Administration

Overview

Administration

Arranger / Assistance

Arranger / Assistance	Arranger / Assistance 🔍
Itinerary / e-ticket	☐
	Add new

Approver

Approver	Approver 🔍
Itinerary / e-ticket	☐
	Add new

Emergency Contact

First name	First name
Surname	Surname
E-mail	E-mail
Phone	▢ ▾

Description

Field	Description
Arranger/ Assistance	The first and last name (surname) of a travel arranger has to be given in this field. Faces then automatically suggests the particular profile alongside with the email that is saved on the arranger profile

Approver	The first and last name (surname) of a travel approver has to be given in this field. Faces then automatically suggests the particular profile alongside with the email that is saved on the approver profile
Add new	To add a new field where an additional arranger or approver names can be saved in
Itinerary/ e-ticket	If activated, then the arranger or approver 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)
Primary Arranger	If activated then the arranger will be synchronized as a primary arranger to Concur. This only applies if Concur interfaces is activated in the agency configuration
Emergency Contact	First name, Surname, E-Mail and Phone of the person to be contacted in case the traveller has an emergency is inserted into these fields. If any any value is to be entered here then First Name, Surname and Phone are automatically made to be mandatory by the system otherwise an error occurs when trying to save