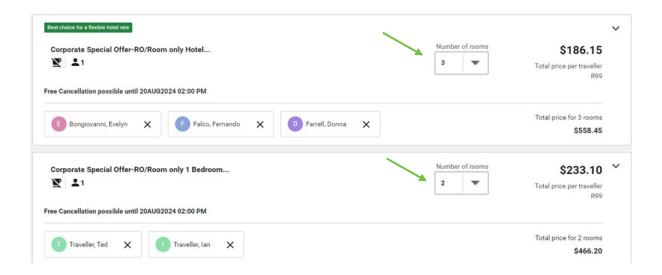
You have the choice to book the same room rate for all your travellers.



<u>OR</u>

If you are booking Amadeus (excludes Sleep Space) hotel availability, you can choose different room rates between travellers. In this example, we have selected the Mantra on Northbourne from Amadeus's inventory and booking for five travellers. Three travellers will be booked at the \$186.15 room rate and the remaining two travellers will be booked at the \$233.10 room rate.

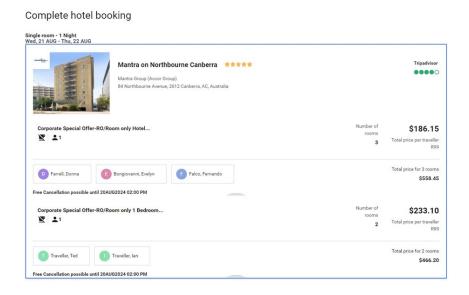
Note: Hover over the traveller's name, the change option will display to select a different traveller when assigning a room rate.



Select Continue to proceed with the booking process.



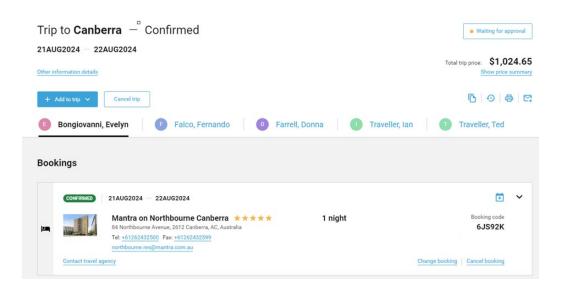
On the **Complete Hotel booking** screen the traveller information displays according to the room rate selected.



After completing the required information for your travellers, select **Complete booking** and individual bookings will be created for each traveller.

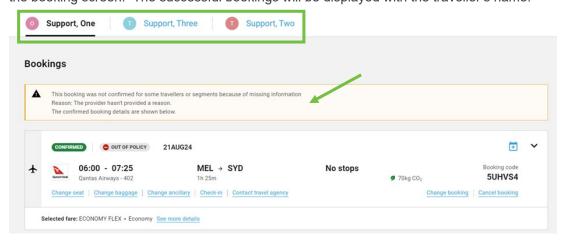


On the Booking screen, the status shows **Confirmed**, and the list of travellers booked at the property will display.



Important Note

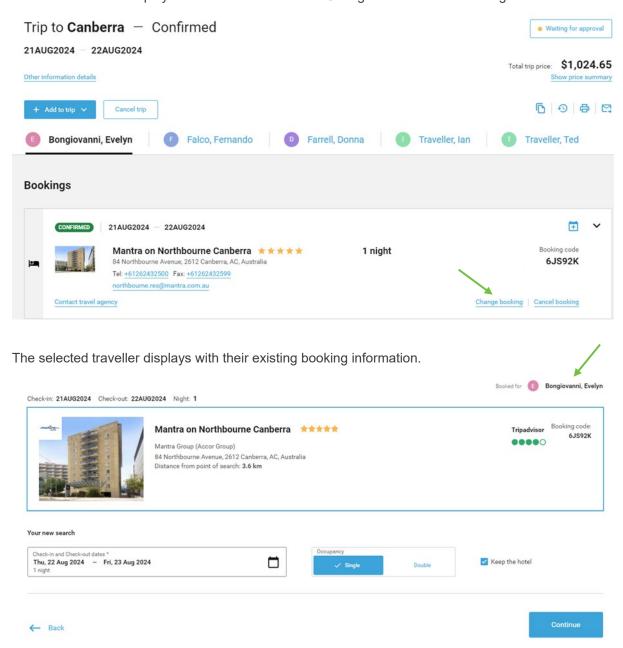
If you get to the end of the booking process and a room is no longer available for a traveller (due to inventory no longer being available at the end of the booking process), a message will display highlighting not all travellers have been booked successfully. The below notification will appear on the booking screen. The successful bookings will be displayed with the traveller's name.



