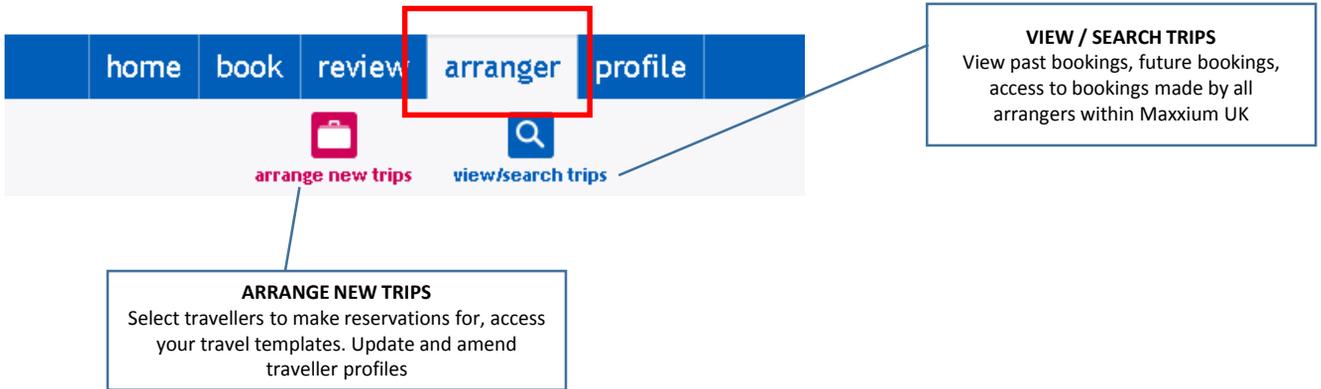


ONLINE BOOKING TOOL – TRAVEL ARRANGER

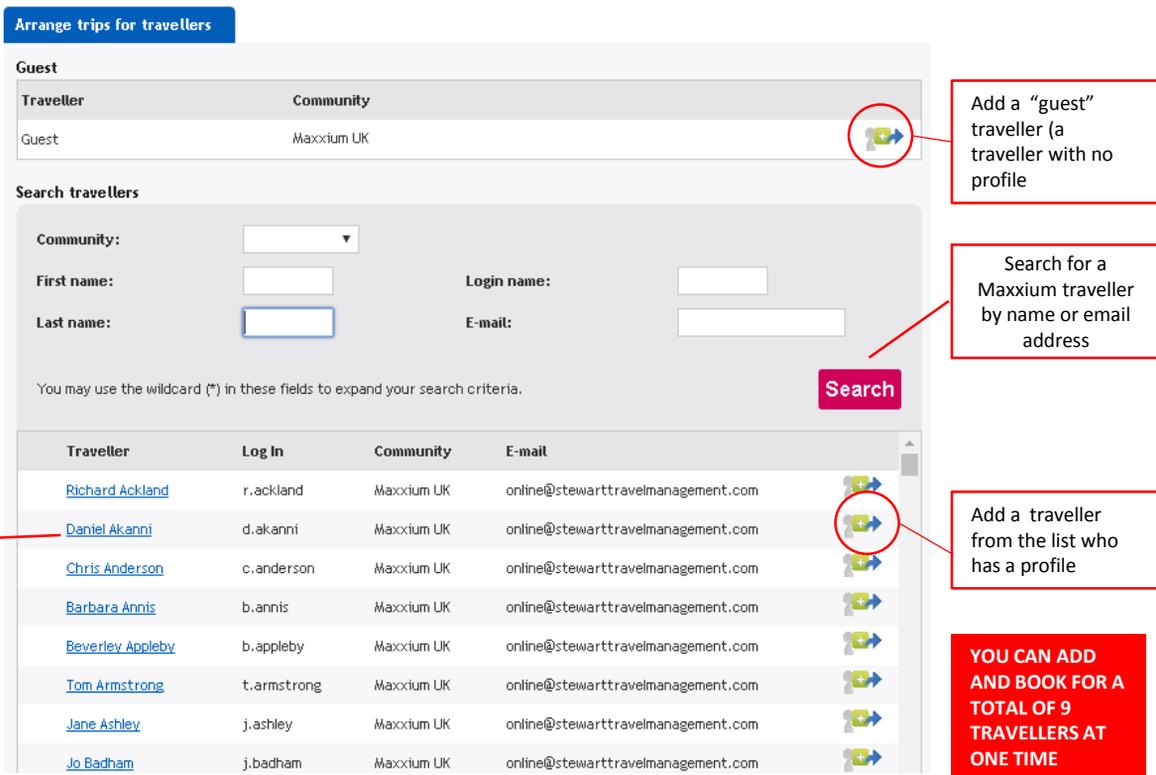
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ARRANGER TAB & WORKSPACE



SELECTING TRAVELLERS & ACCESSING PROFILES



Arrange trips for travellers

Guest

Traveller	Community
Guest	Maxxium UK

Search travellers

Community:

First name: Login name:

Last name: E-mail:

You may use the wildcard (*) in these fields to expand your search criteria.

