



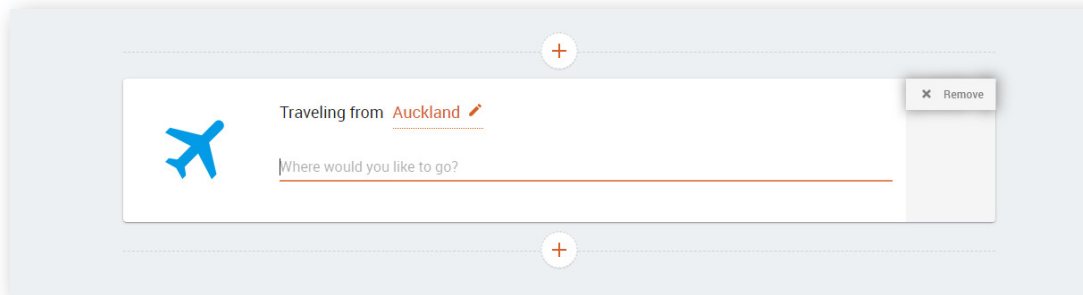
# ORBIT Online

## HANDY HINTS GUIDE

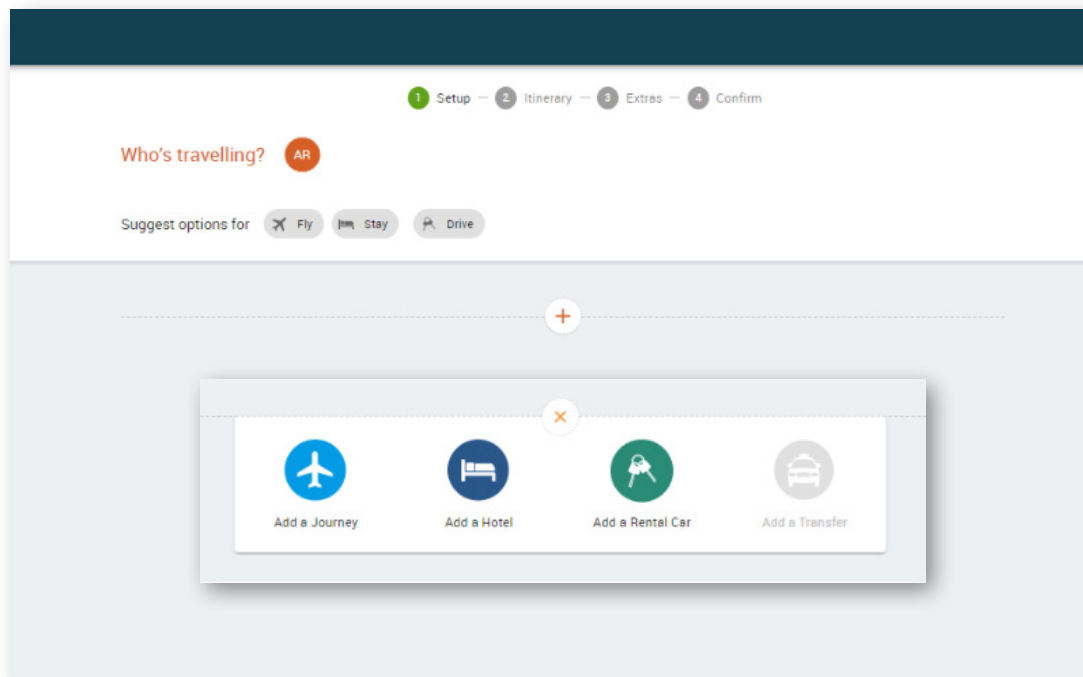
- 2 Booking accommodation only?
- 3 Booking a non-sequential trip?
- 4 No search results for regional travel?
- 5 Need to book a multi trip?
- 6 Need to make changes to your travel segments?
- 7 Want to review the selected fare type before booking?
- 8 Can I save my booking as a draft?
- 9 Can I change my approver?
- 10 Can I share my trip with a colleague?
- 11 Can I add a rental car and hotel to my booking?
- 12 Is your tool showing American spelling and miles?
- 14 Save your flight seating preference.

Please note the above hints are subject to your company's booking tool configuration and may not be applicable.