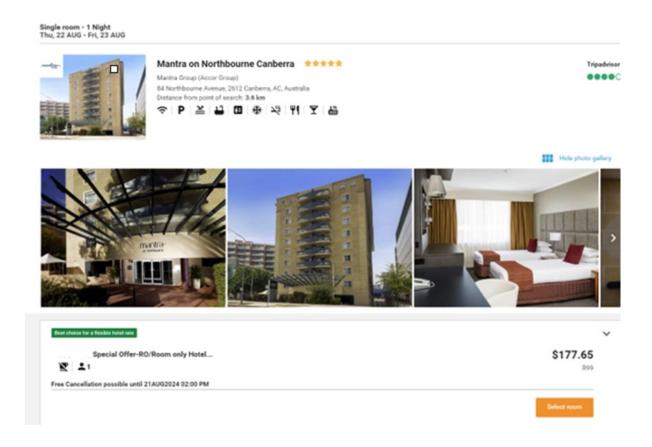
For any traveller(s) without a confirmed booking, start the hotel booking process again to select a different rate type at the same hotel, or a different hotel for the impacted travellers.

Amending a Booking

To amend a multi traveller booking, select the traveller you wish to change the booking for, and the name will then be highlighted in black text. The subsequent travellers who do not require an amendment will be displayed in blue text. Select the Change link from the hotel segment.



Availability displays at Mantra on Northbourne Canberra for the new dates.

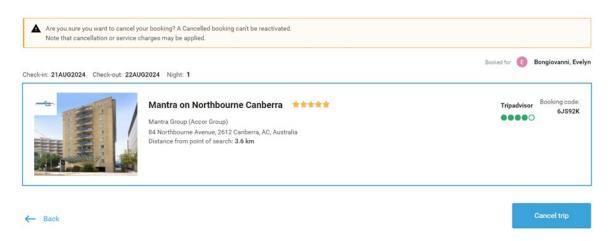


After reading the Hotel Purchase Conditions, click Select room then Complete Booking.

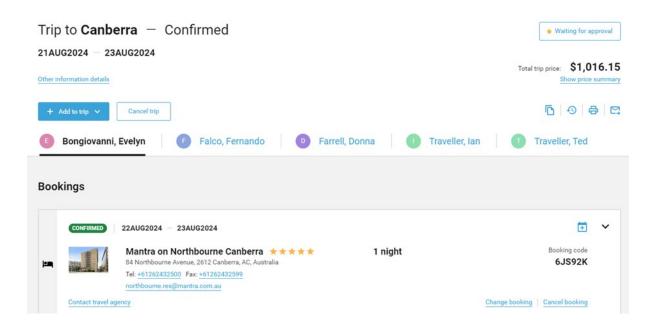


A prompt displays, highlighting the existing dates will be cancelled and the hotel will be rebooked with the new dates.

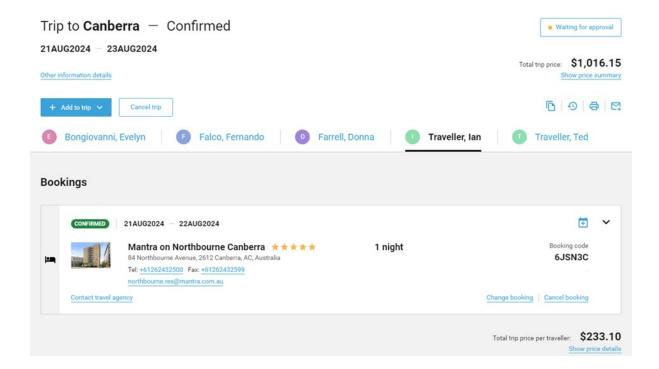
Continue with cancellation of the existing hotel booking and newly book the hotel for the trip



The updated itinerary displays for the selected traveller.



The remaining traveller's bookings remain untouched with the original booking dates. 21-22 August, as shown below for lan Traveller.



