

Profile Management in UI

Travellers

Create a new traveller by clicking on "Manage travellers" and then clicking on the plus icon on the right hand side. This opens a new travellers mask where the traveller data can be given in.

The screenshot shows the top section of the Knowledge Base UI. At the top is a dark blue header with the text "Welcome Knowledge Base" and a small "Knowledge Base" label on the right. Below this is a light beige navigation bar with tabs: "Travellers", "Companies", "My agency", "Administrators", "Profile center", and "Info". The "Travellers" tab is highlighted. Below the navigation bar is a white area with a dropdown menu labeled "Manage travellers" (with a plus icon). Below the dropdown is a search bar with the placeholder text "Enter keywords ..." and a "Search" button. On the right side of the search bar is a small profile icon.

Following fields are mandatory in order to create a new profile: Username, Company, Greeting, First name as in Passport, Surname as in Passport, E-mail, Date of birth.

N.B: Birth date **is not** mandatory for a circle administrator, an agency administrator and an Umbrella supporter

Search Travellers

In order to search for a traveller profile directly in the UI, click on "Manage travellers" under the Travellers Tab and either click on "Search" directly without giving in a value in the search field (this displays a list of all the travellers in alphabetical order) or give in a specific search value.

Following terms can be used when searching for a traveller:

- Faces Username
- First name
- Last name
- Profile number/ Record Locator/Par Title (Sabre, CSX,GWS etc)
- Username of linked OBEs i.e Cytric)
- Company name

These values can also be **combined** for more specific search results i.e. by giving in First name, Last name and Company name in the search box and the clicking on search.

This screenshot shows a more detailed view of the Knowledge Base UI. The top section is a dark blue header with the text "Welcome Knowledge Base". Below this is a light beige navigation bar with tabs: "Travellers", "Companies", "My agency", "Administrators", "Profile center", and "Info". The "Travellers" tab is highlighted. Below the navigation bar is a white area with a dropdown menu labeled "Manage travellers" (with a plus icon). Below the dropdown is a search bar with the placeholder text "Enter keywords ..." and a "Search" button. The search bar is highlighted with a yellow background. Below the search bar is a large white area, likely for displaying search results.

Companies

Company profiles can be created, edited and deleted. Create a new Company in the tab "Companies" by clicking on "Manage companies" and a second click to the green "plus icon". This will create a new empty input mask for a company profile. The deletion of a company profile also deletes all associated travellers. After saving a company profile (new or modifications) the profile data is transmitted to the relevant systems. A status message is shown in the Section Publishing.

Following terms can be used when searching for a traveller:

- Short name
- Company name
- Profile number/ Record Locator/Par Title (Sabre, CSX,GWS etc)
- Customer number