

# SBT option of copying reservations

The screenshot shows the Travel Arranger Dashboard interface. The top navigation bar includes the user name 'Mrs. Dorota Pioro' and the date '16.08.2013'. The main content area features a calendar for September 2013. A reservation for 'Bash, Bujar' on September 8th is highlighted, and a context menu is open over it, with the 'Display' option circled in red. The left sidebar contains navigation links for Flight Booking, Hotel Booking, Hire Car Booking, and Travellers. The right sidebar lists various services and tools.

1. Log into SBT and click on *Travel Arranger Dashboard*
2. Find the reservation you want to copy and click on *Display*

# SBT option of copying reservations

Confirmation for Mr. Anatolii Banera

Approval: This trip request has been approved.  
Approved at: 31.07.2013 11:45 (CEST)  
Approver: Mr. Approver PROJECT COORDINATOR IN UKRAINE (SBT-Approval@osce.org) (current)

**Additional Options**

- [Copy Booking](#)
- [Printable View](#)
- [Currency](#)
- [GDS Booking History](#)

**Frequent Trip**

Name: \*

[Save as Frequent Trip](#)

**Forward additional Confirmation eMail to:**

eMail Address: \*  
[dorota.pioro@osce.org](mailto:dorota.pioro@osce.org)

[Send](#)

No current weather forecast for the destination is available at this time.

Segment #	Type	Travel Date	Destination	Time Periods	Requested Service	Status	Total
1		08.09.2013	Kiev(IEV) - Prague (PRG)	10:25 - 11:45 (-1)	Ukraine Intl Airlines 807 Economy Class	Confirmed	332,72
2		11.09.2013	Prague(PRG) - Kiev (IEV)	14:50 - 18:10 (+1)	Ukraine Intl Airlines 808 Economy Class	Confirmed	Included in segment #1

Total Cost of the complete Trip in EUR: **332,72**

(Trip Purpose: Official Staff Travel)

**Additional Booking Data:**

Ukraine Intl Airlines 807 / 808, 08.09.2013  
Object Code (4 numeric): 6203 - Conferences/Capacity Building - Tickets for Non-OSCE  
OTA Number (alphanumeric and dashes "-" only): 34313IEV  
PR/PO Number (2 alpha + 6 numeric): PR303882  
Department Code (numeric): 320-24140 Economic Environment and Politico-Military Projects OSCE  
Project Co-ordinator in Ukraine

**Itinerary**

Sunday, 08 September 2013 to Prague

Mr. Anatolii Banera (Government issued Picture ID)

PS Ukraine Intl Airlines 807 Economy Class (Y), Airline Reference: R7X8F

10:25 Kiev, UA (IEV), Borispol (KBP), Terminal D

11:45 Prague, CZ (PRG), Vaclav Havel Prague Airport (PRG), Terminal 1

3. You see the reservation to be copied
4. Click on *Copy Booking*

# SBT option of copying reservations

Copy Booking - Windows Internet Explorer

EN English (United States) Correction Help

https://world.cytric.net/ibe/?id=58554974%3B59&adl=RETURN&\_dp\_=hfH7Y56PiWKWTP5Lnu2Bcf3HnJQlr89AUayD3sbtCnk%3D

Copy Booking

Back [ a a+ a++ ] Mrs. Dorota Piore 16.08.2013

### Copy Booking

Copy Booking

**You are booking for:**

Please select travellers for this booking

Yourself

Other Traveller

[Change Preselected Travellers](#)

**Please enter Trip Information:**

Trip Identification:

Trip Purpose:\* **Official Staff Travel**

**Sunday, 08 September 2013 to Prague**

Mr. Anatolii Banera (Government issued Picture ID)

**PS Ukraine Intl Airlines 807** Economy Class (Y), Airline Reference: R7X8F

**10:25** Kiev, UA (IEV), Borispol (KBP), Terminal D

**11:45** Prague, CZ (PRG), Vaclav Havel Prague Airport (PRG), Terminal 1

Status: Confirmed, All Seats: 5A

Flight Duration: 2h 20min, Time Difference: -1, Miles: 724, CO2 Emissions: 150 kg

Booking Code: 2M5MS6, Booking Date: 30.07.2013

Ordered by: Iryna Iarema, Telephone: 380444920382, eMail: [iryna.iarema@osce.org](mailto:iryna.iarema@osce.org)

**Wednesday, 11 September 2013 to Kiev**

Mr. Anatolii Banera (Government issued Picture ID)

**PS Ukraine Intl Airlines 808** Economy Class (Y), Airline Reference: R7X8F

**14:50** Prague, CZ (PRG), Vaclav Havel Prague Airport (PRG), Terminal 1

**18:10** Kiev, UA (IEV), Borispol (KBP), Terminal D

Status: Confirmed, All Seats: 7A

Flight Duration: 2h 20min, Time Difference: +1, Miles: 724, CO2 Emissions: 150 kg

