



# NAIA USER MANUAL

- FOR TRAVEL ARRANGERS





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# 1. FIRST TIME LOGGING IN

You need to check your personal informations and preferences the first time you log in:

STEP 1 TO 4 OF 13

1  
Click on your name in the menu on the top right side and a drop-down menu will show.  
Here you will choose "My User Profile".

2  
Click on "Personal Data"

You will then see this on the screen.  
Last change: New User (New User) on 06FEB 09:09

Personal Data  
Emergency Contact Information  
Government ID and Visa Data  
Personal Preferences  
cytric Mobile app  
cytric System Management

3  
Fill out the fields.  
Titel, name and last name are mandatory fields that need to be filled out.

4  
Click on "Save".

Organizational Unit and Travel Policy Group  
Location: Pisiniartarnek ASA, Nuuk  
Travel Policy Group:\* Standard

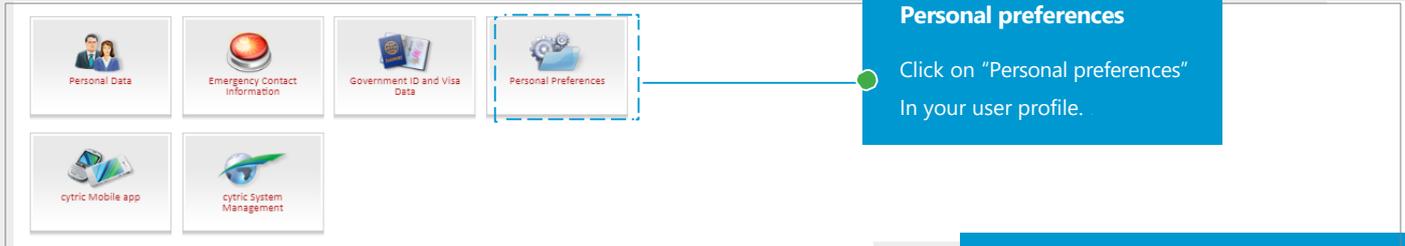
User Profile and QuickProfile Settings  
Greeting:\*  Mr.  Mrs.  Miss  Ms.  None  
First Name:\* New  
Last Name:\* User  
Date of Birth: [ ] [ ] [ ]

Business Address  
Telephone:\* +4591919191  
Mobile Telephone:\* +4591919191  
eMail:\* mail@mail.com  
Example: name@company.com  
First additional eMail: [ ]

# 1. FIRST TIME LOGGING IN

## Personal preferences

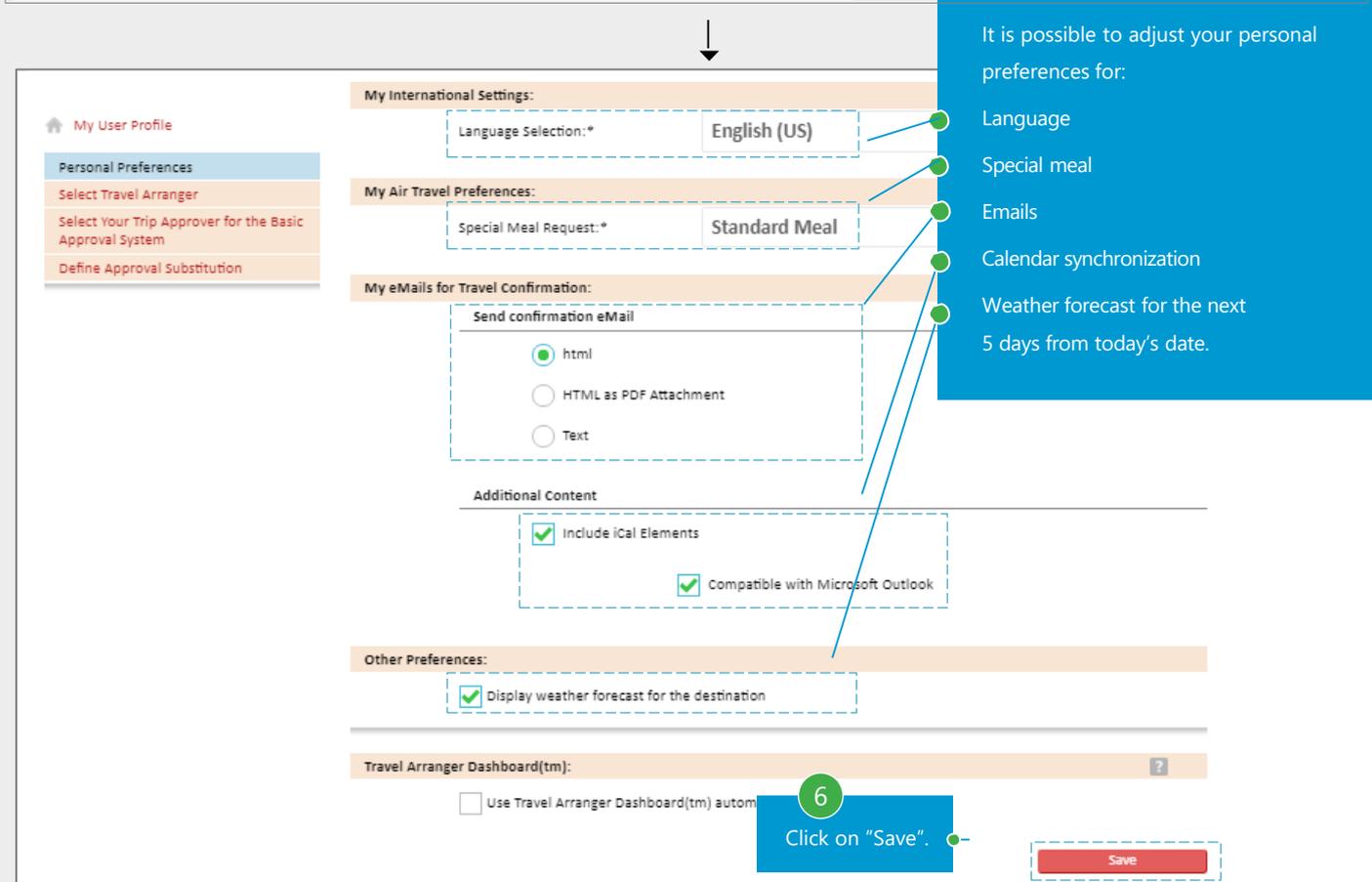
STEP 5 TO 8 OF 13



**5**

**Personal preferences**

Click on "Personal preferences" in your user profile.



It is possible to adjust your personal preferences for:

- Language
- Special meal
- Emails
- Calendar synchronization
- Weather forecast for the next 5 days from today's date.

**6**

Click on "Save".

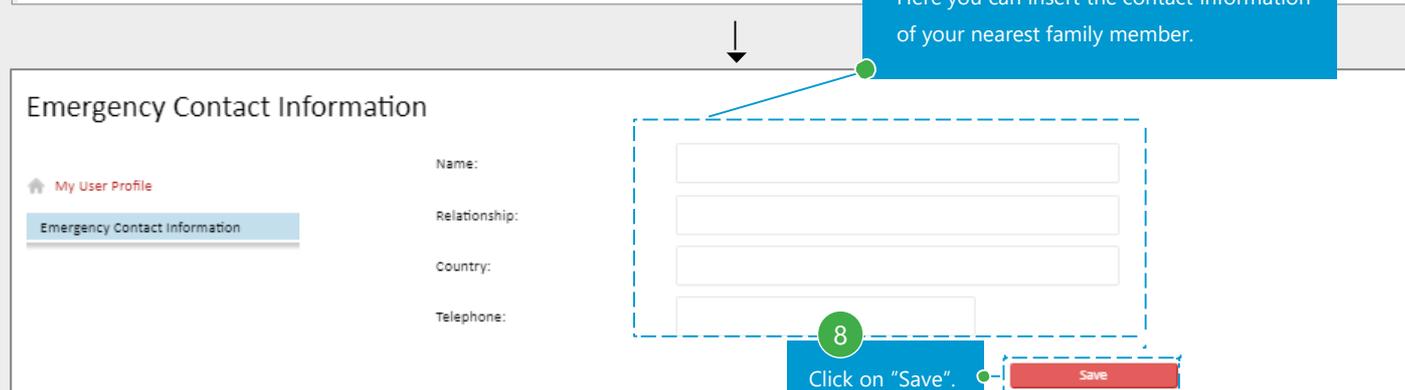


**7**

**Emergency contact information v**

Click on "Emergency contact information" in your user profil.

Here you can insert the contact information of your nearest family member.



**8**

Click on "Save".

# 1. FIRST TIME LOGGING IN

## Government ID and Visa Data

STEP 9 TO 11 OF 13

A screenshot of a user profile menu with six items: Personal Data, Emergency Contact Information, Government ID and Visa Data (highlighted with a dashed blue box), Personal Preferences, cytric Mobile app, and cytric System Management. A blue callout box with a green circle containing the number 9 points to the 'Government ID and Visa Data' item.

**Government ID and Visa data.**  
Click on "Government ID and Visa Data" in your user profile and then click on "Add" on the next page.

A screenshot of the 'Add Government ID and Visa Data' form. The form is divided into two main sections: 'Government ID' and 'Visa Data'. The 'Government ID' section includes fields for Name of Government ID, Government ID (with a dropdown menu), Issuing Country, Government ID Issue Date, Government ID Number, Government ID Expiry Date, a checkbox for 'Primary Government ID Holder', First Name, Middle Name, Last Name, Country of Citizenship, Date of Birth, Gender (radio buttons for Male, Female, Unspecified), and a checkbox for 'Make this Government ID your primary Government ID for APIS and TSA Secure Flight Data'. The 'Visa Data' section includes fields for Place of Birth, Visa Number, Visa Place of Issue, Visa Issue Date, Visa Type, Visa Country, and Visa Expiry Date. A blue callout box with a green circle containing the number 10 points to the 'Government ID' section. A red button at the bottom right is labeled 'Add Government ID and Visa Data'. A blue callout box with a green circle containing the number 11 points to this button.

**10**  
Fill out the fields with information from your Passport or Government ID.  
Any eventual Visa data must be filled out at the bottom.

**11**  
Click to save. **Add Government ID and Visa Data**

# 1. FIRST TIME LOGGING IN

## Change of password

STEP 12 TO 13 OF 13

This screenshot shows a dashboard with several icons: Personal Data, Emergency Contact Information, Government ID and Visa Data, Personal Preferences, cytric Mobile app, and cytric System Management. A blue callout box labeled '12' points to the 'cytric System Management' icon. The text inside the box reads: 'Cytric System Management', 'Click on "Cytric System Management" in your user profile.', and 'You can then change your password.'

