



tramada web-res

User Guide

Logging on



Login Session No. yegmowjvit

Company Code	<input type="text" value="traveledge"/>
Email Address	<input type="text" value="meilson@traveledge.com.au"/>
Password	<input type="password" value="••••••"/>

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Enter your company code, email address and password assigned by TravelEdge and click continue.

Making a booking



WebRes Arranger Menu with Reports

Session No. yegmowjvit

TravelEdge Sydney

- Client Profile and Bookings
- Create a Client Profile
- Make a Reservation
- web-res Reports

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Log-out

Select Make a Reservation

Select Traveller



Welcome,

Traveller Search

First name Last name Email Status >

IN USE	NAME	BOOKINGS	FUTURE BOOKINGS	MANAGE ITINERARIES
	NEILSON, REBECCA	19	+ VIEW	<input type="text" value="Please select"/> > <input type="text" value="Please select Itineraries"/> <input type="text" value="New booking"/>

Select traveller by typing surname and click on >

This will bring up a list of travellers with that surname. Select New Booking from the drop down box and >

Making a booking

Fare Search **Hotel Search** Car Search Itineraries



Traveller: Ms REBECCA NEILSON

SEARCH



SELECT

ITINERARY & BOOK

FINISH

Search flights and fares

Return One-way Multi-trip

Departing from

SYD 24 JUN 2009 08:00

Arriving at

25 JUN 2009 17:00

Travel reason

Please Choose

[More flight related options](#)

Include car Include hotel

CONTINUE >

Select flights, include car and/or hotel if applicable

Making a booking

Fare Search Hotel Search Car Search Itineraries



Traveller: Ms REBECCA NEILSON

SEARCH



SELECT

ITINERARY & BOOK

FINISH

Search flights and fares

Return One-way Multi-trip

Departing from
SYD 24 AUG 2009 08:00

Arriving at
MEL 25 AUG 2009 17:00

Travel reason
Please Choose

More flight related options Include car Include hotel

Preferred car company
Avis

Preferred hotel
All Preferred

CONTINUE >

If you include hotel/car the default is your preferred supplier. You can select other companies by using the drop down box

Selecting flights

Option A: Sector by Sector

- = matches your compliance policy
- = does not match your compliance policy

The prices below are quoted in **AUD** and have been rounded for display purposes.

SYDNEY to MELBOURNE - Monday 24 Aug 2009									
↕ Airline	↕ From	↕ To	↕ Flight	↕ Price					
	06:00 SYD	07:30 MEL	QF 401	<input checked="" type="radio"/> \$ 70 Red e-deals	<input type="radio"/> \$ 177 Super Saver	<input type="radio"/> \$ 290 Flexi Saver	<input type="radio"/> \$ 413 Fully Flexible	<input type="radio"/> \$ 506 Business Class	
	06:15 SYD	07:45 MEL	DJ 802	<input checked="" type="radio"/> \$ 62 Go! Fare	<input type="radio"/> \$ 92 Blue Saver	<input type="radio"/> \$ 272 Flexible	<input type="radio"/> \$ 352 Corporate Plus	<input type="radio"/> \$ 402 Premium Economy	
	06:30 SYD	08:00 MEL	QF 405	Unavailable Red e-deals	<input checked="" type="radio"/> \$ 197 Super Saver	<input type="radio"/> \$ 290 Flexi Saver	<input type="radio"/> \$ 413 Fully Flexible	<input type="radio"/> \$ 506 Business Class	
	06:45 SYD	08:15 MEL	DJ 806	<input checked="" type="radio"/> \$ 62 Go! Fare	<input type="radio"/> \$ 92 Blue Saver	<input type="radio"/> \$ 272 Flexible	<input type="radio"/> \$ 352 Corporate Plus	<input type="radio"/> \$ 402 Premium Economy	
	06:45 SYD	08:15 MEL	QF 403	<input checked="" type="radio"/> \$ 70 Red e-deals	<input type="radio"/> \$ 177 Super Saver	<input type="radio"/> \$ 290 Flexi Saver	<input type="radio"/> \$ 413 Fully Flexible	<input type="radio"/> \$ 506 Business Class	
	07:00 SYD	08:35 AVV	JQ 603	<input checked="" type="radio"/> \$ 72 JetSaver	Unavailable Not Applicable	<input type="radio"/> \$ 242 JetFlex	Unavailable Not Applicable	Unavailable Not Applicable	

Compliant fares are displayed in **BOLD**. From here choose your flights with the radio button. If you need to check the fare rules click on the fare name. Scroll down the page to display return flights and continue

Selecting a hotel



Hotel search results

Preferred hotels

Click the 'view' button to review the rooms available at the hotel, then click the 'select' button to choose a room.