Cancel Trip

Cancelling a Booking for all Travellers

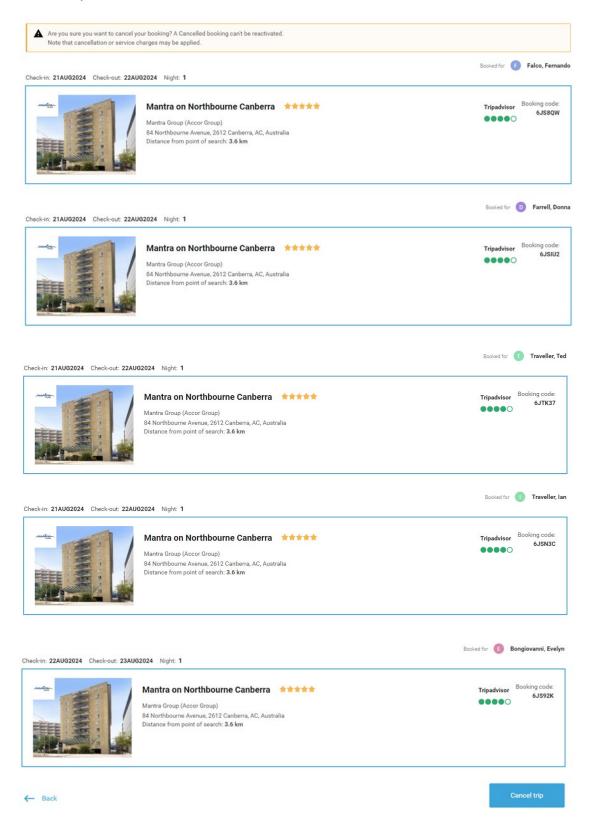
To Cancel all bookings for all travellers, select the Cancel trip link at the top of the screen.



Once the list of Travellers is displayed, a prompt will appear checking you would like to cancel all travellers booking.

Scroll to the end of the screen and select Cancel trip.

Cancel trip



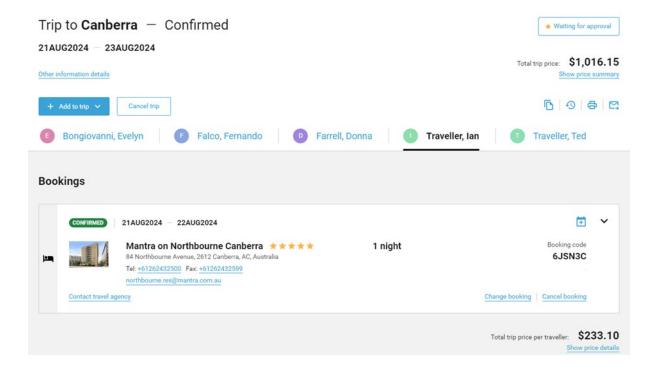
Cytric displays a message highlighting the bookings have been cancelled.

Confirmation



Cancelling a Booking for one or more Travellers

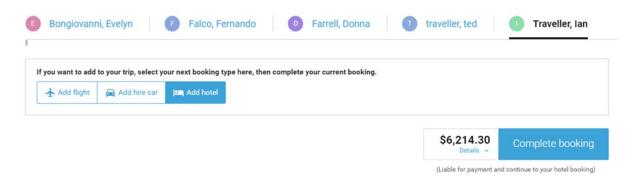
To cancel the booking for one traveller, select the respective Traveller and their name will be highlighted in black text. Select the **Cancel** link within the hotel segment. The below example shows lan Traveller's booking has been selected to be cancelled.



Repeat these steps for any subsequent travellers you wish to cancel.

Air and Hotel Booking Combination

Once flights have been selected and details completed for all travellers on the Complete booking screen, select the **Add Hotel** icon then **Complete Booking**.



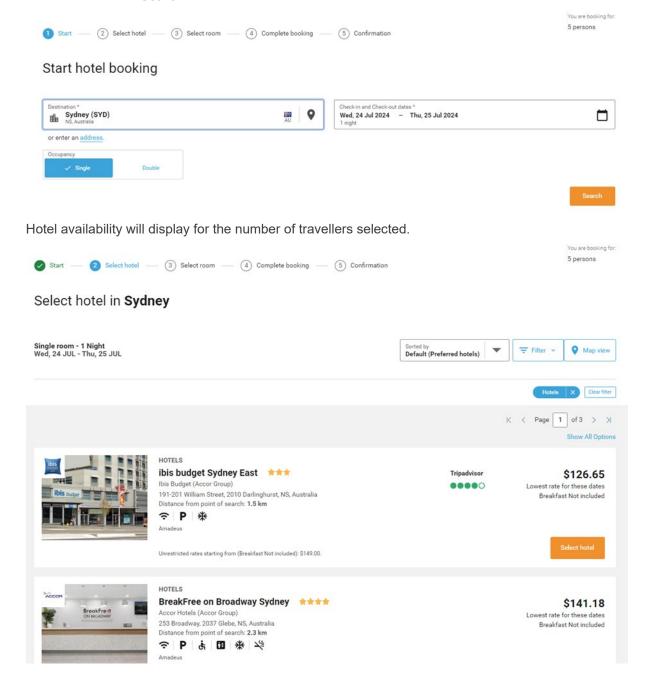
The air content will be booked for all travellers and all the travellers will then be displayed on the Traveller selection screen.