This screenshot shows the 'Change your User Name and/or Password' form. It includes a 'Change Password' section with three input fields: 'Your Old Password:', 'Your new password is:', and 'Your New Password (for verification):'. A blue callout box labeled '13' points to the 'Your New Password' field. The text inside the box reads: 'Click to save.' and 'Save and Continue to My User Profile' and 'Save and Continue to Personal Portal(tm)'. There are also buttons for 'Change your User Name and/or Password' and 'Delete All Personal Data'.

This screenshot shows the main user interface with a user menu on the right. A blue callout box with an exclamation mark icon points to the 'Support' link in the menu. The text inside the box reads: 'You can find manuals via the "Support" link. The link goes directly to: [onlineportal/support/](https://onlineportal/support/). Contact information to our support team can be found on the bottom of each page. There is a link to the Support page from here as well.'

This screenshot shows the footer area with a language dropdown set to 'English (US)', a 'Privacy Policy/Information/Cookies' link, and a callout box pointing to a support link. The text inside the callout box reads: 'Do you need help? You can find our support information here'.



## 2. FLIGHT RESERVATION

### Choosing a flight reservation

STEP 2 TO 4 OF 9

2  
Click on the plane icon for flight reservation for the chosen traveller.

3  
You can choose:  
One way, return or multiple cities  
From city to city  
It is possible to choose non-stop or "via" if you wish to travel through specific cities.

4  
Click arrow to do the search

4  
Trip purpose  
Date, time for departure/arrival  
Possible to choose up to six airlines.

4  
A calendar will pop-up and you can choose the dates and change the time. Please note that the departure time is set to 9:00 as default. It is possible to change settings to arrival times as well.

## 2. FLIGHT RESERVATION

Different possibilities for booking the trip will be shown in the next pages. There are two ways of booking a return trip. A 2-step proces will be shown in the first example.

STEP 5 TO 5 OF 9

**5**

The system will mark the segment that you are about to book into.

The flight options for the outbound flight will be shown below with a "from" price for a return ticket.

You can choose the outbound flight by clicking the grey arrow at the departure that you would like to book. Hereafter, you will be taken to the page were you can choose the return departure.

Choosing of a ticket type / price will happen later in the process.

Round trip **Nuuk ⇌ Copen**

**GOH → CPH** Mon, 17 Feb | **CPH → GOH** Fri, 28 Feb

Sorted by **Earliest departure** | Filter

Recommended x | Clear filter

Prices do not include any payment fee that may apply to your form of payment. Time difference: +4h 00m

<input checked="" type="checkbox"/>	Air Greenland - 500, 780 (operated by HI Fly Transportes Aeros)	Nuuk, GL	06:45 GOH	1 Stop Total time: 9h 15m	Copenhagen, DK	20:00 CPH	Recommended	→	Total trip prices from <b>kr 7,654.00</b>
<input checked="" type="checkbox"/>	Air Greenland - 502, 780 (operated by HI Fly Transportes Aeros)	Nuuk, GL	07:10 GOH	1 Stop Total time: 8h 50m	Copenhagen, DK	20:00 CPH	Recommended	→	Total trip prices from <b>kr 7,654.00</b>
<input checked="" type="checkbox"/>	Air Greenland - 546, 780 (operated by HI Fly Transportes Aeros)	Nuuk, GL	08:55 GOH	1 Stop Total time: 7h 05m	Copenhagen, DK	20:00 CPH	Recommended	→	Total trip prices from <b>kr 7,654.00</b>
<input checked="" type="checkbox"/>	Air Greenland - 542, 780 (operated by HI Fly Transportes Aeros)	Nuuk, GL	09:25 GOH	1 Stop Total time: 8h 35m	Copenhagen, DK	20:00 CPH	Recommended	→	Total trip prices from <b>kr 7,654.00</b>

Details about the specific departures can be seen by clicking the arrow next to the airline logo for the departure that you are interested in.

Round trip **Nuuk ⇌ Copenhagen**

**GOH → CPH** Mon, 17 Feb | **CPH → GOH** Fri, 28 Feb

Sorted by **Earliest departure** | Filter

Recommended x | Clear filter

Prices do not include any payment fee that may apply to your form of payment. Time difference: +4h 00m

<input checked="" type="checkbox"/>	Air Greenland - 500 De Havilland Canada DHC-8 Dash 8-200	Nuuk, GL	06:45 GOH	0h 55m	Kangerlussuaq, GL	07:40 SFJ	Economy	→
		Nuuk Airport	4h 00m layover · Kangerlussuaq, GL		Kangerlussuaq Airport			
<input checked="" type="checkbox"/>	Air Greenland - 780 (operated by HI Fly Transportes Aeros) Airbus Industrie Jet	Kangerlussuaq, GL	11:40 SFJ	4h 20m	Copenhagen, DK	20:00 CPH	Economy	
<b>Details:</b>		Recommended Economy/Premium Economy: 1015lbs						
<b>CO<sub>2</sub> Emissions:</b>								
<b>Total travel time:</b> 9h 15m								
Total trip prices from <b>kr 7,654.00</b>								

## 2. FLIGHT RESERVATION

Continuing the 2-step proces: After choosing the departure for the outbound flight, you will automatically come to this page, were the return flight can be chosen.

STEP 6 TO 6 OF 9

The top box shows what is booked and will add all additions during the booking proces.

6  
The return is now marked.  
Click on the grey arrow at the departure that you would like to choose for the return.

Round trip Nuuk ⇌ Copenhagen

▼	Air Greenland - 502, 780 (operated by HI Fly Transportes Aeros)	FEB 17	Nuuk, GL	07:10 GOH	1 Stop Total time: 8h 50m	Copenhagen, DK	20:00 CPH	Recommended	<input checked="" type="checkbox"/>	×
		FEB 28	Copenhagen, DK	-- : --		Nuuk, GL	-- : --			

GOH → CPH Mon, 17 Feb ✓

CPH → GOH Fri, 28 Feb

Sorted by: Earliest departure

Filter

Recommended x Clear filter

Prices do not include any payment fee that may apply to your form of payment.

Time difference: -4h 00m

▼	Air Greenland - 779 (operated by HI Fly Transportes Aeros), 555	Copenhagen, DK	09:05 CPH	1 Stop Total time: 7h 40m	Nuuk, GL	12:45 GOH	Recommended	Total trip prices in Economy from kr 7,654.00	<input checked="" type="checkbox"/>	→
▼	Air Greenland - 779 (operated by HI Fly Transportes Aeros), 515	Copenhagen, DK	09:05 CPH	1 Stop Total time: 14h 25m	Nuuk, GL	19:30 GOH	Recommended	Total trip prices in Economy from kr 7,654.00	<input checked="" type="checkbox"/>	→

It is possible to sort and filter your search:

Sorting: You can sort by departure/arrival, shortest travel time, fewest/most stops, lowest fare, and on CO2 emission.

Filter: You can filter by travel times, recommended departures (best prices), your company policies, and on amount of stops.

GOH → CPH Mon, 17 Feb ✓

CPH → GOH Fri, 28 Feb

Sorted by: Earliest departure

Filter

Arrival time: 11:15 - 19:30

Recommended  In-policy fares only

Stops: up to 1 stop | up to 2 stops | up to 3 stops

Cancel Clear filter Apply filter

Sorted by

Earliest departure

- Earliest departure
- Latest departure
- Earliest arrival
- Latest arrival
- Shortest travel time
- Fewest stops
- Most stops
- Lowest fare
- Lowest CO<sub>2</sub> emissions

## 2. FLIGHT RESERVATION

A faster way of booking a return trip is a 1-step process, where you choose the outbound and return departure on the same page.

STEP 5 TO 6 OF 9

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: **N** User, New (You)

Round trip **Nuuk ⇌ Copenhagen**

**GOH → CPH** Mon, 17 Feb | **CPH → GOH** Fri, 28 Feb

Sorted by **Earliest departure** Filter Filter

Recommended X Clear filter

Prices do not include any payment fee that may apply to your form of payment. Time difference: +4h 00m

Air Greenland - 500, 780 (operated by HI Fly Transportes Aeros)	Nuuk, GL	1 Stop Total time: 9h 15m	Copenhagen, DK	Recommended	06:45 GOH	20:00 CPH	→
Air Greenland - 502, 780 (operated by HI Fly Transportes Aeros)	Nuuk, GL	1 Stop Total time: 8h 50m	Copenhagen, DK	Recommended	07:10 GOH	20:00 CPH	→

Total trip prices from **kr 7,654.00**

You can combine your outbound flight with one of these return flights and select them both at the same time. Hide trip prices

Air Greenland - 779 (operated by HI Fly Transportes Aeros), 555	Copenhagen, DK	1 Stop Total time: 7h 40m	Nuuk, GL	Recommended	09:05 CPH	12:45 GOH	→
Air Greenland - 779 (operated by HI Fly Transportes Aeros), 515	Copenhagen, DK	1 Stop Total time: 14h 25m	Nuuk, GL	Recommended	09:05 CPH	19:30 GOH	→

Total trip prices in Economy from **kr 7,654.00**

5

Click on the two red dropdown arrows, next to the price indication at a chosen departure, instead of clicking on the grey arrow.

6

After clicking on the red arrows, the departure for the return will be shown as a dropdown, and you will be able to choose both flights at the same time.

## 2. FLIGHT RESERVATION

Choice of ticket type/price. You will come to this page, after you have chosen your departures. The system will suggest a fare, but it is possible to choose other ticket types and fares (shown as "Other fares").

STEP 7 TO 7 OF 9

1 Start   2 Select flights   3 Select fare   4 Complete booking   5 Confirmation

You are booking for:  
N User, New (You)

### Round trip Nuuk ⇌ Copenhagen

✓	Air Greenland - 502, 780 <small>(operated by HI Fly Transportes Aeros)</small>	FEB <b>17</b>	Nuuk, GL <b>07:10 GOH</b>	1 Stop Total time: 8h 50m	Copenhagen, DK <b>20:00 CPH</b>
	Air Greenland - 779 <small>(operated by HI Fly Transportes Aeros), 555</small>	FEB <b>28</b>	Copenhagen, DK <b>09:05 CPH</b>	1 Stop Total time: 7h 40m	Nuuk, GL <b>12:45 GOH</b>

Show more fares 
Filter ▾

Prices do not include taxes and fees. Additional charges may apply to your form of payment.