CROWNE PLAZA MELBOURNE A\$198.00 - A\$270.00 [VIEW](#)

HOLIDAY INN ON FLINDERS A\$185.00 - A\$320.00 [VIEW](#)

NOTE Rates are subject to change. Please review the 'Rules' from the Itinerary Page before booking.
As these rates might have been converted from another currency, they may be subject to exchange rate fluctuations.

Available Rooms

- ✓ = matches your compliance policy
- ! = does not match your compliance policy

ROOM TYPE	RATE PLAN	RATE	COMPLIANCE	
 CROWNE PLAZA MELBOURNE A\$198.00 - A\$270.00				DETAILS
STANDARD ROOM NONSMOKING 24 SQM BED TYPE PREFERENCE CANNOT ADVANCE PURCHASE	STNR0LN	A\$198.00	✓	SELECT >
2 DOUBLES STANDARD NONSMOKING 27 SQ METERS BROADBAND HIGH ADVANCE PURCHASE	TVNR0LN	A\$198.00	✓	SELECT >
1 QUEEN BED STANDARD NONSMOKING 24 SQ METERS BROADBAND HIGH ADVANCE PURCHASE	1DNR0LN	A\$198.00	✓	SELECT >
STANDARD ROOM NONSMOKING 24 SQM BED TYPE PREFERENCE CANNOT RADIUS	Radius	A\$220.00	✓	SELECT >
STANDARD ROOM NONSMOKING 24 SQM BED TYPE PREFERENCE CANNOT BEST FLEXIBLE RATE	STN013A	A\$220.00	✓	SELECT >

Important: Pls read room type description as some rates are advance purchase/non refundable and your credit card will be charged immediately

Compliant rates highlighted with a blue tick and non compliant with a red exclamation mark. Click select to book that rate

Select a car

SEARCH

SELECT

ITINERARY & BOOK

FINISH

Car search results



Select a Car

✓ = matches your compliance policy

! = does not match your compliance policy

Cars available in MEL AIRPORT from Monday 24 August 2009 for 2 day

⇅ CAR	⇅ LOCATION	⇅ TYPE	⇅ RATE	⇅ COMPLIANCE
 Avis (ZI)	MELBOURNE AIRPORT Distance 0 km	Economy Manual 2- or 4-door	A\$ 33.68 Unlimited km	✓
 Avis (ZI)	MELBOURNE AIRPORT Distance 0 km	Compact Manual 2- or 4-door	A\$ 34.72 Unlimited km	✓
 Avis (ZI)	MELBOURNE AIRPORT Distance 0 km	Compact Automatic 2- or 4-door	A\$ 41.27 Unlimited km	✓
 Avis (ZI)	MELBOURNE AIRPORT Distance 0 km	Intermediate Automatic 2- or 4-door	A\$ 43.00 Unlimited km	✓

Compliant car type/rates highlighted with blue tick and non compliant with red exclamation mark. Click select to book that car type

Review itinerary details

1 Review itinerary details

GO TO BOTTOM

- ✓ = matches your compliance policy
- ! = does not match your compliance policy

FLIGHT 1 - SYD to MEL, 24 Aug 2009

Status: Not Booked Booking Reference:

QANTAS[QF] QF 403
AIRCRAFT 763
CLASS ECONOMY
STOPS 0

DEPARTS **SYDNEY (SYD)** ARRIVES **MELBOURNE (MEL)** [Rules](#) !

Mon 06:45 AM
24 Aug 2009

Mon 08:15 AM
24 Aug 2009

NOTE A lower fare of **\$62.00** is available. If you proceed you will need to select a reason for not booking the lowest fare. If you wish to reselect please click the edit icon on the right.