## Booking accommodation only?



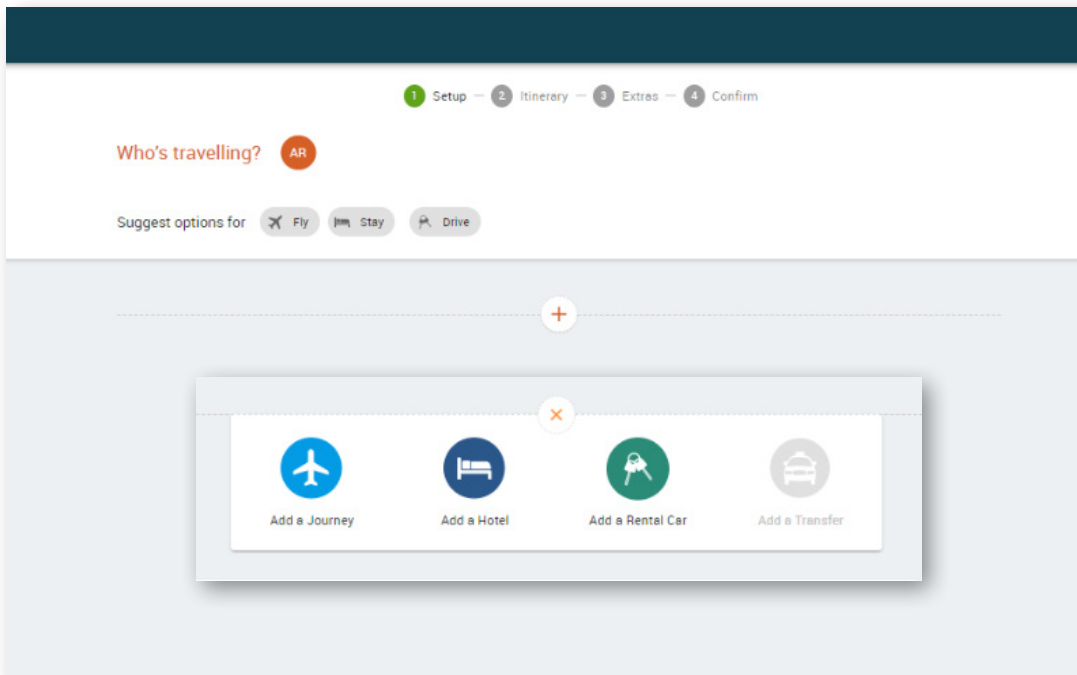
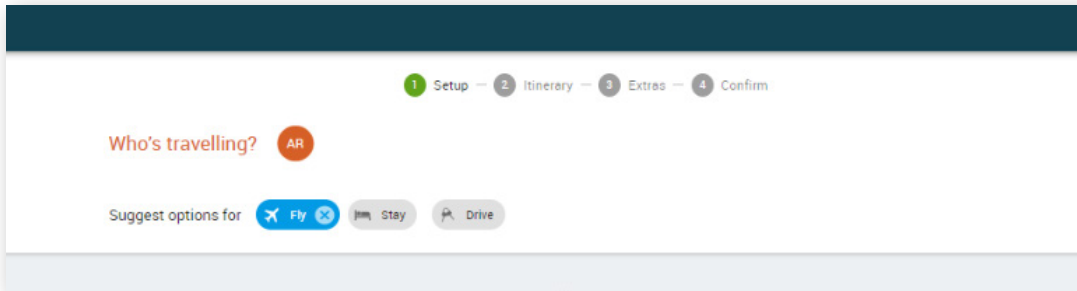
1. When selecting the travel components for your trip, select "Remove" in the top corner of the 'travel cards' like the flight card shown in the picture to the left.



2. Once all 'travel cards' have been removed, click on the 'plus' symbol in the grey field. You will then see a new pop up.
3. Click on 'Add a Hotel'. This will allow you to only select a hotel.

# Booking a non-sequential trip?

Artificial intelligence is great but sometimes we don't need the help.



1. Deselect all "suggest options for" by clicking on the (x) next to each component of travel or you can select "remove" in the top right corner of each 'travel card'.

x Remove

2. Once each component of travel is deselected, click on the 'plus' symbol in the grey field. You will then see a new pop up.

3. Add each component of travel in the order you require.

## No search results for regional travel?

When you are booking travel to a smaller town, we recommend to select **“Anytime”** when choosing your time of travel.

As there are fewer flights operating daily to our regions, this will provide you with their full availability for that day.

The screenshot shows a travel booking interface. At the top, it says "Who's travelling?" with a red circle containing "AR". Below that, it says "Suggest options for" with three buttons: "Fly" (with an airplane icon), "Stay" (with a house icon), and "Drive" (with a car icon). A plus sign in a circle is visible above the main search area. The main search area shows "Travelling from Wellington to Auckland On 20 Jan" with a blue airplane icon on the left and a "Remove" button on the right. Below this, a "What time?" dropdown menu is open, showing the following options: "Early Morning (7 AM)", "Late Morning (10 AM)", "Early Afternoon (2 PM)", "Early Evening (6 PM)", "Evening (8 PM)", and "Anytime". The "Anytime" option is highlighted with a white background. Below the dropdown menu, there is a "Choose..." button.

