

Booking request form for travel from other Countries than Switzerland

User guide

WHO, April 1st 2014

CTO – Booking request form

www.cwt-trip-order.com/cto/rest/obr/auth/standalone/sessionStartup/WHO Standalone-8365

The screenshot shows the 'CWT Trip Order' interface. At the top left is the 'Carlson Wagonlit Travel' logo. To the right are language and help options: 'English' (dropdown) and 'Help'. Below the header is a teal bar with 'Request' and 'Logout' buttons. On the right of this bar is the text 'CWT Trip Order'. Below the teal bar is a button labeled 'WHO travel from other Countries'. The main form area has a progress bar with three steps: '1 Enter Data', '2 Review & Submit', and '3 Complete'. The first step, '1 Enter Data', is highlighted. Below the progress bar are two main sections: 'Arranger & Traveler' and 'Other Travelers & Guests'. The 'Arranger & Traveler' section has a red box around its title. A teal callout box points to it with the text: 'Name of person who fill this booking request form: If traveler click on « Is travelling » = YES If travel arranger (assistant) click on « Is travelling » = NO'. The 'Other Travelers & Guests' section also has a red box around its title. A teal callout box points to it with the text: 'Name of traveler (s) only when booking is made by travel arranger (see above)'. A red arrow points from the 'Arranger & Traveler' section to the 'Other Travelers & Guests' section with the text: 'If no traveler « no » click on other travelers'. The 'Arranger & Traveler' form fields include: Title *, First Name *, Last Name *, Email *, Phone, and Is travelling? (radio buttons for yes and no, with 'no' selected). The 'Other Travelers & Guests' form fields include: Title *, First Name *, Last Name *, Email *, Passenger Type *, and Payment *. There is also a checkbox for 'No Portrait Account'. At the bottom right are 'Cancel' and 'Add guest' buttons.

Carlson Wagonlit Travel

English | Help

Request Logout

CWT Trip Order

WHO travel from other Countries

1 Enter Data 2 Review & Submit 3 Complete

Arranger & Traveler

Name of person who fill this booking request form:
If traveler click on « Is travelling » = YES
If travel arranger (assistant) click on « Is travelling » = NO

If no traveler « no » click on other travelers

Title * First Name * Last Name * Email * Phone Is travelling?:
☐ yes ☒ no

Other Travelers & Guests

Name of traveler (s) only when booking is made by travel arranger (see above)

Title * First Name * Last Name * Email * Passenger Type * Payment *
☐ No Portrait Account

Cancel Add guest

CTO – Booking request form

Flight

2 flight segment/s

The travel agent will provide travel arrangements in accordance with the WHO' travel policy. The normal route for all official travel shall be the most economical route available, provided that the total additional time of the whole journey does not exceed the most direct route by four hours or more.

WHO Non-Staff travel: Any personal deviations or special requests in terms of travel dates, routing etc. shall be highlighted in the below remarks field. Private portion will be at traveller expense.

Mention the classe of booking authorized on your invitation letter

Departure *

Date

Time

From

Arrival

Time

To

You need to mention departure time or arrival time

Modify

Add Return Flight

Delete

	Departure Date	Departure Time	From Airport	Arrival Time	To Airport
<input type="checkbox"/>	22.05.2014	Any time this ...	Geneva, Intl (GVA), Switzerland		New York J F Kennedy Intl (JFK), United S...
<input type="checkbox"/>	27.05.2014	Any time this ...	New York J F Kennedy Intl (JFK), United S...		Geneva, Intl (GVA), Switzerland

Class

- According to Travel Policy
- Business
- Economy
- Economy Premium
- First

Cancel

Click to : Modify/ Add Return flight or delete

Click to « add flight » to confirm the line

Remarks

Private deviation return date on 27 May instead 26 May

Mention your private deviation, dates / Itinerary...

CTO – CWT Trip order

Mention a title to your booking request form: Trip to xxx

Choose WHO travel from other Countries by default

The screenshot shows the 'Trip Data' form with the following fields and annotations:

- Trip Name ***: A text input field with an annotation pointing to it: "Mention a title to your booking request form: Trip to xxx".
- Branch/Team ***: A dropdown menu with an annotation pointing to it: "Choose Staff or Non-Staff". The dropdown is open, showing three options: "WHO rail tickets", "WHO travel from other Countries", and "WHO travel from Switzerland".
- Traveller type ***: A dropdown menu with an annotation pointing to it: "Choose Staff or Non-Staff".
- Send a copy via Email to**: A text input field with a placeholder "email1, email2, email3" and an annotation pointing to it: "Please insert emails to put in copy of this booking request form (all persons who should receive booking confirmation from CWT by email)".

At the bottom of the form, there are two buttons: "1 Enter Data" and "2 Review & Submit".

Choose Staff or Non-Staff

Please insert emails to put in copy of this booking request form (all persons who should receive booking confirmation from CWT by email)

CTO – CWT Trip order



CLIENT
LOGO

Help

Request

Logout

CWT Trip Order

CWT CH DEMO CTO

1 Enter Data

2 Review & Submit

3 Confirmation




Your CWT Trip-order request was successfully submitted.

Trip Order Number: CHABWBV

Mention this order number to CWT for any exchange of emails on the subject email

Your CWT Trip-order has been sent to our CWT agents and they will start working on your Itinerary. The submitted order will be handled within CWT Business hours and agreed service level.

 View trip

 Print

1 Enter Data

2 Review & Submit

3 Confirmation