ADD FLIGHT **ADD HOTEL** **ADD CAR**

CAR HIRE 1 - MELBOURNE, 24 Aug 2009

Status: Not Booked Booking Reference:

Avis
LOCATION MEL AIRPORT
CAR 2- or 4-door Automatic
Compact
TEL

PICK UP Mon 08:15 AM
24 Aug 2009

DROP OFF Tue 06:30 PM
25 Aug 2009

[Rules](#) ✓

Special Request - will be passed to the supplier but cannot be guaranteed

Request GPS

ADD FLIGHT **ADD HOTEL** **ADD CAR**

ACCOMMODATION 1 - MELBOURNE, 24 Aug 2009

Status: Not Booked Booking Reference:

CROWNE PLAZA MELBOURNE
LOCATION 1-5 SPENCER STREET
MELBOURNE VIC AU
3005
TEL 61-39-6482777

CHECK IN 24 Aug 2009

CHECK OUT 25 Aug 2009

[Rules](#) ✓

Special Request - will be passed to the supplier but cannot be guaranteed

Non smoking room

ADD FLIGHT **ADD HOTEL** **ADD CAR**

FLIGHT 2 - MEL to SYD, 25 Aug 2009

Status: Not Booked Booking Reference:

QANTAS[QF] QF 460
AIRCRAFT 332
CLASS ECONOMY
STOPS 0

DEPARTS **MELBOURNE (MEL)** ARRIVES **SYDNEY (SYD)** [Rules](#) !

Tue 06:30 PM
25 Aug 2009

Tue 07:55 PM
25 Aug 2009

NOTE A lower fare of **\$70.00** is available. If you proceed you will need to select a reason for not booking the lowest fare. If you wish to reselect please click the edit icon on the right.

If you forgot to select include hotel/car when selecting flights, there is another opportunity to add here


Important: Pls add any special requests to suppliers in the free format area. This request is not guaranteed.

Review itinerary details

Travel agent special requests

Special Request

255 characters left



Under itinerary details is a free format area to send requests to your manual team to action. Additional fees may apply. You can not use symbols in this box, only letters and numbers.

Review rules and restrictions

▲ TOP

2 Review rules & restrictions

- Please review the rules from the hyperlinks in section one.
- Rates are subject to supplier changes and any rate that has been converted from local currency is subject to exchange rate fluctuations.
- Electronic Tickets - you will need to provide identification to collect your boarding pass, e.g. a driver licence or passport.
- Rental Car prices do not include service charges, extra fees such as a one-way surcharge and extra person charges, or any other incidentals.

Please check this box to confirm you understand and accept the terms and conditions as viewed from the above hyperlink(s) on your Itinerary. Fares, rates and cancellation conditions are defined and managed by the supplier of the service and cannot be guaranteed.*

Check the box to accept terms and conditions

Booking details

▲ TOP

3 Booking details

Your booking will be created with the information from your profile. If you would like to check or update this information [click here](#) to update prior to booking. Once you have updated your profile click on the 'My Itinerary' tab button to return to this page.

Title*	First name*	Middle Initial	Last Name*
Ms ▼	REBECCA		NEILSON

▼ Check for frequent flyer details

Company reporting

Please complete the following information

Reason for Travel *

Non-compliance reasons

Flight non-compliance reason

Select non compliance reason code from drop down box if cheapest flight/fare wasn't selected or non compliant car/hotel rate selected

Your company may require extra reporting eg. reason for travel, job number. Red asterix will identify if mandatory

Payment Details

4 Price Summary

The pricing breakdown for the above itinerary is as follows (all amounts include GST):

✈️ FLIGHTS		🏠 ACCOMODATION		🚗 CAR HIRE	
Flight 1	A\$ 399.90	Accommodation 1	A\$ 220.00	Car Hire 1	A\$ 82.54
Flight 2	A\$ 399.90				
Taxes and Levies	A\$ 31.86				
GST on above	A\$ 74.90	GST on above	A\$ 20.00		
Flight	Total A\$ 831.66	Hotel	Total A\$ 220.00	Car	Total A\$ 82.54
GRAND TOTAL					A\$ 1134.20

5 Payment Details

Where applicable please select the payment type you would like to use for this booking from the option(s) below.