Search

Traveller	Log In	Community	E-mail
Richard Ackland	r.ackland	Maxxium UK	online@stewarttravelmanagement.com
Daniel Akanni	d.akanni	Maxxium UK	online@stewarttravelmanagement.com
Chris Anderson	c.anderson	Maxxium UK	online@stewarttravelmanagement.com
Barbara Annis	b.annis	Maxxium UK	online@stewarttravelmanagement.com
Beverley Appleby	b.appleby	Maxxium UK	online@stewarttravelmanagement.com
Tom Armstrong	t.armstrong	Maxxium UK	online@stewarttravelmanagement.com
Jane Ashley	j.ashley	Maxxium UK	online@stewarttravelmanagement.com
Jo Badham	j.badham	Maxxium UK	online@stewarttravelmanagement.com

Traveller Profiles
Select the travellers name to access their travel profile.
You can add and amend details within the travellers profile.

Add a "guest" traveller (a traveller with no profile)

Search for a Maxxium traveller by name or email address

Add a traveller from the list who has a profile

YOU CAN ADD AND BOOK FOR A TOTAL OF 9 TRAVELLERS AT ONE TIME

MULTIPLE TRAVELLER BOOKINGS

To book for more than one traveller as above you select the green icon to add a traveller 

Then continue to add each traveller the same way. You will see each traveller added to “My Selection” on the right hand side of the page 

My selection

Selected traveller(s)

-   Guest (Maxxium UK) 
-  Richard Ackland (Maxxium UK) 
-  Daniel Akanni (Maxxium UK) 
-  Chris Anderson (Maxxium UK) 

 Main traveller: all passengers will benefit from the rules and settings of the main traveller's community.

Template

No template selected.

[Arrange trip](#)

When all travellers are added you can click “ARRANGE TRIP” You will be taken to the normal “BOOK” tab and can proceed as normal to book air, car and hotel.

You will know you are booking for more than one traveller as you will see the selected travellers listed on the search page

You are currently planning travel for:
Stewart Travel (Maxxium UK) [Click here](#) to return to the Travel Arranging view.

Search > Availability > Summary > Finish > Confirm

Round-trip One-Way Multi-Destination Mandatory fields

From*
(City or Airport)

Outbound
Mon, Apr 3, 2017 10:00

To*
(City or Airport)

Inbound
Mon, Apr 3, 2017 18:00

Time window (hours)
2

Selected traveller(s)
Mr Stewart Travel
Ms Sally Weeks
Ms Anne Marie Sherriff

Direct itineraries only i

Trip reason*
Business Trip

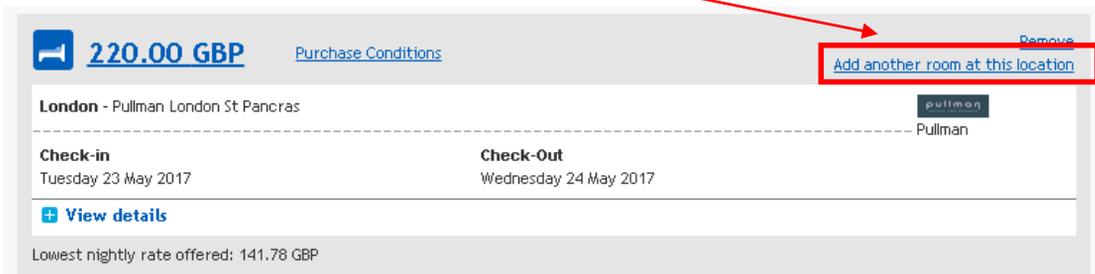
Please Note: If you book a flight only, or a flight in conjunction with a hotel you will be able to select a cost centre per traveller on the final page. If you book a hotel only or car hire only for multiple travellers the entire booking will be placed under the cost centre of the first traveller by default. You can adjust the cost centre – but still can only select one. If this does happen and you need to split the cost centres, please contact the offline team to manually adjust this after booking.

HOTEL ONLY – MULTIPLE TRAVELLERS

The online booking tool will not allow you to book multiple travellers when booking hotel only. It must be in conjunction with a flight.

In order to book multiple rooms only, you can only select one main traveller.

