

## LOGGING IN

Your username and password will be sent to you by Traveledoo via email. When you have received these details please visit [www.gdg.travel](http://www.gdg.travel) where you will find the login box in the top left hand corner.

## BOOKING FOR OTHERS

If you are a booker you will be able to select from a list of travellers by clicking the **Select Travellers Tab**. This is shown just below.

The screenshot displays the 'PLAN A TRIP' section on the left, with 'Flights Or Trains' highlighted. The main search area includes a 'Select travellers' button with a plus sign and a 'Director Travel' button. Below this is the 'Search for Flights or Trains' header. The search form has two tabs: 'Round-trip' (selected) and 'One-way'. It features 'From' and 'To' text input fields. The 'Departure' field is set to '16/03/2017' with a calendar icon and a dropdown menu set to 'no preference'. The 'Return' field is also set to '16/03/2017' with a calendar icon and a dropdown menu set to 'no preference'. A 'Search options' dropdown menu is highlighted in yellow. Below the search options, there are three dropdown menus: 'Itinerary' (set to 'no preference'), 'Cabin class' (set to 'Select >'), and 'Preferred carriers' (set to 'Select >'). At the bottom right, there is a checked checkbox labeled 'use my company's preferences'.

## ICONS

The icons reflect the aspect of travel available for you to book.

## SEARCH

To return more defined and accurate results, Please see the **search options** tab highlighted in the screenshot.

## HINT!

The **Flights/Trains** Icon is great for searching Eurostar!

## SEARCH RESULTS

GDbookonline displays flight availability information according to your company's travel policy. You can choose a display according departure time or price.

The screenshot shows a flight search interface for Paris, France. On the left, there is a 'MODIFY' section with search filters: From: London, To: Paris, Depart: 21/02/2017 at 8:00, Return: 23/02/2017 at 16:30, Cabin class: Select >, and Class: Select >. Below this is a 'KEYS' legend with symbols for negotiated rate, public rate, fare with restrictions, in-policy, and approval required for out-of-policy. The main area is titled 'Available Flights and Trains for Paris, France' and includes a 'Summary of lowest fares' table and a list of flight options.

| All results  | easyJet.com | Eurostar | flybe.com | CITYJET | AIRFRANCE |
|--------------|-------------|----------|-----------|---------|-----------|
| Direct       | GBP 55      | GBP 79   | GBP 83    | GBP 88  | GBP 89    |
| 1 connection |             | GBP 89   |           |         |           |

Group the results by: SCHEDULE FARE  
Sort by: policy compliance | price | departure time | shortest outward journey time

| easyJet.com | Tue 21 Feb | 7:10 | LONDON LUTON (LTN)      | Flight #: 2431 |
|-------------|------------|------|-------------------------|----------------|
|             |            | 9:30 | CHARLES DE GAULLE (CDG) | CO2 111.0kg    |
|             |            |      | journey time: 1h20      |                |

| easyJet.com | Thu 23 Feb | 18:00  | CHARLES DE GAULLE (CDG) | Flight #: 2440 |
|-------------|------------|--|-------------------------|----------------|
|             |            | 18:10 <th>LONDON LUTON (LTN)</th> <td>CO2 111.0kg</td> | LONDON LUTON (LTN)      | CO2 111.0kg    |
|             |            |  | journey time: 1h10      |                |

GBP 55.55 | web fare | P ✓ | Add to my selection | Select and reserve

⚠ Fare with restrictions | Standard (Y) | details

GBP 100.99 | web fare | P ✓ | Add to my selection | Select and reserve

For further information on your flight, terminal, aircraft type etc. Click on “details”

Indicates travel policy compliant.

Indicates non-compliant. If a flight is shown as a flight, it means that the traveller is not permitted to travel in this class.

### HANDY TO KNOW!

The search results will show you options of 2 hours either side of the time you input into the system. This is to provide you with all options that may be of use to you.

## FARES & FARE INFORMATION

You can view the fare rules for the trip you have selected including taxes.

The screenshot shows three fare options:

- GBP 93.00** | 18/01/17 | agency fare | P ✓ | ⚠ Economy (Hand Baggage Only) (O) | Changes any time charge GBP 60.00 (plus fare difference). Non-refundable ticket. | details
- GBP 113.00** | 21/01/17 | P ✓ | ⚠ Economy (O) | Changes any time charge GBP 60.00 (plus fare difference). Non-refundable ticket. | details
- GBP 547.00** | 21/02/17 | P ✓ | Economy Fully-Flex (B) | details

There are warning triangles in front of flights with any restricted fares, and a summary of the restrictions will be shown. For full details on fare restrictions, click on “details” and the pop up giving brief details of the fare notes will appear.