#### Suggested fare

↔	Service class <b>ECONOMY</b>	Change No info	Refund <span style="color: green;">+kr 1,564.00</span> / <span style="color: red;">-kr 6,090.00</span>	Baggage 20kg	EOW7NR <b>kr 7,654.00</b>
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#### Other fares

→	Service class <b>ECONOMY</b>	Change No info	Refund <span style="color: green;">+kr 940.00</span> / <span style="color: red;">-kr 3,045.00</span>	Baggage 20kg	EOW7NR <b>kr 7,654.00</b>
←	Service class <b>ECONOMY</b>	Change No info	Refund <span style="color: green;">+kr 624.00</span> / <span style="color: red;">-kr 3,045.00</span>	Baggage 20kg	EOW7NR <b>kr 7,654.00</b>
→	Service class <b>ECONOMY</b>	Change No info	Refund <span style="color: green;">+kr 940.00</span> / <span style="color: red;">-kr 3,045.00</span>	Baggage 20kg	EOW7NR <b>kr 9,899.00</b>
←	Service class <b>ECONOMY</b>	Change Changeable	Refund <span style="color: green;">+kr 5,914.00</span> / <span style="color: red;">-kr 0.00</span>	Baggage 20kg	YOWR <b>kr 9,899.00</b>

Show more fares 
Filter ▾

At least one ticket in the fare must match the filter criteria (default is all tickets matching)

Service class

Economy
 Business

Cancellation conditions

Non-refundable  
  Without fee  
  Any
 
 In-policy fares only

It is possible to filter the prices by service class, ticket type, and by company policies.

Cancel
Apply filter

## 2. FLIGHT RESERVATION

### Confirmation of chosen ticket type

STEP 8 TO 8 OF 9

1 Start
2 Select flights
3 Select fare
4 Complete booking
5 Confirmation

You are booking for:

N

 User, New (You)

### Round trip Nuuk ⇌ Copenhagen

▼	Air Greenland - 502, 780 <small>(operated by HI Fly Transportes Aeros)</small>	FEB	Nuuk, GL	1 Stop		Copenhagen, DK
		17	07:10 GOH	Total time: 8h 50m		20:00 CPH
	Air Greenland - 779 <small>(operated by HI Fly Transportes Aeros), 555</small>	FEB	Copenhagen, DK	1 Stop		Nuuk, GL
		28	09:05 CPH	Total time: 7h 40m		12:45 GOH

→	Service class <b>ECONOMY</b>	Change <b>No info</b>	Refund <b>+kr 940.00 / -kr 3,045.00</b>	Baggage <b>20kg</b>	
←	Service class <b>ECONOMY</b>	Change <b>Changeable</b>	Refund <b>+kr 5,914.00 / -kr 0.00</b>	Baggage <b>20kg</b>	YOWR

Total price

**kr 9,899.00**

→

← Back

### Alternative options

These options could be better or cost less. Please consider them before making your final selection. Show criteria ▼

▼	Air Greenland - 546, 780 <small>(operated by HI Fly Transportes Aeros)</small>	FEB	Nuuk, GL	1 Stop		Copenhagen, DK
		17	08:55 GOH	Total time: 7h 05m		20:00 CPH
	Air Greenland - 779 <small>(operated by HI Fly Transportes Aeros), 555</small>	FEB	Copenhagen, DK	1 Stop		Nuuk, GL
		28	09:05 CPH	Total time: 7h 40m		12:45 GOH

⇌	Service class <b>ECONOMY</b>	Change <b>No info</b>	Refund <b>No info</b>	Baggage <b>No info</b>	
---	---------------------------------	--------------------------	--------------------------	---------------------------	--

Total price

**kr 7,654.00**

Save kr 2,245.00

→

8

The information in the top box will be updated with a price after you have chosen the ticket type.

Alternative options will be shown below, were the system will show if there are money to be saved on other departures or with other ticket types. Possible savings will be shown in green. Please note that the rules for the alternative options might be different from the ones that you have originally chosen.

Click on the grey arrow at the ticket type that you would like to book.

## 2. FLIGHT RESERVATION

### Ancillary services, review of the reservation, and confirmation of booking

STEP 9 TO 9 OF 9

**1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation**

It is possible to go back in the booking process by choosing the step that you would like to go back to. The system will remember the previously inserted data.

	Air Greenland - 502, 780 (operated by HI Fly Transportes Aereos)	FEB 17	Nuuk, GL	07:10 GOH	Total time: 8h 50m	Copenhagen, DK	20:00 CPH
	Air Greenland - 779 (operated by HI Fly Transportes Aereos), 555	FEB 28	Copenhagen, DK	09:05 CPH	1 Stop Total time: 7h 40m	Nuuk, GL	12:45 GOH

Service class: **ECONOMY** Change: No info Refund: +kr 940.00 / -kr 3,045.00 Baggage: 20kg EOW7NR

Service class: **ECONOMY** Change: Changeable Refund: +kr 5,914.00 / -kr 0.00 Baggage: 20kg YOWR

Total price: **kr 9,899.00**

Select seats: **kr 0.00** Details

Ticketing date: Fri, 31 Jan 2020

Booking Information: Booking Information

**User, New**

Traveler data	Miss New User, cas@grb.gl, +299551122, +299321321, Gree
Ticket	Electronic ticket, ID for electronic ticket: Use unstored Govern
Payment or guarantee	Invoice
Frequent traveler number	No card used
Meal request	Standard Meal

Booker: **User, New** New User, cas@grb.gl, +299321321

Want to add another booking to your trip after this one?  
Select the booking type here.

It is possible to add extra flights, car rental or hotel to your reservation. Please click on the item you wish to add before clicking on the "Complete Booking" button.

9

Please review the reservation before clicking the "Complete Booking" button to confirm.

kr 9,899.00 Details **Complete Booking** Submit for payment

Booking information

Besked til rejsebureau (126 tegn) (valgfri)

Besked til Rejsebureau (126 tegn) (valgfri)

A message to our support team can be inserted in this box. This could be in case you wish to add items that are not bookable in the system, for example Diskoline, hotels in Greenland, etc. Updated documents will be sent to you by our support team after handling the request. It is possible to write up to 126 letters or signs per box.

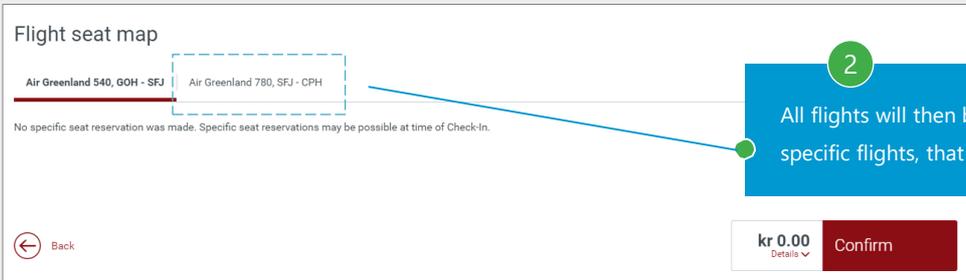
## 2. FLIGHT RESERVATION

The procedure for choosing seats is described on this page.

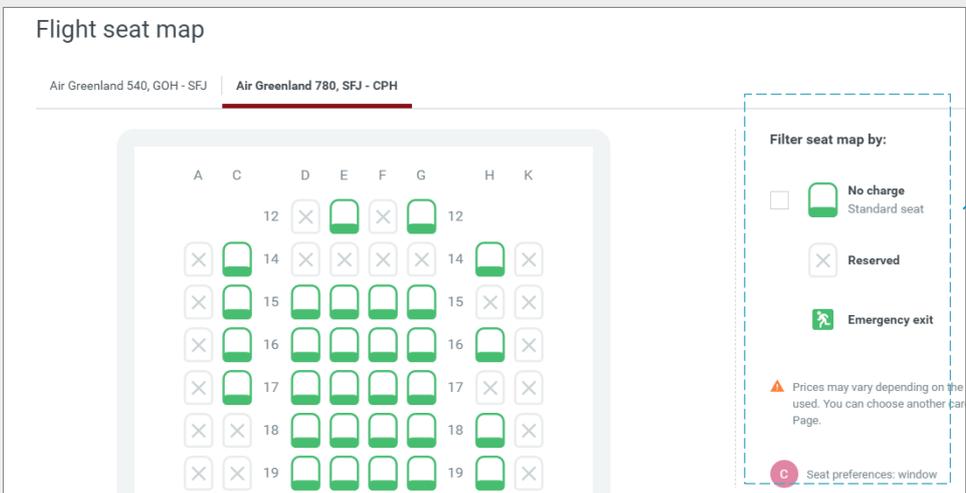
### STEP 1 TO 3 OF 3



**1** Choose the seat icon to choose seats to your flights.

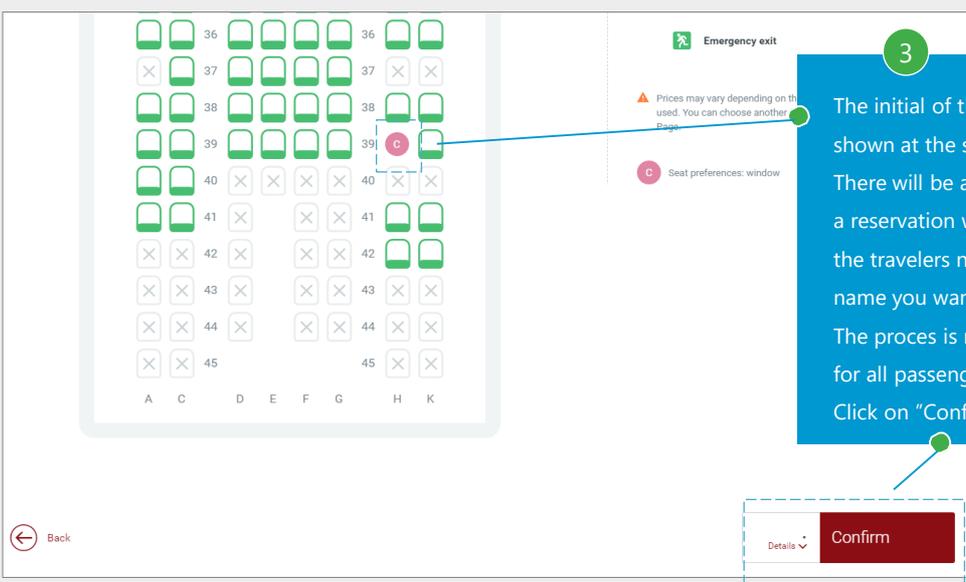


**2** All flights will then be shown and you must choose the specific flights, that you would like to book seats to.

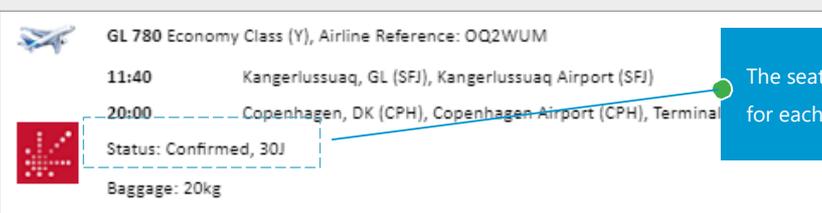


This shows the meaning of the different colors and icons in the seat map.

- No charge Standard seat
- Reserved
- Emergency exit



**3** The initial of the travelers first name will be shown at the seat that is chosen for the traveler. There will be a pop-up, when choosing seats for a reservation with multiple passenger, with all the travelers name and you must choose which name you want to book the seat for. The proces is repeated until seats are reserved for all passengers in the reservation. Click on "Confirm".



