

tts corporate[™]





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USER GUIDE

My Account

- My Profile
 - o Responsibilities of a Travel Agency Administrator on TTS Corporate
 - How do I start using TTS Corporate?
 - My Profile on TTS Corporate

• My Agency

- o <u>Configure your Agency's Profile</u>
- Setup your Terms & Conditions and agency's Credit Card(s)
- Companies
 - Manage and check your Companies
 - o Adding Companies
 - o Editing an existing Company
 - Searching an existing Company

Users

- Manage and check Users
- Searching a User
- o Different User Roles on TTS Corporate
 - Creating an Agency Admin User
 - About agency users
 - <u>Creating a Company Admin User</u>
 - <u>Creating a Traveller User</u>
 - User without login
 - <u>Creating an Arranger User</u>
 - <u>Creating an Approver User</u>
 - How many Users can I have on TTS Corporate?
- Current account
 - <u>Check and manage your balance</u>
 - Adding funds

Corporate Accounts setup

- Customization
 - o Activating content and features for Companies
 - o Activating Low Cost Flights
 - o Managed Services





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Search and Book

- o Search and Book
- Search and Book navigation
- After receiving a booking

Settings

- Content
 - o GDS Core Flights
 - <u>Complete GDS Information</u>
 - Setting up GDS Core Flights
 - Setting your Preferences to GDS Core Flights
 - Configuring Fees
 - Configuring Markup Fees
 - Add Corporate IDs
 - o GDS Core Hotels
 - <u>Complete GDS Information</u>
 - Setting up GDS Core Hotels
 - Setting your Preferences to GDS Core Hotels
 - Configuring Fees
 - Configuring Markup Fees
 - o GDS Core Rent-a-Car
 - Complete GDS Information
 - Setting up GDS Core Rent-a-Car
 - Setting your Preferences to GDS Core Rent-a-Car
 - Configuring Fees
 - Configuring Markup Fees
 - o Low Cost Flights
 - Activate LCC on TTS Corporate
 - <u>Complete LCC Information</u>
 - Setting up LCC
 - <u>Setting your Preferences to LCC</u>
 - Configuring Fees
 - Configuring Markup Fees
 - Add Agency Account







- BedsOnline
 - <u>Connecting to TTS Corporate</u>
 - Setup

• Features and Services

- Advanced Agency Branding
 - Personalize TTS Corporate with Advanced Agency Branding
 - Enable Branding for Corporate Clients
 - Add Notes per Content Type
- o <u>Regions</u>
- o Travel Policies
 - How to create Travel Policies
 - Create Travel Policies rules
 - <u>User Group Approval Workflows</u>
 - Mandatory User Groups
 - Creating Reason Codes for Travel Policies
 - Approval based on Traveller custom remarks
 - Cancelling denied bookings
- o Private Fares
 - Access your negotiated fares on TTS Corporate
 - Adding Private Fares
- o Visual Guilt
- Remarks and BackOffice Integration
- o Own Domain
- o Import Users
 - Add/Update Users
 - Rules of the Import File

Additional Utilities

- o <u>My Trips</u>
- Notifications
- o <u>Reports</u>

Have a question you can't find here?

Check more information <u>here</u>, or contact your Customer Success Manager, who will be happy to help!