## SELECTING YOUR FLIGHTS

To select the required flights, click on the word 'Select and reserve' and this will take you to the final page to complete. The 'add to my selection' creates a shopping basket for you to add hotel and car hire.

There is a Key reference table on the page explaining what all the icons mean.

The screenshot shows three flight options from British Airways:

- Option 1:** Tue 21 Feb, 7:20 LONDON HEATHROW (LHR) terminal: 5 to 9:35 CHARLES DE GAULLE (CDG) terminal: 2A. Flight #: 0304, Airbus A320, CO2 100.0kg. Journey time: 1h15. Price: GBP 93.00. Includes 'agency fare' icon, 'In-policy' icon, and 'E-ticket available' icon. Buttons: 'Add to my selection', 'Select and reserve'.
- Option 2:** Thu 23 Feb, 16:05 CHARLES DE GAULLE (CDG) terminal: 2A to 16:25 LONDON HEATHROW (LHR) terminal: 5. Flight #: 0319, 32A, CO2 100.0kg. Journey time: 1h20. Price: GBP 113.00. Includes 'In-policy' icon and 'Free luggage/passenger' icon. Buttons: 'Add to my selection', 'Select and reserve'.
- Option 3:** 21/02/17, 21:02/17. Price: GBP 547.00. Includes 'In-policy' icon and 'Free luggage/passenger' icon. Buttons: 'Add to my selection', 'Select and reserve'.

Each option includes a warning icon and text: "Economy (Hand Baggage Only) (O) | Changes any time charge GBP 60.00 (plus fare difference). Non-refundable ticket. | details".

| KEYS |   |
|------|---|
|      | Negotiated rate   |
|      | Public rate   |
|      | Fare with restrictions  |
|      | In-policy   |
|      | Approval required for out-of-policy requisitions only   |
|      | Preference level  |
|      | Date limit to issue tickets   |
|      | Ticketless  |
|      | E-ticket available  |
|      | Free luggage/passenger  |
|      | No luggage, the airline may charge additional fees for checked luggage or other optional services |
|      | Night flight  |
|      | Short connection  |
|      | Long connection   |
|      | Online ticket printing available  |
|      | Seat reservation not guaranteed   |

The 'My Selection' page shows the chosen flight details:

- Flight 1:** Tue 21 Feb, 7:20 LONDON HEATHROW (LHR) terminal: 5 to 9:35 CHARLES DE GAULLE (CDG) terminal: 2A. Flight #: 0304, Airbus A320, CO2 100.0kg. Economy (O) | Changes any time charge GBP 60.00 (plus fare difference). Non-refundable ticket. total trip time: 1h15.
- Flight 2:** Thu 23 Feb, 16:05 CHARLES DE GAULLE (CDG) terminal: 2A to 16:25 LONDON HEATHROW (LHR) terminal: 5. Flight #: 0319, 32A, CO2 100.0kg. Economy (O) | Changes any time charge GBP 60.00 (plus fare difference). Non-refundable ticket. total trip time: 1h20.

Buttons: 'Remove', 'Add a new product to my selection' (with Trains, Hotels, Cars icons), and 'Reserve'.

If you select 'add to my selection' it will allow you to add a new product

## COMPLETING YOUR BOOKING

The 'Reserve' form includes the following sections:

- MY SELECTION (1):** 1 Flight LHR - CDG
- Traveller information:** MR, DIRECTOR TRAVEL. Email: onlineproductsupport@gray-dawes.co.uk. Business phone: 0544-1206716100. Mobile phone: [blank]. Date of birth: dd/mm/yyyy.
- Approvers:** Your travel request will be submitted to following persons for approval: Three David (Company Approval CMDC).
- Loyalty programs:** British Airways.
- Ticketing and delivery information:** Tickets will be issued and delivered only after the approval of your request by your approver. Flight tickets: E-ticket. Reception date by email: 18/01/2017.

If your company set up requires reference fields you will be asked to input this data before completing.

When you are ready to complete, click on 'Complete this reservation' to confirm the reservation.

A confirmation reference will appear at the top of the page followed by a summary of your reservation. You will also see a confirmation reference.

After continuing, this will open the final summary page and transfer all the information from the traveller profile into your booking.

This is the e-ticket reference that you will need.