# Need to book a multi-trip?

Who's travelling? **AR**

Suggest options for **Fly** **Stay** **Drive**

**+**

DEPARTING **Wellington** **WED, 20 JAN 7:00 AM** **Remove** **Edit**

ARRIVING **Auckland**

**+**

Travelling from **Auckland** **Remove**

**Going home?**

**or somewhere else?**

- Rotorua, NZ (ROT)
- Napier Hastings, NZ (NPE)
- Wellington, NZ (WLG)

**+**

- When selecting your return destination, **free type over "or somewhere else?"** with the destination you need or you can select from one of your favourite destinations prompted in the drop down.

# Need to make changes to your travel segments?

The image displays a travel booking interface with two segments. The first segment, 'Auckland Airport', shows pickup on Wednesday, 20 Jan at 7:00 AM and drop-off on Thursday, 21 Jan at 6:00 PM. The second segment, 'HOT Holdings', shows check-in on Wednesday, 20 Jan at 2 PM for 1 night. A pop-up window is open for editing the first segment, showing the pickup address 'Auckland Airport' and a map. A text box on the left explains that within this pop-up, users can change search criteria like date, time, and address. A dashed line connects this text to the 'Auckland Airport' search result in the pop-up's address list.

Segment	Icon	Location	Date	Time	Duration	Actions
1	Key icon	Auckland Airport	WED, 20 JAN	PICK-UP 7:00 AM	THU, 21 JAN DROP-OFF 6:00 PM	Remove, Edit
2	Bed icon	HOT Holdings	WED, 20 JAN	CHECK-IN 2PM	1 NIGHT	Remove, Edit

Within the pop up, you can make changes to your search criteria such as, date, time and address.

# Want to review the selected fare type before booking?

The screenshot shows the 'Confirm and book your trip' page for a flight from Wellington to Auckland. The page is divided into several sections:

- Progress Bar:** A series of steps: Guide Me (highlighted in green), Setup (checked), Itinerary (checked), Extras (checked), and Confirm (4, indicating the current step).
- Header:** 'Confirm and book your trip' with the dates 'Wed, 20 Jan - Thu, 21 Jan'.
- Traveller Selection:** A dropdown menu showing '1 Traveller'.
- Flight Segment:** 'Wellington to Auckland' on Air New Zealand, NZ 408, departing at 7:30 am from WLG and arriving at 8:35 am at AKL. The flight is nonstop on an A320 (narrowbody) with a 1h 05m duration. The price is \$147.50 per traveller. Amenities include Wi-Fi, meals, and baggage.
- More info:** A section with an expandable arrow, which is currently expanded to show details.
- Fare Details:** 'Fare' section showing 'Flexi Date (G)' for \$147.50.
- Bags:** 'Bags' section showing '2 bags checked baggage'.
- Corporate Policy:** 'Corporate Policy' section with a warning icon and text: 'Best fare has not been selected. & Selected airline and/or booking class breaks policy rules.'

Once you have reached the confirmation page after making your selections, you will be given an **overview of your trip to review.**

Click on 'more info' within your travel segments to view more details such as your **fare type and baggage.**

# Can I save my booking as a draft?

The screenshot shows a flight booking confirmation page. At the top, there are two flight segments for Air New Zealand, each with a UATP number and a price. Below this is a 'Trip Total' of NZD \$388.00. A note states: 'Please note: The price shown is a guide only, may be subject to currency fluctuation and excludes any applicable taxes.' The page is divided into sections: 'Special requests and additional information' with a 'Booking details' section and an 'ADD DETAILS' button; 'Corporate Compliance' with two error messages: 'One or more flights' (Best fare has not been selected) and 'Additional information' (Authoriser required, Custom field details required); and 'Read and accept rules and conditions' with an unchecked checkbox 'I understand and accept all the rules and conditions.' At the bottom, there are three buttons: 'DISCARD ITINERARY', 'SAVE AS DRAFT', and 'SEND TO...'. A modal titled 'Save draft itinerary' is open, containing two bullet points and two buttons: 'CANCEL' and 'ACCEPT'.

✈ Air New Zealand	UATP 1086*****0022	\$239.00	▼
✈ Air New Zealand	UATP 1086*****0022	\$149.00	▼
<b>Trip Total</b>		<b>NZD \$388.00</b>	

Please note: The price shown is a guide only, may be subject to currency fluctuation and excludes any applicable taxes.

### Special requests and additional information

📘 Booking details ADD DETAILS ▼

### Corporate Compliance

⚠ One or more flights Best fare has not been selected. SUBMIT REASON

⚠ Additional information Authoriser required  
Custom field details required ENTER REQUIRED DETAILS

### Read and accept rules and conditions

I understand and accept all the rules and conditions.

DISCARD ITINERARY SAVE AS DRAFT SEND TO...

#### Save draft itinerary

- Saving an itinerary as a draft does not confirm any reservations and prices are not secure until the booking is confirmed.
- The itinerary will be saved for **7 days**, you must resume within this time or the itinerary will expire.