To book for all travellers select Continue.

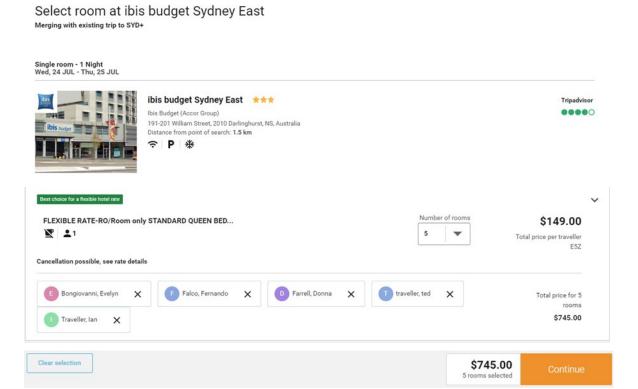
Note: If not all travellers require accommodation deselect the respective traveller by clicking on the X to the right of the traveller's name and then select **Continue**.

Please select travellers To continue your booking, please add a traveller. Search for travellers Assigned Dovision Select travellers and booking type Booking for: Bonglovanni, Evelyn (You) X Bougathewist of Communications Assigned Division DFAT, SYDGB28AH PROD Farrell, Donna ASIC, SYDGB28AH PROD Traveller, Ian X Assigned Location* Specify the following: Assigned Location* SYDGB28AH PROD Travel Policy Group * WoAG SES Travel Policy Group * WoAG SES Continue

On the **Start hotel** booking screen, the city and dates will be prepopulated from the flight itinerary information. Select **Search**.

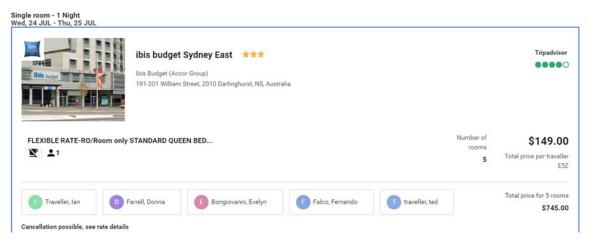


Select the property, e.g. Ibis budget Sydney East for all 5 travellers. The individual and total hotel cost will be displayed, select **Continue**.



On the **Complete hotel booking** screen there is another opportunity to also view the hotel cancellation policy before agreeing to it.

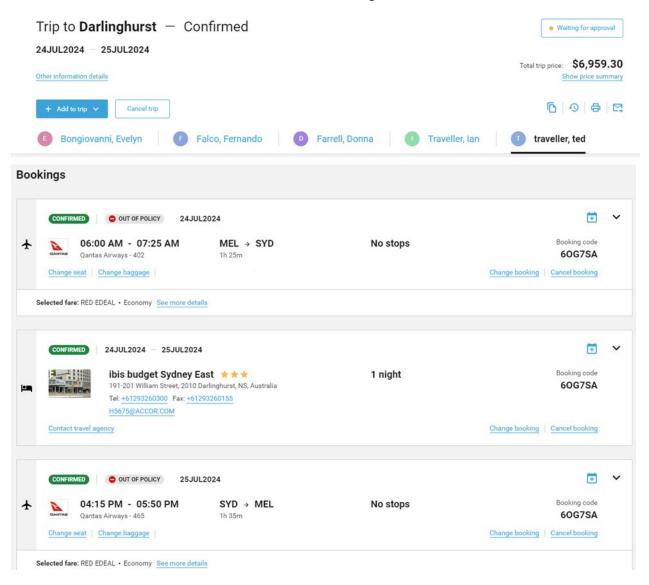
Complete hotel booking



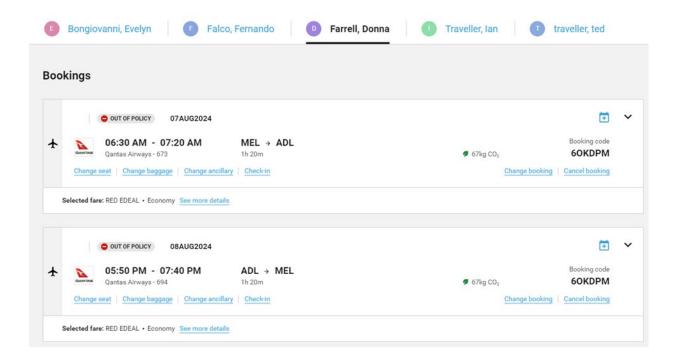
CANCELLATION POLICY: NO CANCELLATION CHARGE APPLIES PRIOR TO 18:00(LOCAL TIME) ON THE DAY OF ARRIVAL. BEYOND THAT TIME, THE FIRST NIGHT WILL BE CHARGED. . CANCELLATION POSSIBLE UNTIL 2024-07-24, 18:00.