The seat numbers will be shown on the status line for each flight that you have booked seats for.

GL 780 Economy Class (Y), Airline Reference: OQ2WUM  
 11:40 Kangerlussuaq, GL (SFJ), Kangerlussuaq Airport (SFJ)  
 20:00 Copenhagen, DK (CPH), Copenhagen Airport (CPH), Terminal  
 Status: Confirmed, 30J  
 Baggage: 20kg

## 2. FLIGHT RESERVATION

### Booking confirmation

# Confirmation for New User



#### Approval:



This trip requires no approval.

The confirmation is identical on the website and in the received email.  
An approval request, including a deadline for when the ticket must be issued by, will be sent to your approver, in case your company has an approver function.



#### Monday, 17 February to Copenhagen



New User ()

GL 502 Economy Class (Y), Airline Reference: OQ2WUM



07:10 Nuuk, GL (GOH), Nuuk Airport (GOH)

08:05 Kangerlussuaq, GL (SFJ), Kangerlussuaq Airport (SFJ)

Status: Confirmed

Baggage: 20kg

Ancillary Services: No additional service booked.

Flight Duration: 0h 55min, Time Difference: 0, Miles: 197, CO2 Emissions: 122 lbs



GL 780 Economy Class (Y), Airline Reference: OQ2WUM

11:40 Kangerlussuaq, GL (SFJ), Kangerlussuaq Airport (SFJ)

20:00 Copenhagen, DK (CPH), Copenhagen Airport (CPH)



Status: Confirmed, 30J

Baggage: 20kg

Ancillary Services: No additional service booked.

Flight Duration: 4h 20min, Time Difference: +4, Miles: 2131, CO2 Emissions: 890 lbs



It is possible to change or add a seat after a trip has been confirmed. Click on this icon to add a (new) seat.

Booking Code: OQ2WUM, Booking Date: 28JAN

[Change Flight Booking](#) | [Cancel Flight Booking](#)



#### Friday, 28 February to Nuuk



New User ()

GL 779 Economy Class (Y), Airline Reference: OQ2WUM



09:05 Copenhagen, DK (CPH), Copenhagen Airport (CPH), Terminal 2

09:45 Kangerlussuaq, GL (SFJ), Kangerlussuaq Airport (SFJ)

Status: Confirmed

Baggage: 20kg

Ancillary Services: No additional service booked.

Flight Duration: 4h 40min, Time Difference: -4, Miles: 2131, CO2 Emissions: 890 lbs



GL 555 Economy Class (Y), Airline Reference: OQ2WUM

11:50 Kangerlussuaq, GL (SFJ), Kangerlussuaq Airport (SFJ)

12:45 Nuuk, GL (GOH), Nuuk Airport (GOH)



Status: Confirmed

Baggage: 20kg



The confirmation is continued on the next page.

## 2. FLIGHT RESERVATION

### Booking confirmation – continued

Ancillary Services: No additional service booked.

Flight Duration: 0h 55min, Time Difference: 0, Miles: 197, CO2 Emissions: 122 lbs

Booking Code: OQ2WUM, Booking Date: 28JAN

Continued from previous page.

[Change Flight Booking](#) | [Cancel Flight Booking](#)

#### Payment Information

	Ticket #	Airline and Flight Number	Service Class	Fare
	1	GL 502	Economy	EOW7NR
		GL 780	Economy	EOW7NR
If canceled, the refundable amount is 940.00 DKK.				
Fare per traveler in DKK: <b>3,985.00</b>				Fare for all travelers in DKK: <b>3,985.00</b>
	2	GL 779	Economy	YOWR
		GL 555	Economy	YOWR
Changes allowed without fee in the same booking class. Refundable without fee.				
Fare per traveler in DKK: <b>5,914.00</b>				Fare for all travelers in DKK: <b>5,914.00</b>
<b>Total fare for all travelers for all Air segments in DKK:</b>				<b>9,899.00</b>

**Total Cost of the complete Trip in DKK: 9,899.00**

**Traveler: New User**

**Payment:**  
GL 502, GL 780, GL 779, GL 555: Payment by Invoice

---

#### Ticket Information

**Ticketing Date:**  
GL 502, GL 780, GL 779, GL 555: Ticket(s) will be issued on Tuesday, 28January 23:59

**Ticket Options:**  
GL 502, GL 780, GL 779, GL 555: Electronic ticket, Not ticketed.

**For Check-In for Flight:**

Number of tickets per traveler for this booking - Two.

---

#### General Information

**Ordered by:**  
New User, Telephone: +299321321, eMail: [cas@grt](mailto:cas@grt)

It is possible to add flights, hotel and car to the reservation, even after the reservation is completed. You can also cancel the whole itinerary, or parts of it.

We thank you for this booking!

Important: The information enclosed here may change without notice. All times are local times. Please observe the visa and immigration regulations of your destination and/or transit country as well as information on health and vaccination rules. Only you are responsible for compliance. If your travel plans change, please cancel any bookings not needed anymore as early as possible. Any comparison prices provided here may change because of currency fluctuations.

[Continue to Active Bookings](#) | [Add Flight Booking](#) | [Add Hotel](#) | [Add Car Booking](#) | [Cancel Entire Booking](#)

Back

### 3. TRIPS TO USA AND CANADA

#### Trips to USA and Canada

STEP 1 TO 3 OF 5

**My User Profile**

Last change: New User (New User) on 06FEB 09:09

Personal Data | Emergency Contact Information | **Government ID and Visa Data** | Personal Preferences

cytric Mobile app | cytric System Management

1  
Your passport information can be inserted in your profile for travels to USA and Canada. You can check page 5 for guidance to insert the information.

**APIS and TSA**

Combine the display of TSA Data

United States of America, Denmark

**Travel document information**

For TSA: The airline requires the following information latest 72 hours after the reservation/booking. However, in this System it may be defined that the data has to be entered during the booking. Only Passport Data is mandatory for TSA countries. In that section you have to enter the following information: (Full Name as stated in your passport, including last name, first name and middle name, if applicable) - (Date of Birth) - (Gender). If you already enter further optional data all APIS data should be entered. Further information including VISA Data is optional at the time of booking and is required at check-in.

Travel document: **Enter new travel document data** (dropdown menu)

Name of document (optional)

Document number (optional)

Issuing country (optional)

Document number (optional)

Issuance date (optional): DD / MM / YYYY

Expiry date (optional): DD / MM / YYYY

First name

Middle name (optional)

Last name

Date of birth: DD / MM / YYYY

Gender: Please select

Nationality (optional)

Traveler is the primary passport holder, in case of a multi-traveler passport

**Visa data**

Document number (optional)

Place of birth (optional)

Place of issuance (optional)

Issuance date (optional): DD / MM / YYYY

Expiry date (optional): DD / MM / YYYY

Issuing country (optional)

**Security travel information**

Known traveler number (optional)

Redress number (optional)

**Electronic system for travel authorization**

 Electronic System for Travel Authorization

International travelers who are seeking to travel to the United States under the Visa Waiver Program may be subject to enhanced security requirements. Please click the provided logo to access the ESTA System.

2  
This will be shown before you confirm a reservation for a trip to USA or Canada. It is possible to insert the passport information manually or choose your passport in the drop down menu.

3  
Choose the ESTA logo (for trip to USA) and this will open in a new window.

### 3. TRIP TO USA AND CANADA

#### Trips to USA - continued

STEP 4 TO 5 OF 5

The screenshot shows the official ESTA application website. At the top, there are logos for U.S. Customs and Border Protection and the Electronic System for Travel Authorization (ESTA). A navigation bar includes links for HOME, APPLY, CHECK ESTA STATUS, and HELP. The main content area features a large image of the Statue of Liberty and a central box titled 'OFFICIAL ESTA APPLICATION' with buttons for 'NEW APPLICATION' and 'CHECK EXISTING APPLICATION'. Below this is an 'OVERVIEW OF APPLICATION PROCESS' diagram with three steps: 'ENTER APPLICANT INFORMATION', 'REVIEW APPLICATION', and 'PAY AND COMPLETE'. A 'NEED HELP?' link is visible on the right. The 'NEW APPLICANTS' section provides instructions on how to apply for a new ESTA, including eligibility criteria and required information. Two application options are presented: 'INDIVIDUAL APPLICATION' and 'GROUP OF APPLICATIONS'.

4  
 Go to the new window with ESTA's homepage. ESTA is where the traveler applies for a permit to enter USA. It is the travelers own responsibility to apply in due time.

5  
 Choose applicaton type and you will be guided through the process.

### 3. TRIP TO USA AND CANADA

#### Trips to Canada

STEP 1 TO 1 OF 1

**Electronic travel authorization**



Since March 15, 2016, visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and travelers with a valid visa. Please click the logo accordingly

1

It is an eTA, that the traveler would need to apply for, for trips to Canada. Choose the eTA logo to open a new window to go to eTAs homepage and apply from there. It is still the travelers own responsibility to apply in due time.



**Government of Canada**  
Gouvernement du Canada

[Français](#)

Jobs ▾

Immigration ▾

Travel ▾

Business ▾

Benefits ▾

Health ▾

Taxes ▾

More services ▾

Home → Immigration and citizenship → Visit Canada

## Electronic Travel Authorization (eTA)

The Government of Canada's official website to apply for an eTA to fly or transit through a Canadian airport. It only costs \$7 CAD. Find out what it is and how to apply online.



### Services and information

**Find out about eTA and if you can apply**

العربية, 廣東話(繁體字), 普通話(繁體字), Български, English, Español, Français, Deutsch, Ελληνικά, Magyarul, Italiano, 日本語, 한국어, Polski, Português, Português (Brasil), Română.

**Apply online for an eTA**

To apply, you must have a valid passport, a credit or a debit card, an email address, and answer a few questions in the online application.

**Most requested**

- [I am visiting the U.S. and want to visit Canada. Do I need an eTA?](#)
- [What do I do if my application is not approved right away?](#)
- [Get more answers to your eTA questions](#)

**What to do after you apply**

What to expect if Immigration, Refugees and Citizenship Canada (IRCC) needs more details from you, as well as things to keep in mind after you receive an eTA.

**Dual Canadian citizens need a Canadian passport**

Find out how to apply and why you need a passport and not an eTA for travel to or through Canada.

**Contributors**

- [Immigration, Refugees and Citizenship Canada](#)

**Check your eTA status**

Get online updates on pending applications, as well as information on the status of your current eTA.

### 4. FREQUENT TRIPS

The frequent trip function will save you clicks as city pairs will be prefilled and you only have to choose dates

STEP 1 TO 2 OF 5

**1**

It is possible to add "Frequent Trip", so most information is prefilled when making a new reservation.

