

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

Publishing

Preferences

Web-Card

Used by traveller

Airline

Publish as

Hotel Travelguidelines

Guarantee hotel

Used by traveller

Hotel chain

Rate code

Customer request

Guarantee rental car

Used by traveller

Company

Corporate discount number

Customer request

Billing number

Preferred rental

Interface setup

Target OS

Reporting office

Your Knowledge Base team

Agency

Confidential

Email delivery

Email invoice delivery

Traveller settings

Set new profile as traveller

Set new profile as arranger

Require approval

Self approval allowed

Approver selectable by traveller

Comment

History

Cancel

Save

Delete

BEWARE! Changes apply to new bookings only!