Flight Payment Details

Invoice Company

Hotel Payment Details

Existing Personal Credit Cards*

Please Choose

Car Payment Details

Existing Personal Credit Cards*

Please Choose

PRINT ITINERARY

EMAIL ITINERARY

BOOK >

Review price summary and payment details if applicable. If only one credit card in profile, no payment details will appear as that credit card is default

Important: Virginblue and Jetstar and most Qantas fares are instant purchase so when you select Book your credit card will be charged

Booking completed



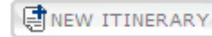
Itineraries

Display

Future Itineraries



Find itinerary booked off-line



	DATE	DESTINATION	NAME	PNR	STATUS	AUTHORITY	CANCEL	MANAGE
✈	15 May 2009	SYD-HBA Flight		BGDUVW	Paid	Approved		Please Select
✈	06 May 2009	BNE-SYD Flight SYD-BNE Flight		BVTAPI	Paid	Approved		Please Select
✈	14 Jul 2009	SYD-MEL Flight MEL-SYD Flight		DFKVML	Booked	Approved		Please Select

Booking confirmed if it looks like the above.

Approved must be in lower case. If not, please call the Online helpdesk.

Unfinished Bookings

Should you get logged out of web-res while making a booking online. Do not start a New Itinerary.

Log back into web-res and go to the Itineraries page.

You will see the booking in web-res as “Not Booked”, however if a PNR has attached to the booking

Web-res is indicating a portion of your Itinerary has booked and another portion has not booked

Itineraries

Display: Future Itineraries [dropdown] [arrow] Find itinerary booked off-line: [input] [search]

[refresh] [NEW ITINERARY]

DATE	DESTINATION	NAME	PNR	STATUS	AUTHORITY	CANCEL	MANAGE
12 Mar 2011	BNE-PER Flight PER-BNE Flight		PLCCJJ	Not Booked		12 Jan 2011	Please Select [dropdown] [arrow]

Select View from the drop down menu and click on >

Complete all information required to finish your booking and click on the book or re-submit button to complete your booking. If you are unsure, please call the Online helpdesk for further assistance

Itineraries

Display: Future Itineraries [dropdown] [arrow] Find itinerary booked off-line: [input] [search]

[refresh] [NEW ITINERARY]

DATE	DESTINATION	NAME	PNR	STATUS	AUTHORITY	CANCEL	MANAGE
12 Mar 2011	BNE-PER Flight PER-BNE Flight		PLCCJJ	Not Booked		12 Jan 2011	View [dropdown] [arrow]

- Please Select
- View
- Cancel
- Archive
- Re-book
- Re-name
- Template

How to change an un-ticketed booking

You cannot amend bookings online if....

- The ticket you are changing is restrictive
- Virgin Blue or Jetstar
- Travel is for the next day

Itineraries

Display: Future Itineraries [button]

Find itinerary booked off-line: [input] [button]

[button] REFRESH [button] NEW ITINERARY

DATE	DESTINATION	NAME	PNR	STATUS	AUTHORITY	CANCEL	MANAGE
→ 12 Mar 2011	BNE-SYD Flight SYD-BNE Flight		OXFHTR	Booked	Approved		<div style="border: 1px solid black; padding: 2px;"><p>Please Select [button]</p><p>Please Select</p><p>View</p><p>Cancel</p><p>Re-book</p><p>Re-name</p><p>Template</p></div>

Bring up the Itinerary under the 'Make a Reservation' menu and go to Itineraries. Click on 'view' from the manage drop down to go into the booking

How to change an un-ticketed booking (cont..)

FLIGHT 1 - BNE to SYD, 12 Mar 2011 Status: Paid Booking Reference:28T34Q

QANTAS[QF] QF 501 AIRCRAFT 73H CLASS ECONOMY STOPS 0

DEPARTS BRISBANE (BNE) Sat 05:00 AM 12 Mar 2011

ARRIVES SYDNEY (SYD) Sat 07:35 AM 12 Mar 2011

ADD FLIGHT ADD HOTEL ADD CAR

FLIGHT 2 - SYD to BNE, 13 Mar 2011 Status: Paid Booking Reference:28T34Q

QANTAS[QF] QF 532 AIRCRAFT 763 CLASS ECONOMY STOPS 0

DEPARTS SYDNEY (SYD) Sun 03:05 PM 13 Mar 2011

ARRIVES BRISBANE (BNE) Sun 03:35 PM 13 Mar 2011

ADD FLIGHT ADD HOTEL ADD CAR

Cancel the flight you no longer require & proceed with the cancellation

* Your flight reservation has been cancelled.