\$745.00 Complete booking

The hotel will then be added to the individual traveller bookings as shown below for Ted Traveller.



If accommodation was not required for all travellers, when selecting their name e.g. Donna Farrell, only flights will be displayed in the respective traveller's booking as shown below.



Booking Different Hotels when the Itinerary Includes Flights

When an itinerary includes flights, different hotels can be booked during the multi traveller workflow. Once flights have been selected, on the Complete Booking page select the Add Hotel icon to book different properties for one or more travellers.

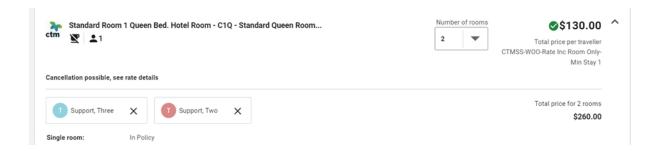
For example: Flights and hotel booking for three travellers (One Support, Two Support and Three Support).

Travel Arranger Dashboard

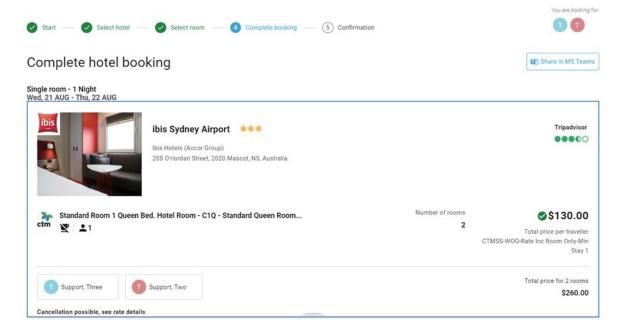
Select travellers and booking type



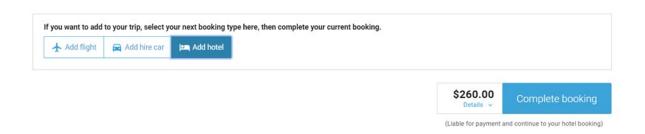
Two Support and Three Support will be staying at the same property.



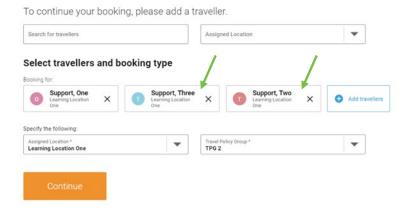
The Ibis Sydney Airport is being selected for travellers Two and Three Support.



On the Complete Booking screen before clicking Complete Booking select the Add Hotel link to book a different hotel for the third traveller One Support.



Deselect the two travellers, Two and Three Support as the hotel has already been booked for them.



Support One is to be booked at a different hotel.

To continue your booking, please add a traveller.

Search for travellers

Assigned Location

Select travellers and booking type

Booking for:

Support, One
Learning Location
One

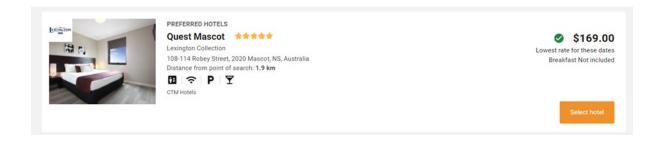
Add travellers

Specify the following:

Assigned Location *
Learning Location One

Continue

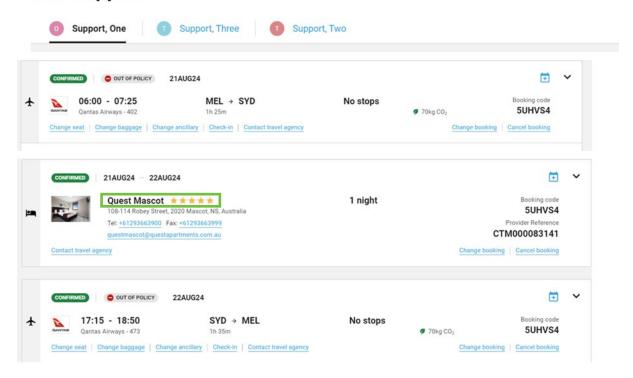
Quest Mascot is selected for traveller One Support.



After selecting Complete Booking, the property will be booked for One Support.

One Support has flights booked from Melbourne to Sydney return and accommodation booking at the Quest Mascot.

One Support



Travellers Two and Three Support also have flights booked Melbourne to Sydney return and staying at the Ibis Sydney Airport hotel.

