

Companies

Company profiles can be created, edited and deleted in this tab.

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. After saving a company profile (new or modifications) the profile data is transmitted to the relevant systems activated under "Interface Setup". A status message is shown in the section "Publishing"

The deletion of a company profile also deletes all associated travellers across all systems (unless otherwise programmed).

Here is an overview of the subsections:

- [General \(Company Tab\)](#)
- [Publishing](#)
- [Preferences - \(Company Tab\)](#)
- [Interface setup](#)
- [Your "Agency name" team](#)
- [History and Comment](#)
- [Traveller Settings](#)
- [Setup](#)

Overview

manage companies

General

Parent company
Customer no.
Company name
Short name
Street
Street 2
ZIP
Place
Country
Phone
Fax
E-mail
E-mail 2
E-mail 3
Itinerary / e-ticket
Card type
Creditcard no.
Expiration
Remark
Use as form of payment (air-tickets)
Other form of payment
Rail form of payment
Personal cards

Parent company
Customer no.
Company name
Short name
Street
Street 2
ZIP
Place
Country
Phone
Fax
E-mail
E-mail 2
E-mail 3
Itinerary / e-ticket
Card type
Creditcard no.
Expiration
Remark
Use as form of payment (air-tickets)
Other form of payment
Rail form of payment
Personal cards

Publishing

Preferences

Web-Card
Used by traveller
Airline
Publish as
Add new
Guarantee hotel
Used by traveller
Hotel chain
Rate code
Customer request
Add new
Guarantee rental car
Used by traveller
Company
Corporate discount number
Customer request
Billing number
Preferred rental
Add new

Interface setup

Target OS
Reporting office
Your Knowledge Base team
Agency
Confidential
Email delivery
Email invoice delivery

Traveller settings

Comment
History

Cancel Save Delete

BEWARE! Changes apply to new bookings only!