Itinerary details

1 Review itinerary details TO BOTTOM

✓ = matches your compliance policy
! = does not match your compliance policy

FLIGHT 1 - SYD to BNE, 13 Mar 2011 Status: Paid Booking Reference:28T34Q

QANTAS[QF] QF 532 AIRCRAFT 763 CLASS ECONOMY STOPS 0

DEPARTS SYDNEY (SYD) Sun 03:05 PM 13 Mar 2011

ARRIVES BRISBANE (BNE) Sun 03:35 PM 13 Mar 2011

ADD FLIGHT ADD HOTEL ADD CAR


When you return back to the Itineraries page. Click on 'Add Flight'. When you have selected your new flight, fill in the details required to complete your booking and click on the book button at the bottom of the page.

How to cancel part of a booking

1 Review itinerary details GO TO BOTTOM

✓ = matches your compliance policy
! = does not match your compliance policy

FLIGHT 1 - SYD to MEL, 14 Jul 2009 Status: Not Booked Booking Reference:


 **QANTAS[QF] QF 401**
AIRCRAFT 763
CLASS ECONOMY
STOPS 0

DEPARTS **SYDNEY (SYD)** ARRIVES **MELBOURNE (MEL)** [Rules](#) ✓

Tue 06:00 AM 14 Jul 2009 Tue 07:30 AM 14 Jul 2009

NOTE A lower fare of **\$78.00** is available. If you proceed you will need to select a reason for not booking the lowest fare. If you wish to reselect please click the edit icon on the right.

CAR HIRE 1 - MELBOURNE, 14 Jul 2009 Status: Not Booked Booking Reference:

 **Avis**
LOCATION MEL AIRPORT
CAR 2- or 4-door Automatic Intermediate
TEL

PICK UP Tue 07:30 AM 14 Jul 2009 DROP OFF Wed 04:45 PM 15 Jul 2009 [Rules](#) ✓

Special Request - will be passed to the supplier but cannot be guaranteed

ACCOMMODATION 1 - MELBOURNE, 14 Jul 2009 Status: Not Booked Booking Reference:

MANTRA ON RUSSELL MELBOURNE
LOCATION 222 RUSSELL STREET MELBOURNE AU 3000
TEL 61-3-9915 2500

CHECK IN 14 Jul 2009 CHECK OUT 15 Jul 2009 [Rules](#) ✓

Special Request - will be passed to the supplier but cannot be guaranteed

Select the **X** button on the segment you wish to cancel and proceed

How to cancel entire booking

Itineraries

Display:

Find itinerary booked off-line:

	↕ DATE	DESTINATION	↕ NAME	↕ PNR	↕ STATUS	↕ AUTHORITY	↕ CANCEL	MANAGE
✈	15 May 2009	SYD-HBA Flight		BGDUVW	Paid	Approved		Please Select <input type="button" value=">"/>
✈	06 May 2009	BNE-SYD Flight SYD-BNE Flight		BVTAPI	Paid	Approved		Please Select <input type="button" value=">"/>
✈	14 Jul 2009	SYD-MEL Flight MEL-SYD Flight		DFKVML	Booked	Approved		<input type="button" value="Please Select"/> <input type="button" value=">"/> Please Select View Cancel Re-book Re-name Template

Select Cancel from drop down box

Important: cancellations can only be made prior to ticket issue (Virginblue and Jetstar instant purchase, Qantas issued same day booking made). Once ticketed, please contact the team to cancel booking

How to create a traveller profile



WebRes Arranger Menu with Reports

Session No. yegmowjvit

TravelEdge Sydney

- Client Profile and Bookings
- Create a Client Profile
- Make a Reservation
- web-res Reports