CANCEL ACCEPT

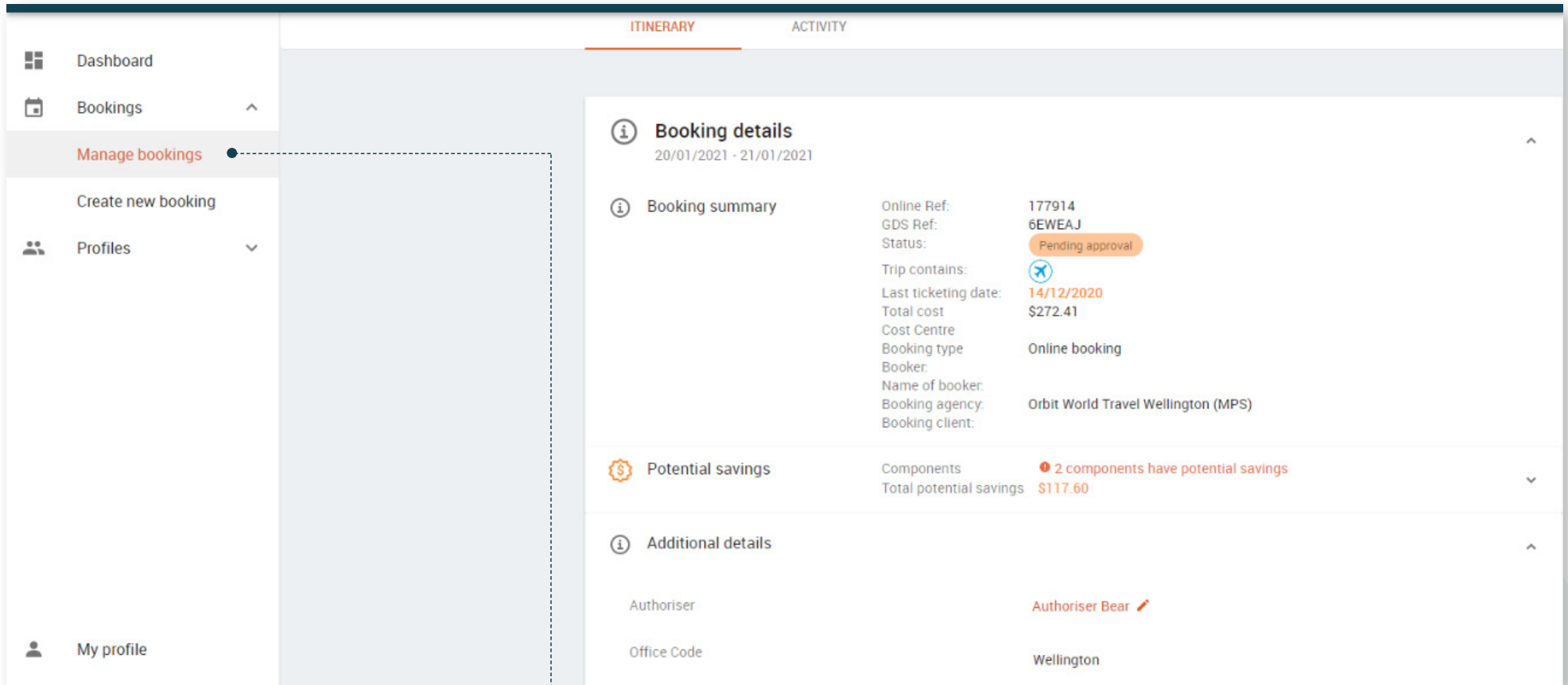
If you have completed your itinerary but do not want to book yet, you can save your itinerary as a draft.

- To save as a draft, select “Draft” at the bottom of the confirmation page at the end of your booking and then select “Accept”.

Please note that by saving a draft, you are saving your itinerary requirements, and are not holding flights or travel components for a later date.