Booking Code: 2M5MS6, Booking Date: 30.07.2013

12:45 16/08/2013

5/ Click on *Change Preselected Travellers*

# SBT option of copying reservations

Preselection of Travellers - Windows Internet Explorer

EN English (United States) Correction Help

https://world.cytric.net/ibe/?id=58542819:164

Preselection of Travellers

Back [a+] [a+ a++] Mrs. Dorota Pioro 16.08.2013

### Preselection of Travellers

On this page preselect travellers for whom you frequently arrange trips. These preselected travellers will be shown on the Booking Pages for easy selection. Start by selecting the location you want to select travellers from, for whom you wish to book and click on 'Search Traveller', then select the traveller and click 'Add'. You may select up to 40 travellers. To remove a traveller from the 'Current Selection' list, select the traveller to be removed and click on 'Remove Selected'. To remove all assigned travellers click on 'Remove All'. To replace the existing selection with a new one, please select a user and click the 'Replace Selection' button.

#### Find Traveller

User Name:

Last Name:

eMail:

Location:

The number of users found is too large. Please narrow down your search.

No travellers have been selected at this time.

The travellers selected here will be stored for future bookings. All personal data from their User Profiles will be automatically used. To make a booking now, click on 'Start' and select travellers for the new booking

[Back](#)

AMERICAN EXPRESS

Start | TMS | LogOut | About | Privacy Policy/Information/Cookies  
| Contact/Support | What Do the Icons and Colours Mean? | cytric Benefits

