

# 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.



**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

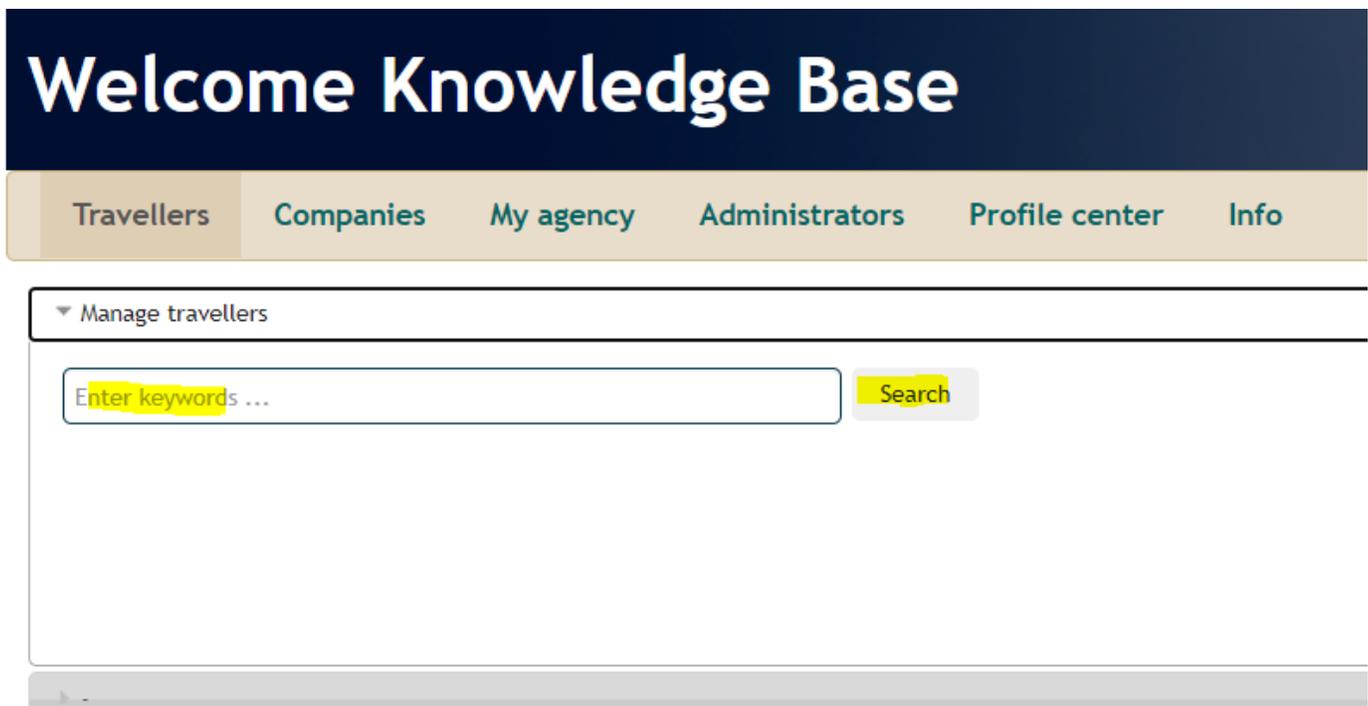
## Search Travellers

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.



## 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