# Can I change my approver?

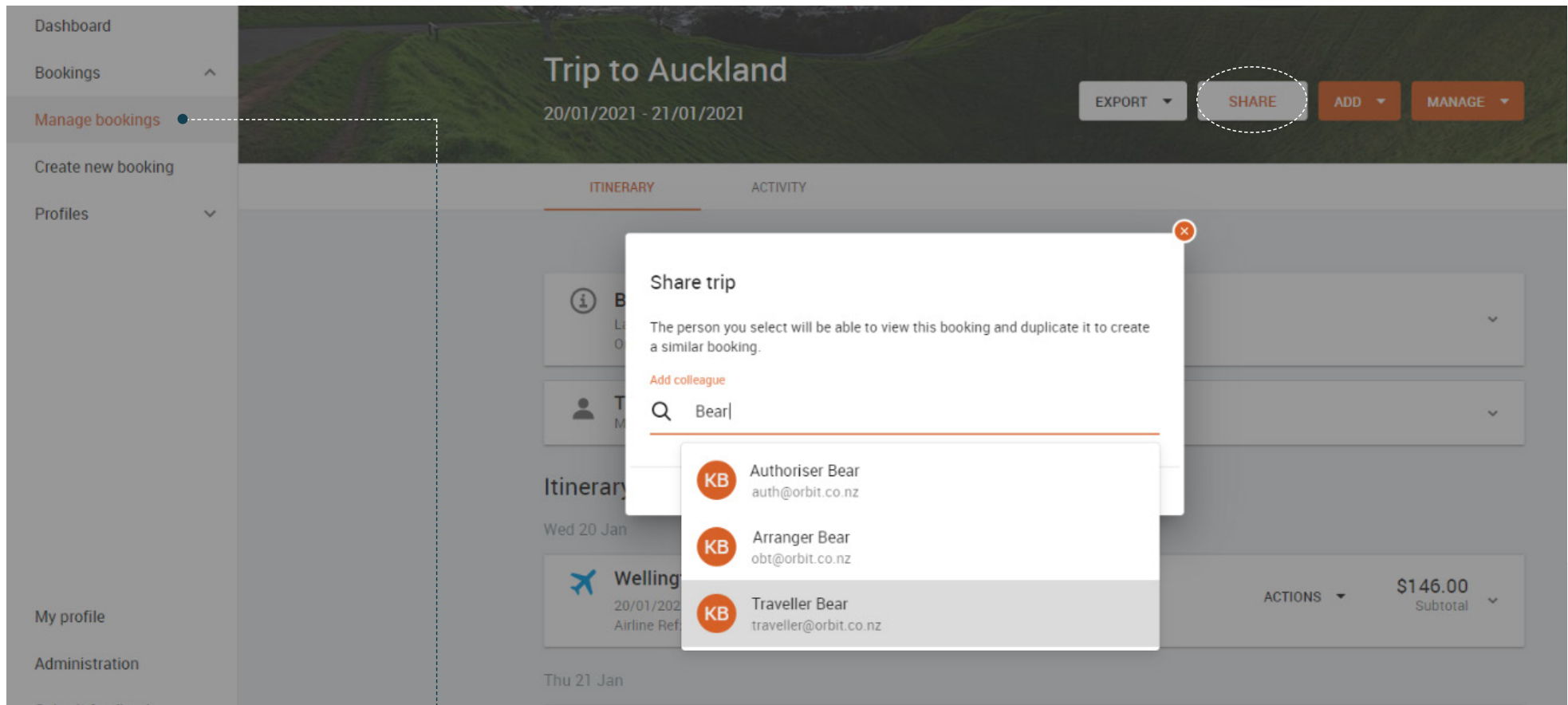


After making a booking, you may need to change the approver or authoriser from the one originally assigned when making the booking.

1. To change the approver, select the 'Bookings' drop down in the left menu and click 'Manage bookings'. Then click on the booking you would like to update.

2. Expand the 'booking details' section and you will find the section 'Additional details' heading. Click on the pencil to edit your approver. Select a new approver from the drop down box.