It is possible to add a "Frequent Trip" from a confirmed trip or to add one manually.

To add one manually, choose "New Frequent Trip".

**2**

No FrequentTrips are stored at this time.

[New FrequentTrip](#)

[Back](#)

**2**

Name of trip, for ex. "Business trip to Nuuk"

Choose trip type; One-way, return or multi city

Out- and inbound information:

- Departure city
- Arrival city
- Departure date
- Departure times
- If wanted; through cities

Possibility to choose up to 6 preferred airlines.

#### 4. FREQUENT TRIPS

##### Adding a frequent trip - continued

STEP 3 TO 5 OF 5

The screenshot shows a form for adding a frequent trip. It is divided into sections: **Hotel** (checked), **Rental Car Booking** (checked), and **Corporate Discount Number for AVIS**. The **Hotel** section includes fields for Destination, Arrival (7 February), and Departure (8 February). The **Rental Car Booking** section includes fields for Rental Date (8 February), Time (08:00), Rental Country (Please Select), Return Date (9 February), Time (08:00), and Return Country (Please Select). A **Save** button is at the bottom right. Callout 3 points to the Hotel section, callout 4 points to the Save button, and callout 5 points to the Rental Car Booking section.

**3**

**Hotel**  
Choose city for accommodation.  
You can choose up to 3 preferred hotel chains, room type and category under "Your Additional Search Criteria".

**Car rental**  
Choose country for car rental.  
If the company has any special agreements with the rental company, it will be stated here.  
If there are no agreements, it will be possible to choose category.

**4**

Click to save the preferences.

**5**

It is possible to add several "Frequent Trips".  
It will then be possible to make reservations directly from "Frequent Trips".  
It is also possible to edit or cancel "Frequent Trips".

The screenshot shows the 'My Frequent Trips' page. It lists two frequent trips: **Business trip to Nuuk** and **Nuuk-Copenhagen-Nuuk**. Each trip includes flight details and icons for car rental and hotel. Callout 5 points to the 'Book this Frequent Trip (liable for Payment)' button for the Business trip to Nuuk.

### 5. HOTEL RESERVATION

#### Hotel search

STEP 1 TO 3 OF 6

1 Choose the bed icon to make a hotel reservation.

2 Fill out the field and change room type if wanted.

3 Click arrow to show the availabilities.

Example of results on a hotel search in Copenhagen. Any company agreements will be shown here.

You can choose a filter for the results.

Hotel Name	Rating	Address	Distance	Price	Breakfast
First Hotel Twentyseven	5 stars	Lidingangstræde 27, 1468 Copenhagen, Denmark	2.2 km	kr 782.80	Breakfast not included
Quality Airport Hotel Dan	4 stars	Kaistruplundgade 15, 2770 Kastrup, Denmark	8.3 km	kr 839.00	Breakfast unknown
Scandic Webers	4 stars	Vesterbrogade, 1620 Copenhagen V, Denmark	2.2 km	kr 868.00	Breakfast included

## 5. HOTEL RESERVATION

### Choosing a hotel

STEP 4 TO 4 OF 6

Example of a chosen hotel.

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for: **N** User, New (You)

Single room at **First Hotel Mayfair** for 2 nights, **Thu, 19. MAR - Sat, 21. MAR**



**First Hotel Mayfair**  
First Hotels  
Helgolandsgade 3, 1653 Copenhagen, Denmark

TripAdvisor  
1594 reviews  
Write a Review

Hide photo gallery

4 Available room categories with total prices will be shown after choosing a hotel.  
Any company agreement will be shown at the different room types.  
Rules for the different room types will be shown here.

This is Your BestBuy

Flexible, Pay later, Room only STANDARD SINGLE ROOM INCL WIFI BEST LOWEST AVAILABLE ROOM ONLY RATE FULLY...

PR6  
**kr 1,690.00**  
Average price per night: kr 845.00

Select room

This is Your BestBuy

Flexible, Pay later, Room only STANDARD SINGLE ROOM INCL WIFI BEST LOWEST AVAILABLE ROOM ONLY RATE FULLY...

PR6  
**kr 1,690.00**  
Average price per night: kr 845.00

Select room

Single room: In Policy  
Breakfast: not included  
Max occupancy: 1

Hotel rate information

MON	TUE	WED	THU	FRI	SAT	SUN	Total Rate without taxes and fees:
			kr 830.00	kr 860.00			<b>kr 1,690.00</b>
							The total amount is:
							<b>kr 1,690.00</b>
							The average rate per day is:
							<b>kr 845.00</b>

Detailed Hotel Room and Rate Description

Rate Amount Total: DKK 1690.00 ALL KNOWN TAXES / ESTIMATED TOTAL AMOUNT  
 Rate Amount: DKK 830.00 PER NIGHT FROM 19MAR20 UNTIL 20MAR20/DKK 860.00 PER NIGHT FROM 20MAR20 UNTIL 21MAR20/  
 Meal Info: Breakfast is not included  
 Cost-Free Cancellation: Cancellation possible until 19MAR 16:00 (local time)  
 CANCELLATION POLICY: BOOK NOW PAY AT THE HOTEL MUST BE CANCELLED BEFORE 4PM THE DAY OF ARRIVAL LOCAL TIME . CANCELLATION POSSIBLE UNTIL 2020-03-19, 16:00.  
 Guarantee: GUARANTEE REQUIRED. Travel agent identification. Corporate identification. Credit card. 4PM RELEASE THE DAY OF ARRIVAL IF NOT GUARANTEED ACCEPTED AS GUARANTEE CC OR TRAVEL AGENT IATA  
 Form of Payment Credit Card: AX DC CA VI  
 Hotel Other Information: EXTRA ADULT 200.00 DKK EXTRA CHILD 200.00 DKK  
 Room Description: STANDARD SINGLE STANDARD SINGLE ROOM INCL WIFI  
 Rate Description: FLEXIBLE, PAY LATER, ROOM ONLY BEST LOWEST AVAILABLE ROOM ONLY RATE FULLY FLEXIBLE INCLUDES FREE WIFI  
 Check-in/Check-out: CHECK-IN 15:00 CHECK-OUT 12:00

### 5. HOTEL RESERVATION

#### Summary of the hotel reservation

STEP 5 TO 6 OF 6

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for: **N** User, New (You)

**First Hotel Mayfair**  
First Hotels  
Helgøllandsgade 2, 1453 Copenhagen, Denmark

Check-in: Thu, 19. MAR    Check-out: Sat, 21. MAR    Nights: 2    Price: **kr 1,690.00**

Booking Information

User, New

Traveler data: Miss New User, cas@grb.gl, +299551122, +299551122

Payment or guarantee: Mastercard (DA)

Frequent traveler number: Hotel chain, No card used

Remarks: Add your own remarks

Booker: New User, cas@grb.gl, +299321321

Cancellation policy: Before 19MAR 16:00 (Local time) Can be cancelled without penalty

Want to add another booking to your trip after this one? Select the booking type here.

kr 1,690.00 Total price    **Complete Booking** Submit for payment

5

A summary will be shown before the confirmation of the reservation.

It is possible to insert a remark to the hotel, which will be sent directly to the hotel.

It is possible to add further hotel reservations, flights or car rentals.

6

Click "Confirm booking" to confirm the hotel reservation.

5. HOTEL RESERVATION

Confirmation of the reservation

## Confirmation for New User



**Approval:**  
✔ This trip requires no approval.

### Itinerary

**Thursday, 19March in Copenhagen, 2 Nights**

**New User**  
 First Hotel Mayfair  
 Helgolandsgade 3, 1653 Copenhagen, Denmark  
 Telephone: +4570121700, Telefax: +4533239686  
 Hotel Reference: 511480391

Cost Free Cancellation: Cancellation possible until 19MAR 16:00 (local time)  
 Please find below the room and rate description and the information available at this time:

Rate Amount Total: DKK 1690.00 ALL KNOWN TAXES / ESTIMATED TOTAL AMOUNT, Rate Amount: DKK 830.00 PER NIGHT FROM 19MAR20 UNTIL 20MAR20/DKK 860.00 PER NIGHT FROM 20MAR20 UNTIL 21MAR20/, Meal Info: Breakfast is not included, CANCELLATION POLICY: BOOK NOW PAY AT THE HOTEL MUST BE CANCELLED BEFORE 4PM THE DAY OF ARRIVAL LOCAL TIME . CANCELLATION POSSIBLE UNTIL 2020-03-19, 16:00., Guarantee: GUARANTEE REQUIRED. Travel agent identification. Corporate identification. Credit card. 4PM RELEASE THE DAY OF ARRIVAL IF NOT GUARANTEED ACCEPTED AS GUARANTEE CC OR TRAVEL AGENT IATA, Form of Payment Credit Card: AX DC CA VI, Hotel Other Information: EXTRA ADULT 200.00 DKK EXTRA CHILD 200.00 DKK, Room Description: STANDARD SINGLE STANDARD SINGLE ROOM INCL WIFI, Rate Description: FLEXIBLE, PAY LATER, ROOM ONLY BEST LOWEST AVAILABLE ROOM ONLY RATE FULLY FLEXIBLE INCLUDES FREE WIFI, Check-in/Check-out: CHECK-IN 15:00 CHECK-OUT 12:00

**Hotel Rate Information**

During the stay these rates will be charged by the hotel:						
MON	TUE	WED	THU	FRI	SAT	SUN
			830.00	860.00		

Total rate amount in DKK: **1,690.00**  
 The average rate per day in DKK: 845.00

Guarantee/Deposit using Company Credit Card Mastercard

Booking Code: UY2NIB, Booking Date: 20JAN

**Additional Options**  
[Copy Booking](#) [Printable View](#)  
[Currency](#)

**Frequent Trip**  
 Name: \*  
  
Save as Frequent Trip

**Forward additional Confirmation eMail to:**  
 eMail Address: \*  
  
Send

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

This is an example of a hotel reservation which also will be sent to the booker by email.

