

General

Overview

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Company	<input type="text" value="Company"/>	<input type="button" value="Q"/>
Greeting	-	
Title	-	
Legal First name	Legal First name	
Legal Middle name	Legal Middle name	
Legal Last name	Legal Last name	
Date of birth	<input type="text" value="Date of birth"/>	
Citizenship	<input type="text" value="Schweiz"/>	<input type="button" value="Q"/>
Language	German (Switzerland)	
Phone business	<input type="text"/>	
Phone home	<input type="text"/>	
Mobile	<input type="text"/>	
E-mail	E-mail	
Itinerary / e-ticket	<input checked="" type="checkbox"/>	
Traveller	<input checked="" type="checkbox"/>	
Arranger / Assistant	<input type="checkbox"/>	
Approver	<input type="checkbox"/>	
Card type	<input type="text" value="-"/>	<input type="button" value="X"/>
Creditcard no.	<input type="text"/>	
Expiration	<input type="text" value="Expiration"/>	
Remark	<input type="text" value="Remark"/>	
Name on Card	<input type="text" value="Name on Card"/>	
Other forms of payment	Add new <input type="text" value="-"/>	

Description

Field	Description
Company	The company, to which the traveller is associated. Although not highlighted in red, this is a mandatory field.
Greeting	'Mr', 'Mrs', 'Ms' or 'Unkown'. This is a mandatory field.
Title	'Dr' or 'Prof'
First name as in Passport	The first name of the traveller as in the passport. This is a mandatory field
Middle name as in Passport	Here you can fill in the middle name as is in the passport.
Surname as in Passport	The last name of the traveller as in the passport. This is a mandatory field
Date of birth	The date of birth of the traveller. This field is mandatory field for travellers and company administrators but optional for agency administrators
Citizenship	Here the citizenship/ country to which the traveller is a national is given in
Language	<p>Here the language of the user interface can be assigned to the traveller's profile Supported Languages:</p> <ul style="list-style-type: none"> • Czech (Czech Republic) • Danish (Denmark) • Dutch (Belgium) - user interfaces shows English (United Kingdom) • Dutch (Netherlands) - user interfaces shows English (United Kingdom) • English (United Kingdom) • English (United States) • French (Belgium) • French (France) • French (Switzerland) • German (Austria) • German (Germany) • German (Switzerland) • Greenlandic (Greenland) • Hungarian (Hungary) • Italian (Italy) • Italian (Switzerland) • Polish (Poland) • Portuguese (Portugal) - user interfaces shows English (United Kingdom) • Slovak (Slovakia) • Spanish (Spain)
Phone business	Register the business phone number of the traveller
Phone private	Register the private phone number of the traveller
Mobile	Register the mobile phone number of the traveller
E-mail	Register the E-Mail address of the traveller
Itinerary / e-ticket	<p>Only applicable in case Amadeus CSX interfaces is active.</p> <ul style="list-style-type: none"> • If activated, then the traveller will be emailed the itinerary/ e-ticket. If this checkbox is disabled, a '*' PAX' is entered in the CSX profile before the e-mail address to make the address invalid (eg PAX.KNOWLEDGE@BASE.CH)
Traveller	If this box is checked, then the profile is a traveller profile.
Arranger/ Assistance	If this box is checked, the travellers profile is an arranger and is selectable as an arranger in a traveller profile
Approver	If this box is checked, the profile is an approver profile and is selectable as an approver in a traveller profile

Credit cards	<p>In the respective sub fields, the credit card type (i.e. Mastercard, Visa etc.), the credit card no. and the expiry date can be filled in. A new "Name on Card Field" has been added to this section and serves to hold the name as is on the particular card as this can differ from the given names on the profile. On top of that, additional information/ instructions about the credit card can be made in the "remark" field.</p> <table border="1" data-bbox="467 306 1380 354"> <tr> <td data-bbox="467 306 586 354">CVV/CVC</td> <td data-bbox="586 306 1380 354">This field is available only if the module with CVV is activated at an additional cost</td> </tr> </table>	CVV/CVC	This field is available only if the module with CVV is activated at an additional cost
CVV/CVC	This field is available only if the module with CVV is activated at an additional cost		
Use as form of payment (Air Tickets)"	This field is to be selected in case the credit card should be published as an always move FoP line i.e (F. or FP)) form of payment for Air Tickets.		
Add new	In case multiple credit cards should be created, new fields can be auto generated using the add new button. There is no limitation to the number of credit cards that can be saved in Faces		
Other forms of payment	Here one can choose between cash, Bank direct debit and Invoice. The default value is a dash "-"		