# Can I share my trip with a colleague?

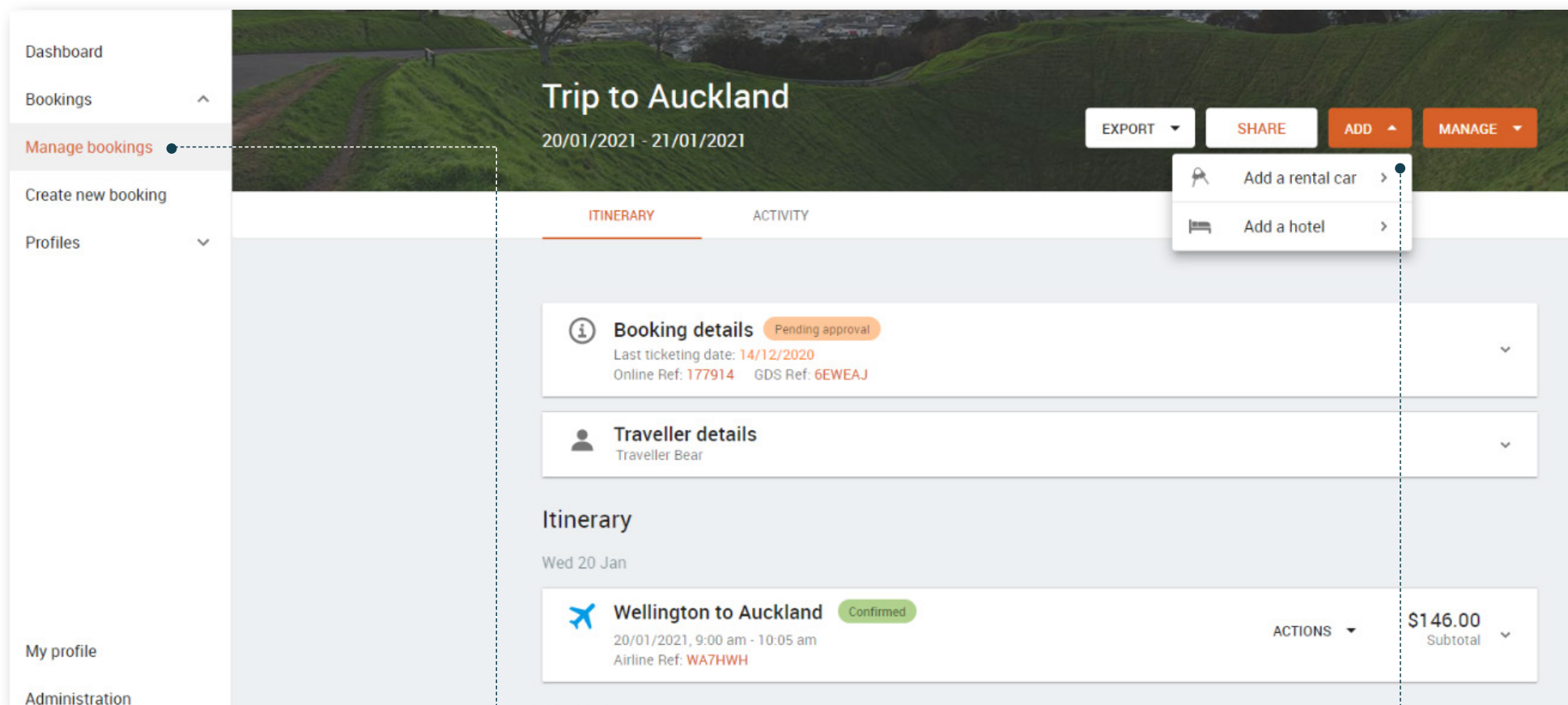


You may choose to share your booking with a colleague in order for them to clone the booking for themselves.

**1.** To share your booking, select the 'Bookings' drop down in the left menu and click 'Manage bookings', click on the booking you would like to share and in the top bar of the booking page click 'Share'.

**2.** You will then be asked to select the person you would like to share with by searching their email address.

# Can I add a rental car and hotel to my booking?



If you have made a booking with flights only and wish to add a rental car or accommodation later, you can do this within your booking.

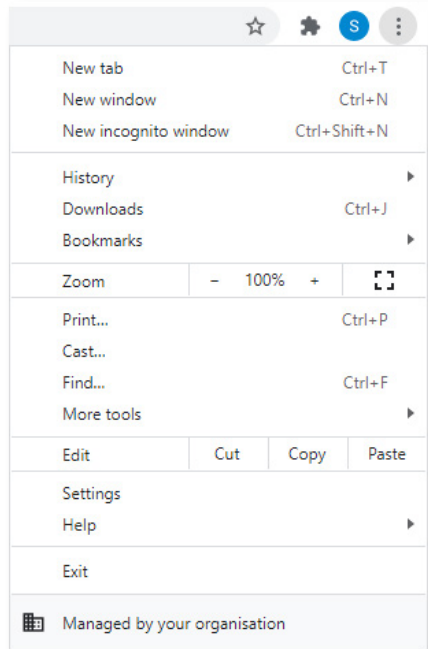
**1.** To add a travel component, select the 'Bookings' drop down in the left menu and click 'Manage bookings'.

**2.** Click on the booking you would like to amend and in the top bar of the booking page click 'Add'. Then select the component you would like to add.

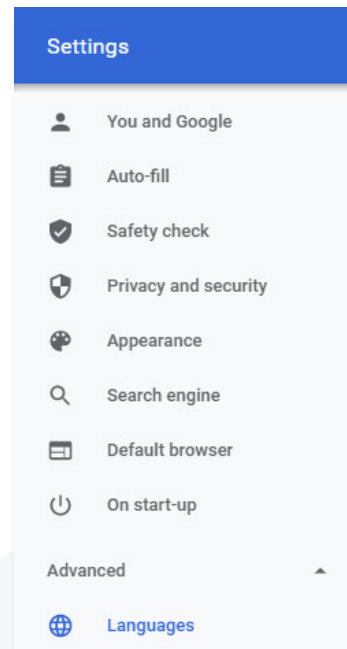
# Is your tool showing American spelling and miles?

If you find the spelling in your tool is in English (US) e.g. Traveler, and displaying miles instead of kilometres. This means the default language of the users in Google is English (US) and needs to be changed to English (NZ).