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Log-out

Select Create a Client Profile

How to create a traveller profile

Create a new profile Session No. yegmowjvit

Title

First Name

Second Initial

Surname

Known As

Employee No

Job Title

Date of Birth

Address 1

Address 2

Address 3

State

Post Code

Country

Home Phone

Work phone

Mobile No

Fax No

Home Fax No

Email Address

Email Address 2

Home Airport

Preferred Consultant

Password

OBE Menu

Employee Type

Select a Department

Select a Cost Centre

Attach Client to all coordinators

Enter full name as on passport

Employee type will drop in automatically. Do not change

Enter all personal information in this screen. Bold fields are mandatory

Do not use symbols in address fields (dash, comma etc) as profile will not sync

Email address must be unique. Do not use your own

Make the password the travellers first name

Enter Department and Cost Centre if required

Tick this box if you want other travel arrangers to have access to the profile

How to create a traveller profile

Employee No.	<input type="text" value="sbennell"/>	Home Phone	<input type="text" value="02"/> <input type="text" value="9451 6575"/>
Employee Type	<input type="text" value="All Employees"/>	Work Phone	<input type="text" value="02"/> <input type="text" value="9875 7014"/>
Job Title	<input type="text" value="EXECUTIVE ASSISTAN"/>	Mobile	<input type="text" value="0418 665 157"/>
Surname	<input type="text" value="BENNEL"/>	Fax No	<input type="text" value="02"/> <input type="text" value="9875 6672"/>
First Name/Initial	<input type="text" value="SALLY"/> <input type="text"/>	Home Fax No	<input type="text"/> <input type="text"/>
Title	<input type="text" value="Mrs"/>	Email Address	<input type="text" value="sally.bennell@au.mc"/>
Date of Birth	<input type="text" value="21-06-73"/>	Email Address 2	<input type="text"/>
Address 1	<input type="text" value="21 29 CENTRAL AVENU"/>	Home Airport	<input type="text" value="SYDNEY, AUSTRV"/>
Address 2	<input type="text"/>	Passport Country	<input type="text" value="AUSTRALIA"/>
Address 3	<input type="text" value="THORNLEIGH"/>	Mailout Flag	Yes <input type="radio"/> No <input checked="" type="radio"/>
State	<input type="text" value="NSW"/>	Insurance	Yes <input type="radio"/> No <input checked="" type="radio"/>
Postcode	<input type="text" value="2120"/>		
Country	<input type="text" value="AUSTRALIA"/>		

Check Suburb is always entered into Address 3

Add frequent flyer, hotel memberships, passport details, credit cards etc here

Always save changes

Postal Address	Client Preferences	Passports	Credit Cards
Client Interests	Memberships	Client Emergency	

Save Client Profile

Accessing the Reporting Menu



WebRes Arranger Menu with Reports

Session No. yegmowjvit

TravelEdge Sydney

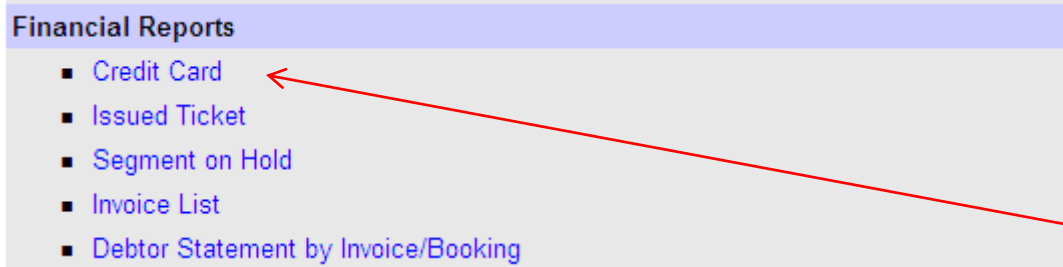
- Client Profile and Bookings
- Create a Client Profile
- Make a Reservation
- web-res Reports

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Log-out

Select Web-res Reports

Select the report you wish to run



Select the required report by clicking on the report name

Credit Card Report



Credit card – details all expenditure charged by the Agency against specific Credit Card numbers. **Use this report for assistance in reconciling credit card statements.**