[Add Another Room](#) | [Change Hotel Booking](#) | [Cancel Hotel](#)

**Payment Information**  

**Total Cost of the complete Trip in DKK: 1,690.00**

**General Information**  

**Ordered by:**  
 New User, Telephone: +299321321, eMail: [cas@grb.gl](mailto:cas@grb.gl)

**Contacts:**  
[www](#)  
 Hotel: First Hotel Mayfair, Address: Helgolandsgade 3, 1653 Copenhagen, Denmark, Telephone: +4570121700, Telefax: +4533239686

VERSION 4: MARCH 2020

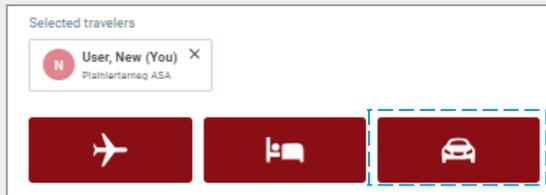
[Go to the index page](#)

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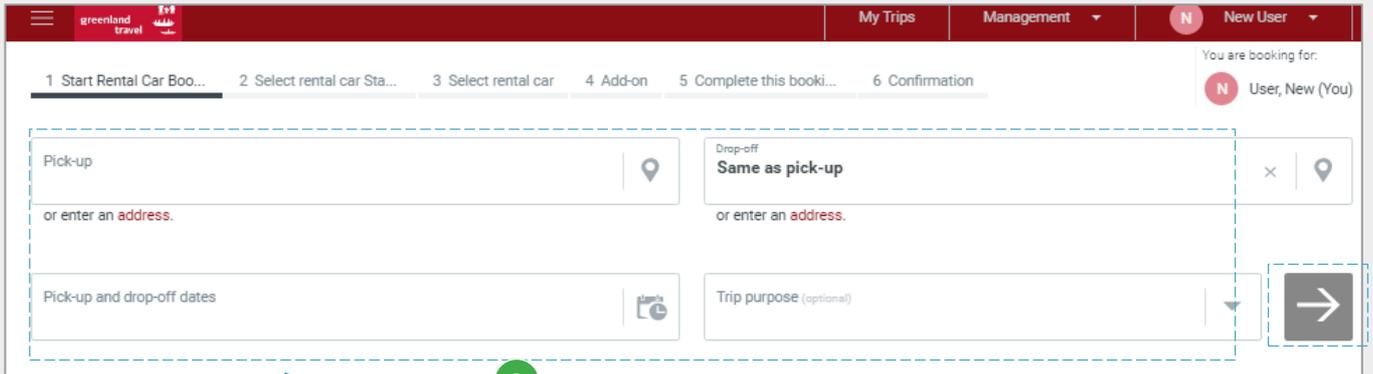
## 6. CAR RENTAL

### Car rental search

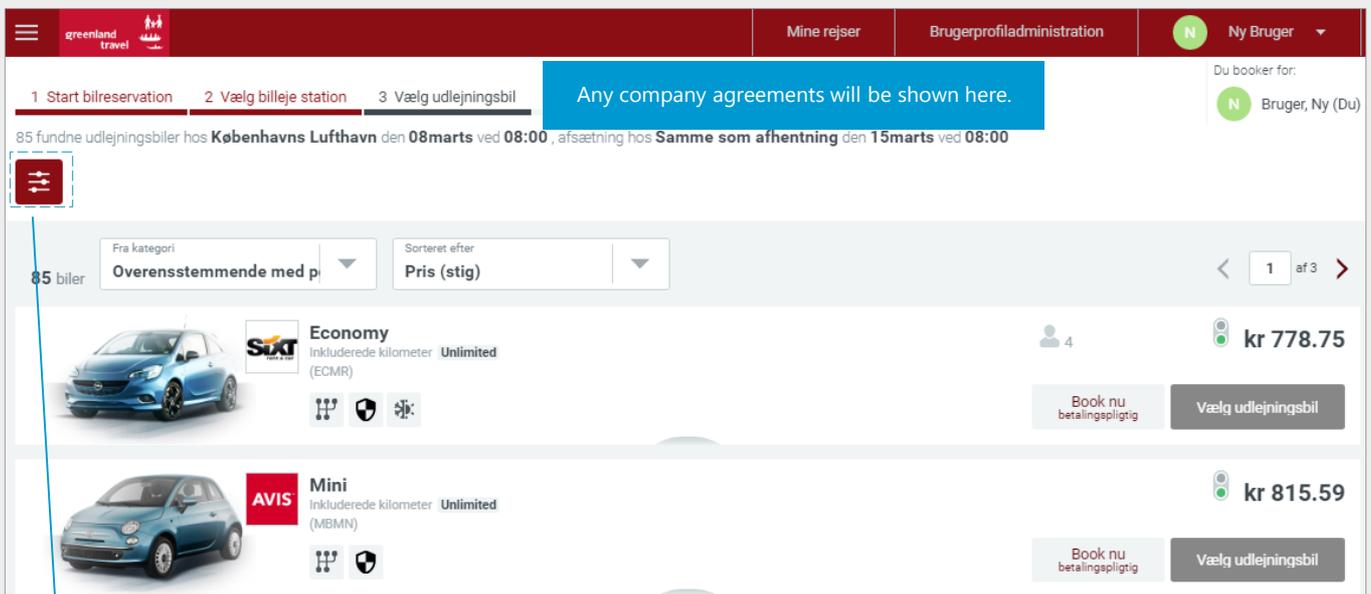
STEP 1 TO 3 OF 7



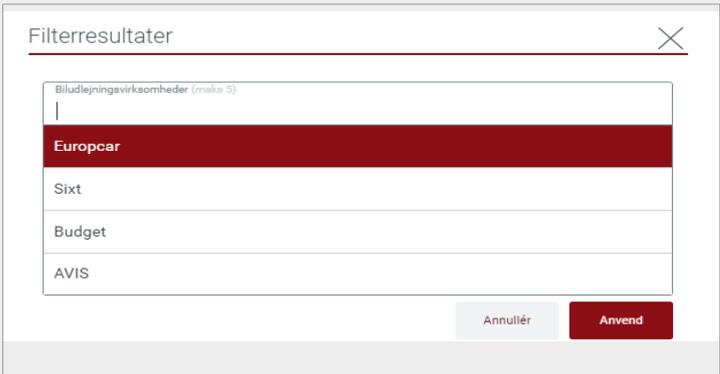
1 Choose the car icon to rent a car.



2 Fill out the field and press the arrow to show the availabilities.



3 It is possible to choose a filter for the search.



### 6. CAR RENTAL

#### Choosing a car

STEP 4 TO 5 OF 7

Examples of availabilities.

1 Start Rental Car Bo... 2 Select rental car St... 3 Select rental car 4 Add-on 5 Complete this book... 6 Confirmation

You are booking for: C Siezing, Camilla (You)

99 rental cars found at **Copenhagen Airport** on **19March** at **08:00**, drop-off at **Same as pick-up** on **21March** at **08:00**

99 cars From category **In policy** Sorted by **Price (asc)** < 1 of 4 >

	<b>Budget</b> Mini Kilometers included <b>Unlimited</b> (MBMN)	5	<b>kr 789.51</b>
	<b>AVIS</b> Mini Kilometers included <b>Unlimited</b> (MCMN)		<b>kr 794.57</b>

**4** You can read more about the rules for the rental here.

1 Start Rental Car Bo... 2 Select rental car St... 3 Select rental car 4 Add-on 5 Complete this book... 6 Confirmation

You are booking for: C Siezing, Camilla (You)

Pick-up rental car at **Copenhagen Airport** on **19March** at **08:00**, drop-off at **Same as pick-up** on **21March** at **08:00**

	<b>Budget</b> Mini Kilometers included <b>Unlimited</b> (MBMN)	5	<b>kr 789.51</b>
--	--	---	------------------

**5** This is the result after choosing a car. It is possible to add special equipment.

**Stations**

Pick-up: **Copenhagen Airport**, Copenhagen Airport, Copenhagen, Denmark - CPH

Drop-off: **Copenhagen Airport**, Copenhagen Airport, Copenhagen, Denmark - CPH

**Add special equipment**

	Snow tires	Subject to availability	<input type="checkbox"/>
	Snow chains	Subject to availability	<input type="checkbox"/>
	Ski rack	Subject to availability	<input type="checkbox"/>
	Satellite radio	Subject to availability	<input type="checkbox"/>
	Navigation System	Subject to availability	<input type="checkbox"/>
	Luggage Rack / Roof Rack	Subject to availability	<input type="checkbox"/>
	Diesel Engine	Subject to availability	<input type="checkbox"/>
	Bike Rack	Subject to availability	<input type="checkbox"/>

Please note: Selecting additional special equipment may cause impose additional fees.

➔

## 6. CAR RENTAL

### Summary and confirmation of the car rental

#### STEP 6 TO 7 OF 7

1 Start Rental Car Bo...
2 Select rental car St...
3 Select rental car
4 Add-on
5 Complete this book...
6 Confirmation

You are booking for:

C Siezing, Camilla (You)

**Budget**

**Mini**  
Kilometers included **Unlimited**  
(MBMN)

Pick-up  
**19March at 08:00**  
Copenhagen Airport, Copenhagen, Denmark - CPH

Drop-off  
**21March at 08:00**  
Same as pick-up station

5 **kr 789.51**

Car and Fare Info ▼

**Booking Information**

**Arrival Information** Please enter airline code and flight number here, so that the system can not...

C

**Siezing, Camilla**

**Traveler Data & Contacts** Camilla Siezing, cas@greenland-travel.gl, +299701107, +299701107, Green...

**Payment/Guarantee** Mastercard (CA) ▼

**Frequent Traveler Number** Please provide information ▼  
No card used

**Remarks** You can share additional remarks to the recipient of this booking ▼

**Booked By** C Camilla Siezing, cas@greenland-travel.gl, +299701107 ▼

Would you like to add another service to this trip after completing this booking?

6

Click to confirm the rental.

7

kr 789.51

Total price

Complete booking

Liable for payment

6

A summary will be shown before confirmation.  
It is possible to insert a note for assistance to NAIA Support.  
It is possible to correct the mobile number.  
It is possible to add further car rentals, hotel and flights.

Confirmation

[←](#) [↑](#) [↓](#)

**Approval:**

✓

This trip requires no approval.

**Additional Booking Data:**

Budget, Copenhagen Airport, Copenhagen, Denmark - CPH, 19MAR  
Project number: 123

**Itinerary**

Tuesday, 19March, Copenhagen Airport

Camilla Siezing  
Budget, Confirmation Number of the Car Vendor: 01470661GL3

08:00 Copenhagen Airport  
Copenhagen Airport, Copenhagen, Denmark - CPH

08:00 Thursday, 21March, Copenhagen Airport  
Copenhagen Airport, Copenhagen, Denmark - CPH

Type of Car: Mini, e.g. Group A - Toyota Aygo, 2-3 door car, Manual Unspecified Drive, No A/C (MBMN), ▲  
Unlimited km/mils included  
Ordered: Manual transmission (included). (If the special equipment is available, a surcharge may be added to your invoice.)

Price Information Total rate amount in DKK **789.51**

Guarantee using Company Credit Card Mastercard

Booking Code: NBGRDL, Booking Date: 07FEB

Cancel Car Rental Booking

**Additional Options**

Copy Booking | Printable View | Currency

**Frequent Trip**

Name:\*

Save as Frequent Trip

Save as Corporate Frequent Trip

**Forward additional Confirmation**

eMail to

eMail A

cas@

**Weather Forecast for Copenhagen from 07FEB through 11FEB**

Next Day

Thursday 07FEB

4°C | 5°C

**Payment Information**

Total Cost of the complete Trip in DKK:

789.51

Example of car rental confirmation, which also will be sent to the booker by email.