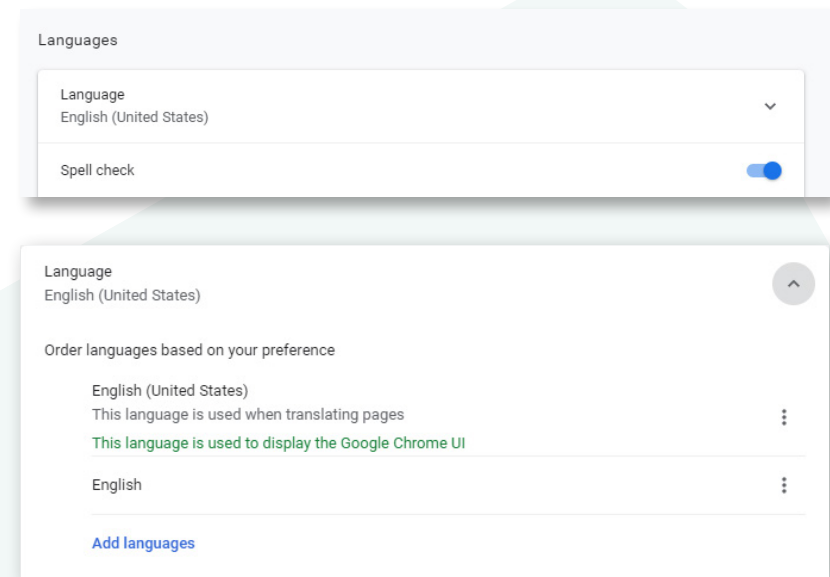
1. Click on the three dots in the top right of your Google Chrome browser and select 'Settings' in the menu.



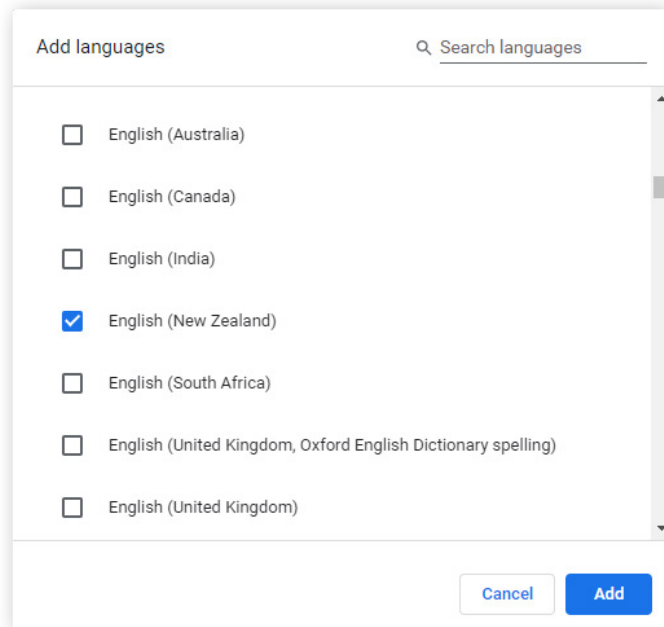
2. Select the 'Advanced' drop down from the left menu and then 'Languages'.



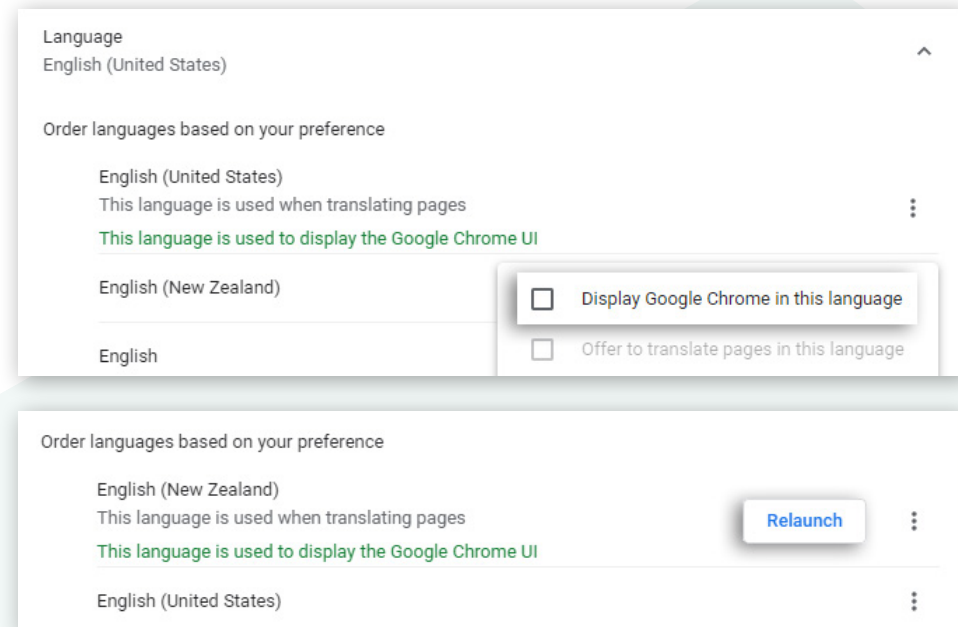
3. Click on the first 'Language' drop down where the default is listed as 'English (United States)'. Once the menu is expanded, select 'Add languages' in the blue text.