Continue to make the hotel booking required under one lead name – then on the summary page select the link to add another room at this location. You can continue to add rooms in this way (up to a maximum of 6 rooms)



220.00 GBP [Purchase Conditions](#) [Remove](#)
Add another room at this location

London - Pullman London St Pancras  Pullman

Check-in **Check-Out**
 Tuesday 23 May 2017 Wednesday 24 May 2017

[+ View details](#)

Lowest nightly rate offered: 141.78 GBP

As this method will only allow you to assign this travel to one cost centre we suggest the following options :

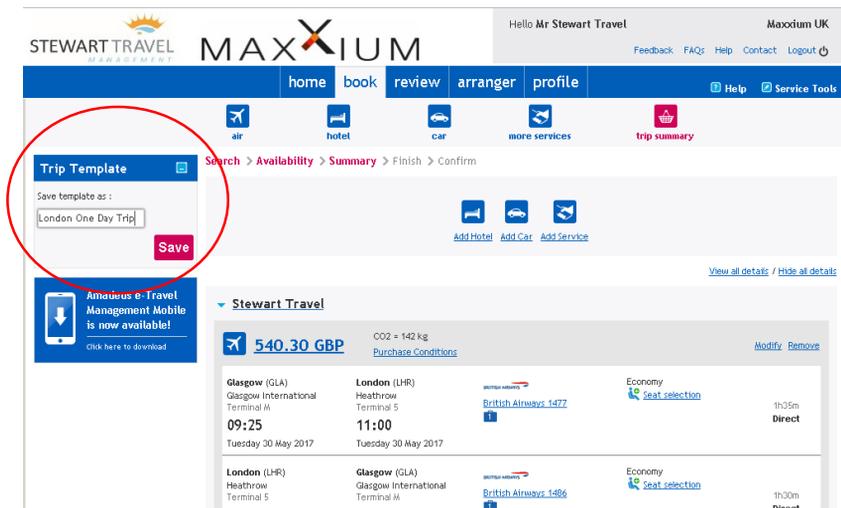
- Use the notes section on the Maxxium Company Details Page to advise us of the other travellers names and any other cost centres these should be assigned to. We will manually update the invoices to reflect this.

Trip Name	<input type="text"/>	Note to Agent
Trip Reason	Business Trip	Note 1: <input type="text"/>
Trip Reason (detailed description)	<input type="text"/>	Note 2: <input type="text"/>
		Note 3: <input type="text"/>

- Contact the offline booking team to make the multiple hotel booking on your behalf.
maxxium@stewarttravelmanagement.com
- Or where possible always book your hotel alongside the flight booking for each person or as a multiple traveller trip

CREATING A TEMPLATE

Whilst making a reservation, or when accessing a past booking you will see the trip template option on the left hand side of the page.



STEWART TRAVEL MAXXIMUM Hello Mr Stewart Travel Maxxium UK
Feedback FAQs Help Contact Logout

home book review arranger profile Help Service Tools

air hotel car more services trip summary

Search > Availability > Summary > Finish > Confirm

Trip Template

Save template as :
London One Day Trip **Save**

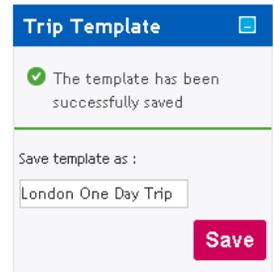
Amicus e-Travel Management Mobile is now available! Click here to download

Stewart Travel

540.30 GBP CO2 = 142 kg Purchase Conditions Modify Remove

Glasgow (GLA) Glasgow International Terminal M 09:25 Tuesday 30 May 2017	London (LHR) Heathrow Terminal 5 11:00 Tuesday 30 May 2017	British Airways 1477 Economy seat selection 1h35m Direct
London (LHR) Heathrow Terminal 5	Glasgow (GLA) Glasgow International Terminal M	British Airways 1486 Economy seat selection 1h30m Direct

Give the template a name, then save. You will see confirmation this itinerary has been successfully saved



Trip Template

✓ The template has been successfully saved

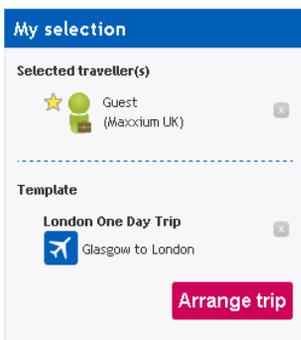
Save template as :
London One Day Trip **Save**

Your templates are saved in the “ARRANGER” tab beneath the traveller names on the “arrange trips” page. Once you have chosen a traveller you can then use the green icon to add the template to the search



Templates

Name	Template information
+ London One Day Trip	  



My selection

Selected traveller(s)

★ Guest (Maxxium UK)

Template

London One Day Trip
 Glasgow to London

Arrange trip

Your travellers and template will show in your selection (left). When you click to “Arrange Trip” you will be asked if you wish to adjust the dates for your given template (below). When you search on this page it will pick up the same flight, car, hotel as stored in your template at time of saving. You can continue and finalise the booking as normal.



✈ Flight						
<input checked="" type="checkbox"/>	Glasgow (GLA) to London (LHR)	May	30	09:00	British Airways	Economy
✈ Flight						
<input checked="" type="checkbox"/>	London (LHR) to Glasgow (GLA)	May	30	18:00	British Airways	Economy