MCDONALD'S AUSTRALIA LIMITED Credit Card		Session No. wb8vrmuhzf
Reporting Group MCDONALD		
Debtor McDonald's Australia Limited (mcdon)		
Department	All Departments	
Cost Centre	All Cost Centres	
Profile	to	
Report by Debtor		
Transaction Date:	1-01-11	to 31-01-11
Client Credit Card:	5353111111114444	to 5353111111114444
Int/Dom	Both	
Sort By	Credit Card Holder	
Show More Booking Details	<input type="checkbox"/>	
Include E-Charge Transactions	<input checked="" type="checkbox"/>	
Include BTA/CTS Transactions	<input checked="" type="checkbox"/>	

1. Select the relevant Department and/or Cost Centre from the drop down menu if this is required. Leave as All Departments and Cost Centre's if you wish to view the overall company results
2. Enter the 'Transaction Date' range required
3. Enter the specific credit card number or leave blank if all credit card numbers and transactions are required
4. Select the appropriate field from the 'Int/Dom' drop down menu
5. Select the appropriate field from the 'Sort By' drop down menu
6. Tick 'Include 'E-Charge Transactions'
7. Tick 'Include BTA/CTS Transactions'
8. Select the 'HTML' radio button
9. Select the 'Screen' radio button to print to screen
10. Click continue
11. Click the blue hyperlink to download report to screen

Create Document As	
<input type="radio"/> PDF (.PDF)	Use Graphical Logo
<input type="radio"/> Plain Text (.TXT)	On All Pages
<input checked="" type="radio"/> HTML (.HTM)	
<input type="radio"/> Excel Worksheet (.XLS)	
<input type="radio"/> Comma Separated (.CSV)	
Send Document To	
<input checked="" type="radio"/> Screen	
<input type="radio"/> Email	

Please note: The 'Transaction Date' will relate to the date that TravelEdge has transacted the charge. For Air Bookings this date may vary slightly to the day that the charge appears on the credit card statement due to internal processing by Airline billing systems. TravelEdge has no control over this.

Segment On Hold Report

Debtor TravelEdge Sydney (traveledge)

Department

Cost Centre

Profile to

Passenger Name to

Consultant

Include Terminated Consultants?

Airline

Ticket No to

Valid Date to

Released Date to

Include Released Tickets

Show Booked By or Arranger

Report By

Create Document As

PDF (.PDF)

Plain Text (.TXT)

HTML (.HTM)

Excel Worksheet (.XLS)

Comma Separated (.CSV)

Gridlines

Send Document To

Screen

Segments on Hold – provides a list of tickets which have a segment placed in credit and are pending rebooking. **Also known as the 'Ticket on Hold Report'.**

1. Select the relevant Department and/or Cost Centre from the drop down menu if this is required. Leave as All Departments and Cost Centres if you wish to view the overall company results
2. Leave all other fields as they appear
3. Select the 'Excel Worksheet' radio button
4. Select the 'Screen' radio button to print to screen
5. Click continue
6. Click the blue hyperlink to download report to screen

Please note: If you would like a historical record of all the credits rebooked and reused then select 'Include Released Tickets'

Invoice List Report

Debtor TravelEdge Sydney (traveledge)

Department

Cost Centre

Profile to

Invoice No from to

Invoice Date from to

Report

Create Document As

<input type="radio"/>	PDF (.PDF)	Use <input type="text" value="Graphical Logo"/>
<input type="radio"/>	Plain Text (.TXT)	
<input checked="" type="radio"/>	HTML (.HTM)	
<input type="radio"/>	Excel Worksheet (.XLS)	
<input type="radio"/>	Comma Separated (.CSV)	

On

Send Document To

<input checked="" type="radio"/>	Screen
<input type="radio"/>	Email

Invoice List – enables an end user to produce a range of Tax Invoices for viewing, printing or emailing. **Handy for finding a copy of that misplaced invoice.**

1. Select the relevant Department and/or Cost Centre from the drop down menu if this is required. Leave as All Departments and Cost Centres if you wish to view the overall company results
2. Input the invoice date range
3. Select the 'HTML' radio button
4. Select the 'Screen' radio button to print to screen
5. Click continue
6. Click the blue hyperlink to download report to screen

Please note: This report is run in HTML format as this enables the Invoice Number to be displayed as a hyperlink for access to the detailed document.