Last LogIn on 16.08.2013 11:11  
TwinView(tm) Session ID: 669257-7940720

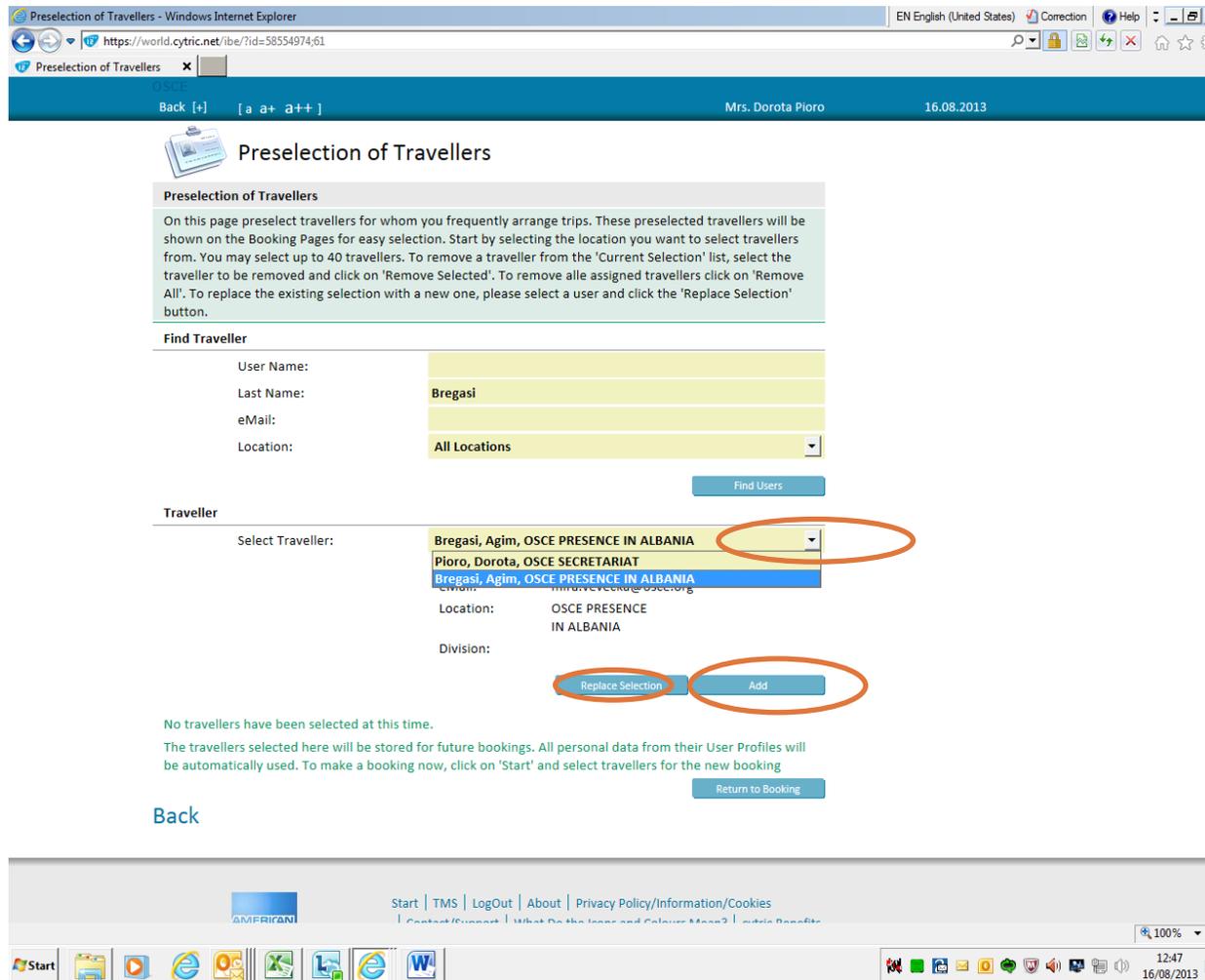
CYTRIC ENTERPRISE

https://world.cytric.net/ibe/?id=58542819:165

12:25  
16/08/2013

6/ Insert the name of a new traveller

# SBT option of copying reservations



7/ In return you see a drop-down menu with your own name and a new passenger's name. Select the name of the new passenger and click on *Add*. If you already have some passengers on a list and you want them to be replaced with the new passenger please click on *Replace Selection*. You can add up to 40 travellers repeating *Find Users* and adding them. Next time when you make *Copy Booking* you will see

## SBT option of copying reservations

a full list of all preselected travellers. You will need to click on the name and proceed. You can make reservations only one by one. It is impossible to make a reservation for all travellers in one step.

The screenshot displays the 'Preselection of Travellers' web application. The browser window title is 'Preselection of Travellers - Windows Internet Explorer'. The URL is <https://world.cytric.net/ibe/?id=58554974;62>. The page header shows 'Mrs. Dorota Piore' and the date '16.08.2013'. The main content area is titled 'Preselection of Travellers' and includes a descriptive paragraph, a 'Find Traveller' form, and a table of preselected travellers. The 'Find Traveller' form has fields for 'User Name', 'Last Name', 'eMail', and 'Location' (set to 'All Locations'). Below the form is a 'Find Users' button. A message states: 'The number of users found is too large. Please narrow down your search.' The table 'List of Travellers Preselected at this Time' has the following data:

Traveller	Travel Policy Group	Location
<input type="checkbox"/> Bregasi, Agim	OSCE	OSCE PRESENCE IN ALBANIA, Tirana

Below the table are 'Remove Selected' and 'Remove All' buttons. The 'Selected Location' is 'OSCE PRESENCE IN ALBANIA, Tirana'. A message states: 'The travellers selected here will be stored for future bookings. All personal data from their User Profiles will be automatically used. To make a booking now, click on 'Start' and select travellers for the new booking.' The 'Return to Booking' button is circled in orange. The footer includes the American Express logo and links for 'Start', 'TMS', 'LogOut', 'About', 'Privacy Policy/Information/Cookies', 'Contact/Support', 'What Do the Icons and Colours Mean?', and 'cytric Benefits'. The browser taskbar shows the Start button and various application icons, with the system clock displaying '12:47' and '16/08/2013'.

8/ Click on *Return to Booking*

## SBT option of copying reservations

The screenshot shows a web browser window titled "Copy Booking - Windows Internet Explorer" with the URL <https://world.cytric.net/ibe/?id=58554974;70>. The page content includes:

- A section titled "Please select travellers for this booking" with radio buttons for "Mr. Agim Bregasi" (circled in red), "Yourself", and "Other Traveller". A "Change Preselected Travellers" button is to the right.
- A section titled "Please enter Trip Information:" with a "Trip Identification:" field and a "Trip Purpose:" dropdown menu. The dropdown is open, showing "Official Staff Travel" (circled in red).
- Two flight details sections:
  - Sunday, 08 September 2013 to Prague**  
Mr. Anatolii Banera (Government issued Picture ID)  
PS Ukraine Intl Airlines 807 Economy Class (Y), Airline Reference: R7X8F  
10:25 Kiev, UA (IEV), Borispol (KBP), Terminal D  
11:45 Prague, CZ (PRG), Vaclav Havel Prague Airport (PRG), Terminal 1  
Status: Confirmed, All Seats: 5A  
Flight Duration: 2h 20min, Time Difference: -1, Miles: 724, CO2 Emissions: 150 kg  
Booking Code: 2M5MS6, Booking Date: 30.07.2013  
Ordered by: Iryna Iarema, Telephone: 380444920382, eMail: [iryna.iarema@osce.org](mailto:iryna.iarema@osce.org)
  - Wednesday, 11 September 2013 to Kiev**  
Mr. Anatolii Banera (Government issued Picture ID)  
PS Ukraine Intl Airlines 808 Economy Class (Y), Airline Reference: R7X8F  
14:50 Prague, CZ (PRG), Vaclav Havel Prague Airport (PRG), Terminal 1  
18:10 Kiev, UA (IEV), Borispol (KBP), Terminal D  
Status: Confirmed, All Seats: 7A  
Flight Duration: 2h 20min, Time Difference: +1, Miles: 724, CO2 Emissions: 150 kg  
Booking Code: 2M5MS6, Booking Date: 30.07.2013  
Ordered by: Iryna Iarema, Telephone: 380444920382, eMail: [iryna.iarema@osce.org](mailto:iryna.iarema@osce.org)
- A "Copy" button (circled in red) at the bottom of the page.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 12:50, 16/08/2013.