### 7. ADD HOTEL OR CAR TO AN EXISTING BOOKING

#### Add hotel

STEP 1 TO 4 OF 8

**1** To add a hotel to an existing reservation, you must find the reservation under "My Trips".

**2** Choose "Display" under the reservation you want to add to.

**3** Choose this link to add a hotel stay.

**4** Click to continue the booking.

### 7. ADD HOTEL OR CAR TO AN EXISTING BOOKING

#### Hotel search

STEP 5 TO 6 OF 8

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

Select a destination or a hotel  
**Copenhagen Airport (CPH)**  
 Denmark

or enter an address.

Occupancy  
 Single  Double

Dates of Check-in and Check-out  
**Tue, 26 Mar 2019 Thu, 28 Mar 2019**  
 2 nights

Trip purpose (optional)

**5** The system has prefilled the fields with information from the booking. It is possible to change the location and dates if needed. Press the arrow to continue.

Last booked hotels

**First Hotel Twentyseven**  
 Copenhagen, Løngangstræde 27, 1468, Denmark

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

**6** The available hotels will be shown and you can choose from these.

Single room at Copenhagen Airport for 2 nights, Tue, 26. MAR - Thu, 28. MAR

88 of 88 hotels according to your criteria. Showing hotels from category "Preferred Hotels", filtered within 15 km, having any stars

Select group: Preferred Hotels (19) | Sorted by: Price (asc)

Hotel Name	Address	Distance	Price	Breakfast
<b>Quality Airport Hotel Dan</b> Quality Inn	Kastruplundgade 15, 2770 Kastrup, Denmark	2.1 km	kr 839.00	Breakfast unknown
<b>First Hotel Mayfair</b> Global Hotel Alliance	Helgolandsgade 3, 1653 Copenhagen, Denmark	8.4 km	kr 895.00	Breakfast not included

## 7. ADD HOTEL OR CAR TO AN EXISTING BOOKING

### Choosing a room

STEP 7 TO 8 OF 8

The screenshot displays the 'Complete this booking' step of a reservation process. At the top, a progress bar shows steps 1 to 5, with step 4 highlighted. The main header includes the Greenland Travel logo, navigation links for 'My Trips', 'Management', and a user profile 'New User'. The booking summary for 'First Hotel Mayfair' shows a 2-night stay from Tue, 26. MAR to Thu, 28. MAR for a total price of kr 1,790.00. Below this, the 'Booking Information' section (Reference: 222) contains fields for 'Traveler Data & Contacts', 'Payment/Guarantee', 'Remarks', and 'Booked By'. A blue callout box labeled '7' points to these fields with the following text: 'A summary is shown after choice of room. It is possible to correct the mobile number. It is possible to insert a remark to the hotel, which is sent directly to the hotel. It is possible to add further flights, hotels, and cars.' At the bottom, a 'Cancellation policy' is shown, followed by a question: 'Would you like to add another service to this trip after completing this booking?'. Three service icons (airplane, car, and bed) are shown in a dashed box. To the right, a 'Complete booking' button is highlighted with a blue callout box labeled '8' containing the text: 'Click to complete the booking and a confirmation will be sent to the booker by email.' The total price 'kr 1,790.00' is also visible next to the button.

## 7. ADD HOTEL OR CAR TO AN EXISTING BOOKING

### Confirmation of the reservation

greenland travel
My Trips Management ▼ N New User

### Confirmation for New User

**Approval:**

The trip request is waiting for approval.

Approval Deadline: **Sunday, 10FEB 08:08 (WGT)**  
 Approver: [erh@greenland-travel.dk](mailto:erh@greenland-travel.dk) [Send request to a different approver](#)  
 Reason to trigger the approval: Approval by Travel Policy Group; Approval by price limit; Approval by booking type

**Additional Options**

[Copy Booking](#) | [Printable View](#) | [Currency](#)

**Frequent Trip**

Name: \*

[Save as Frequent Trip](#)

**Forward additional Confirmation eMail to:**

eMail Address: \*

[Send](#)

**Weather Forecast for Copenhagen from 07FEB through 11FEB**

Next Day

**Thursday 07FEB**

4°C | 5°C

**Itinerary**

**Tuesday, 26March to Copenhagen**

New User (Government issued Picture ID)  
**GL 401 Coach Class (Y), Airline Reference: NIUTZA**

**08:20** Nuuk, GL (GOH), Nuuk (GOH)  
**09:35** Narsarsuaq, GL (UAK), Narsarsuaq (UAK)  
 Status: Confirmed  
 Baggage: 20kg  
 Ancillary Services: No additional service booked.  
 Flight Duration: 1h 15min, Time Difference: 0, Miles: 291, CO2 Emissions: 160 lbs

---

**GL 426 Coach Class (Y), Airline Reference: NIUTZA**

**10:30** Narsarsuaq, GL (UAK), Narsarsuaq (UAK)  
**12:15** Kangerlussuaq, GL (SFJ), Kangerlussuaq (Airport) (SFJ)  
 Status: Confirmed  
 Baggage: 20kg  
 Ancillary Services: No additional service booked.  
 Flight Duration: 1h 45min, Time Difference: 0, Miles: 436, CO2 Emissions: 217 lbs

---

**GL 782 Coach Class (Y), Airline Reference: NIUTZA**

**13:10** Kangerlussuaq, GL (SFJ), Kangerlussuaq (Airport) (SFJ)  
**21:30** Copenhagen, DK (CPH), Copenhagen Airport (CPH), Terminal 3  
 Status: Confirmed  
 Baggage: 20kg  
 Ancillary Services: No additional service booked.  
 Flight Duration: 4h 20min, Time Difference: +4, Miles: 2131, CO2 Emissions: 890 lbs

Booking Code: NIUTZA, Booking Date: 07FEB

**Cancel Flight Booking**

**Tuesday, 26March in Copenhagen, 2 Nights**

New User

**First Hotel Mayfair**  
 Helgolandsgade 3, 1653 Copenhagen, Denmark  
 Telephone: +4570121700, Telefax: +4533239686  
 Hotel Reference: 434105778  
 Cost Free Cancellation: Cancellation possible until 26MAR 16:00 (local time)

Please find below the room and rate description and the information available at this time:

Rate Amount Total: DKK 1790.00 ALL KNOWN TAXES / ESTIMATED TOTAL AMOUNT, Rate Amount: DKK 895.00 PER NIGHT FROM 26MAR19 UNTIL 28MAR19/, CANCELLATION POLICY: BOOK NOW PAY AT THE HOTEL MUST BE CANCELLED BEFORE 4PM THE DAY OF ARRIVAL LOCAL TIME - CANCELLATION POSSIBLE UNTIL 2019-03-26, 16:00., Guarantee: GUARANTEE REQUIRED. Travel agent identification. Corporate identification. Credit card. 4PM RELEASE THE DAY OF ARRIVAL IF NOT GUARANTEED ACCEPTED AS GUARANTEE CC OR TRAVEL AGENT IATA, Form of Payment Credit Card: AX DC CA VI, Hotel Other Information: EXTRA ADULT 200.00 DKK EXTRA CHILD 200.00 DKK, Room Description: STANDARD QUEEN STANDARD QUEEN ROOM INCL WIFI, Rate Description: FLEX EXCL BREAKFAST DAILY RATE INCL WIFI, Check-in/Check-out: CHECK-IN 15:00 CHECK-OUT 12:00, Tax Info: VAT/GST TAX 25.00 PERCENT INCLUSIVE FROM 26MAR19 UNTIL 28MAR19

**Hotel Rate Information**

During the stay these rates will be charged by the hotel:

MON	TUE	WED	THU	FRI	SAT	SUN
	895.00	895.00				

Total Rate without taxes and fees in DKK: **1,790.00**  
 Total rate amount in DKK: **1,790.00**  
 The average rate per day in DKK: 895.00

Guarantee/Deposit using Company Credit Card Mastercard

Booking Code: NIUTZA, Booking Date: 07FEB

The confirmed hotel reservation can now also be seen under "My Trips".

[Add Another Room](#) | [Cancel Hotel](#)

## 8. FLIGHT CANCELLATION

Find the trip to be cancelled

STEP 1 TO 3 OF 3

**TEST ENVIRONMENT**

My trips

Upcoming trips | Past and cancelled trips

Display only | with status | [Hide search options]

Bookings | Active | Approved | In processing

Waiting for approval | Not approved | Cancellation required

Cancelled/partially cancelled

Search

Trip 1.

13FEB - 21FEB No ticket data available. Booking Code: V4NSBY

Booked for: New User

07:10 GOH Nuuk, Greenland 21:30 CPH Copenhagen, Denmark  
Air Greenland - 502, 782 via Kangerlussuaq, Greenland (SFI) 10hrs. 20min.

09:05 CPH Copenhagen, Denmark 12:40 GOH Nuuk, Greenland  
Air Greenland - 779, 553 via Kangerlussuaq, Greenland (SFI) 7hrs. 35min.

Cancel trip | Copy | Display/Change

1

1 Find the trip to be cancelled under "My Trips".

2 Choose "Cancel trip" at the booking you wish to cancel.

Cancel trip

**i** Are you certain that you want to cancel your booking? A canceled booking cannot be reactivated. Please note that cancellation or service charges may be applied. If any travel documents have been issued for this trip, please return them to the issuer.