4. Select 'English (New Zealand)' from the available options listed and click 'Add'.

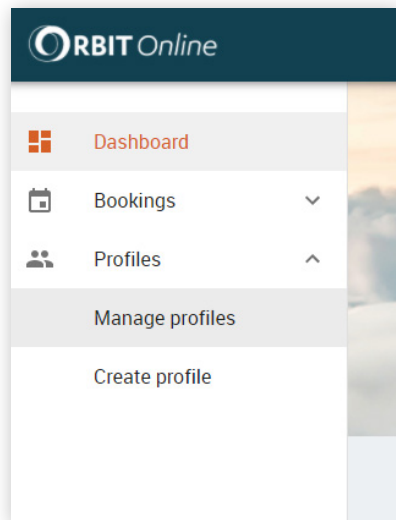


5. Once added, click on the three dots by English (New Zealand) and tick 'Display Google Chrome in this language'. You will then see this option move to the top and become the default language within Google Chrome. Then select 'Relaunch' to apply the changes made.

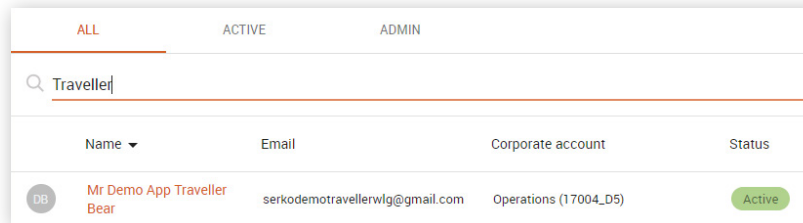


# Save your flight seating preference

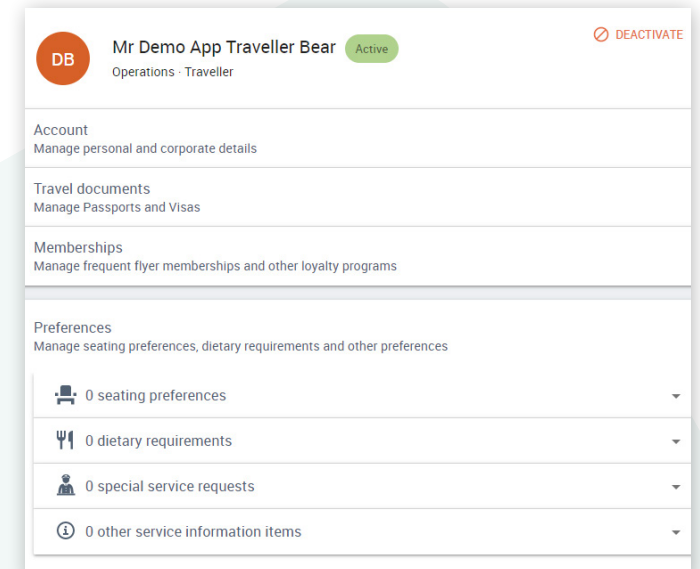
1. Select 'Manage Profiles' from the 'Profiles' drop down on the left hand menu.



2. You can search for the traveller you would like to select in the search bar. Then select the profile to make changes.



3. Click on 'Preferences' to expand the preference options in the menu.



#### 4. Seat Number Preference (Seat 3A)

If you have a specific seat number preference (e.g. 1D). Expand 'Seating Preferences' and click Add a seating preference. Then enter the airline, the type of plane and the preferred seat request on the specified aircraft and click Add.

Preferences  
Manage seating preferences, dietary requirements and other preferences

0 seating preferences

Airline	Aircraft	Seat number
<b>Add a seating preference</b>		
Name on passport	Mr Demo App Traveller Bear	
Airline	Select airline *	
	Air New Zealand	
Aircraft	Select aircraft	
	All Aircraft	
Seat number	Seat number *	1D
<b>Cancel Add</b>		

#### 5. Seat Type Preference (Window/Aisle)

If you simply have a request for a type of seat, such as a window or aisle seat, please use Special Service Requests. Expand 'Special Service Requests' and enter your request as shown in the picture below and click Add.

Preferences  
Manage seating preferences, dietary requirements and other preferences

0 seating preferences

0 dietary requirements

0 special service requests

Request	Comments
<b>Add a special service request</b>	
Name on passport	Mr Demo App Traveller Bear
Item	Select item *
	SEATING - AISLE
<b>Cancel Add</b>	