9/ At the top you see the name of the new traveller.

10/ *Trip information* is copied from the original reservation. Hence, you need to add updated data.

# SBT option of copying reservations

Multi Fare Display for the Selected Flights - Windows Internet Explorer

EN English (United States) Correction Help

https://world.cytric.net/libe/?id=58554974:79

Multi Fare Display for the ...

Back [+] [ a a+ a++ ] Mrs. Dorota Pioro 16.08.2013

### Multi Fare Display for the Selected Flights

Change Your Search Criteria | Select other Flights

EUR

Please Select from these Fares per Person Available for Your Round Trip Booking:

Sunday, 08 September 2013  
10:25 KBP Kiev, Ukraine 11:45 PRG Prague, Czech Republic Time Difference: -1  
Ukraine Intl Airlines - 807

Wednesday, 11 September 2013  
14:50 PRG Prague, Czech Republic 18:10 KBP Kiev, Ukraine Time Difference: +1  
Ukraine Intl Airlines - 808

Economy Class Business Class from 876,71

Service Class	Change	Refund	Book by	Fare	Price
<input checked="" type="radio"/>	75,20	39,17 / 837,54	8 SEP	i	876,71
This is your best choice for a restricted fare including Business Class					
<input type="radio"/>	<input checked="" type="checkbox"/>	1.074,17 / 7,54	8 SEP	i	1.081,71
This is your best choice for an unrestricted fare including Business Class					
<input type="radio"/>	<input checked="" type="checkbox"/>	1.187,17 / 7,54	5 SEP	i	1.194,71
This is your best choice for an unrestricted Business Class fare. Contracted Service Fees may be added.					

Please always check the fare rules, by clicking on the i-symbol.

Add Oneway Fares to this Display | Expand Multi Fare Display

SpeedBook(tm) (liable for payment)

Continue

Alternative BestBuy Options  
At this time no BestBuy Options matching the settings in this System could be found.

Back

100%

12:58  
16/08/2013

11/ SBT displays available options. Note that the price of the original reservation may not be available anymore and SBT will offer you a current price which may be lower or more likely higher.

12/ Click on *Continue*

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The screenshot shows a flight booking interface in a Windows Internet Explorer browser. The page title is "Flight Booking" and the user is identified as "Mrs. Dorota Pioro" on "16.08.2013". The interface includes a "Your Selected Fare" table, a "Reason Codes" section, and an "Information necessary for completing the booking" section. A red circle highlights the "Continue" button in the "SpeedBook(tm) (liable for payment)" section. Another red circle highlights the "Information necessary for completing the booking" section, which contains fields for Object Code, OTA Number, and PR/PO Number.

Service Class	Change	Refund	Book by	Fare	Price
	75,20	39,17 / 837,54	8 SEP	i	876,71

Please always check the fare rules, by clicking on the i-symbol.

Change Your Search Criteria | Select other Flights | Select another Fare

SpeedBook(tm) (liable for payment)

Continue

**Reason Codes**

This booking contains a flight segment that is not in compliance with the travel policy defined in this System. Please select one of the reason codes from the list displayed below.

Please Select

**Information necessary for completing the booking**

Object Code (4 numeric):*	6203 - Conferences/Capacity Building - Tickets for Non-OSCE
OTA Number (alphanumeric and dashes "-" only):*	34313IEV
PR/PO Number (2 alpha + 6 numeric):*	PR303882

**Booked by:**

First Name:*	Dorota
Last Name:*	Pioro
Telephone:	+43 1 51436 6781
eMail:*	dorota.pioro@osce.org
eMail:	
eMail:	

13/ Information necessary for completing the booking and Reason Code are copied from the original reservation. Therefore you need to update it accordingly.

14/ Click on *Continue* and complete the reservation.