Booked for: **N** User, New

13FEB	Air Greenland - 502, 782	Nuuk, GL	1 Stop	Copenhagen, DK	Booking code: V4NSBY
21FEB		07:10 GOH	Total time: 10h 20m	21:30 CPH	
	Air Greenland - 779, 553	Copenhagen, DK	1 Stop	Nuuk, GL	
		09:05 CPH	Total time: 7h 35m	12:40 GOH	

Back

Cancel trip

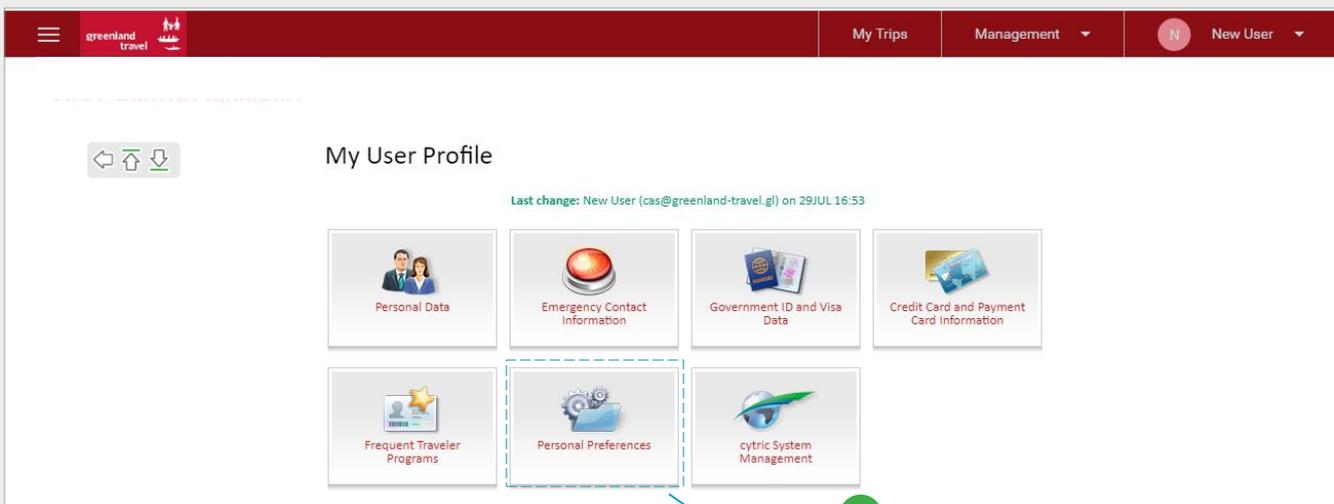
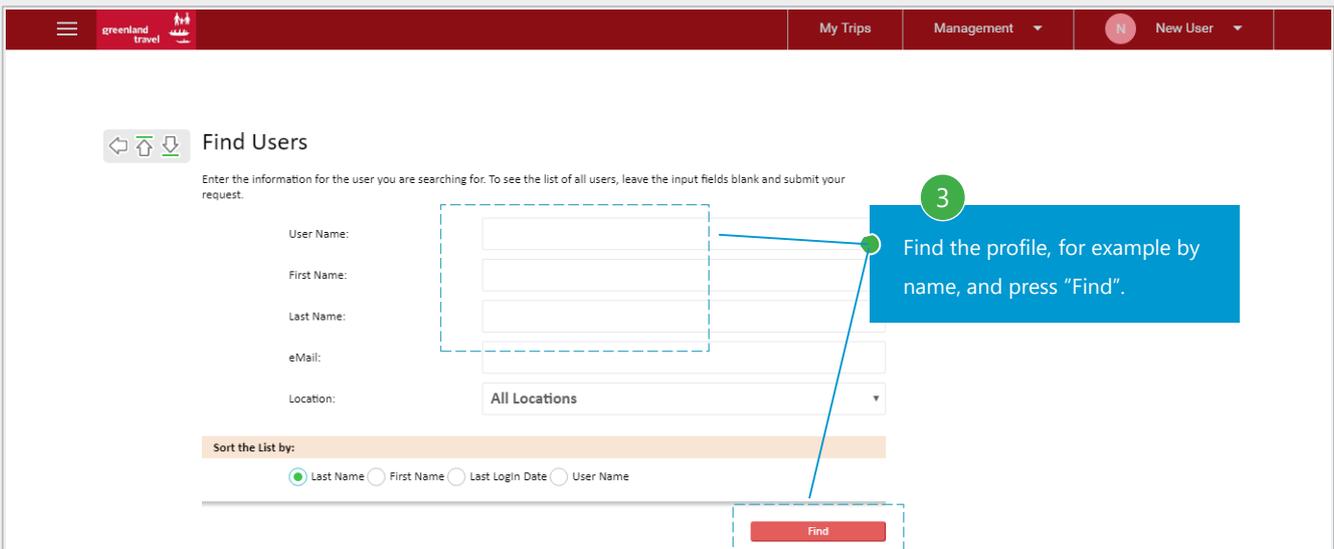
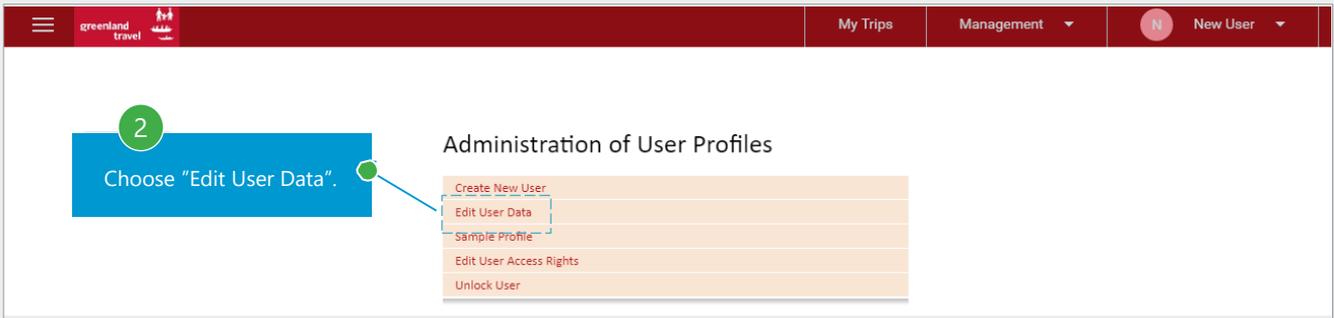
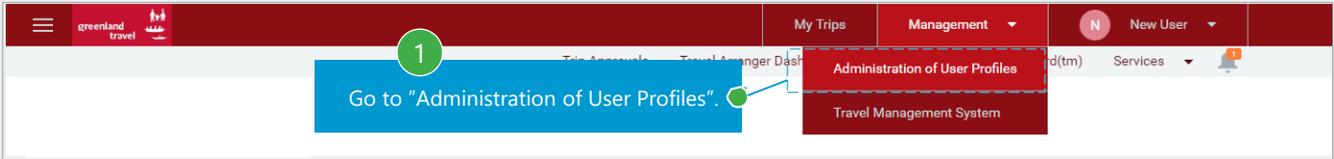
3 Press "Cancel trip" to confirm the cancellation. Confirmation of the cancellation will be sent to the booker by email.

### 9. TRAVEL APPROVER

Adding an approver to a profile:

If the company has an approverfunction to the system, all profiles must have an approver. This can be added to a profile by one with approver rights. The below procedure is for approver administrators.

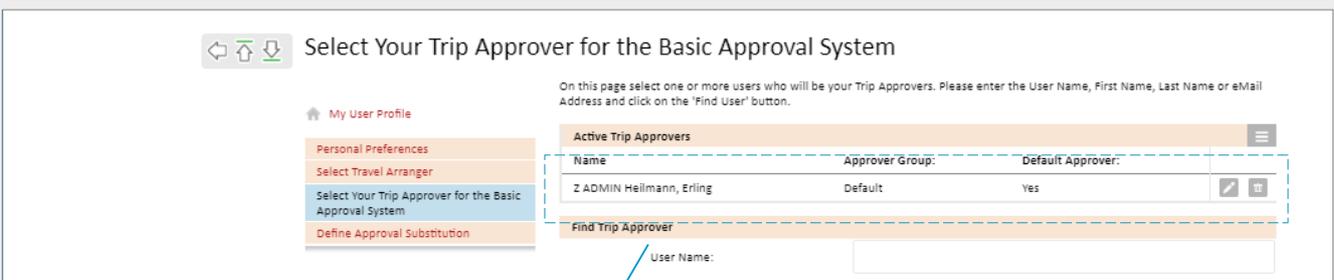
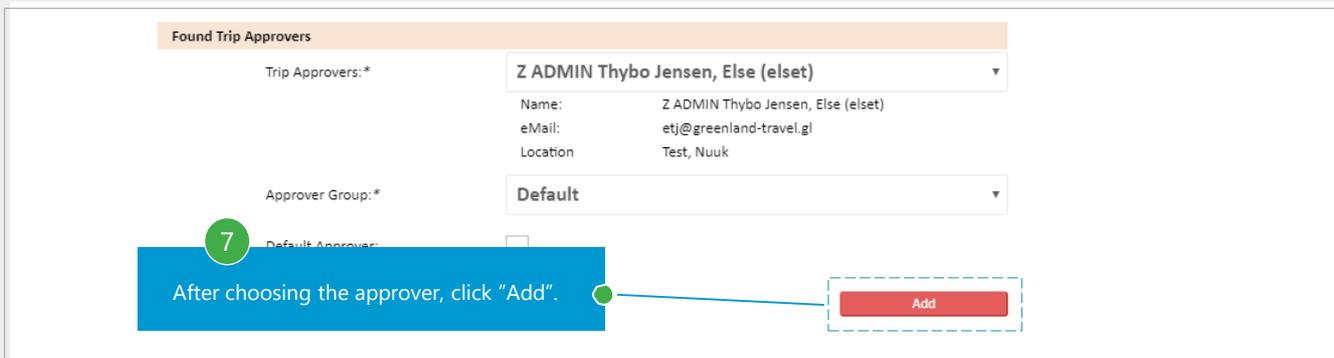
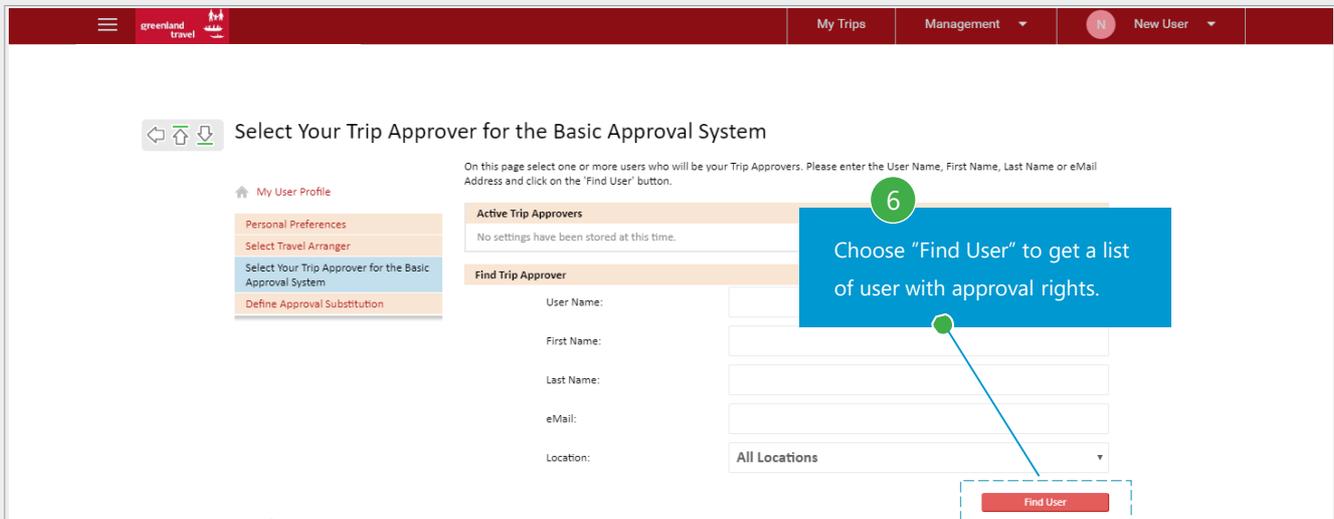
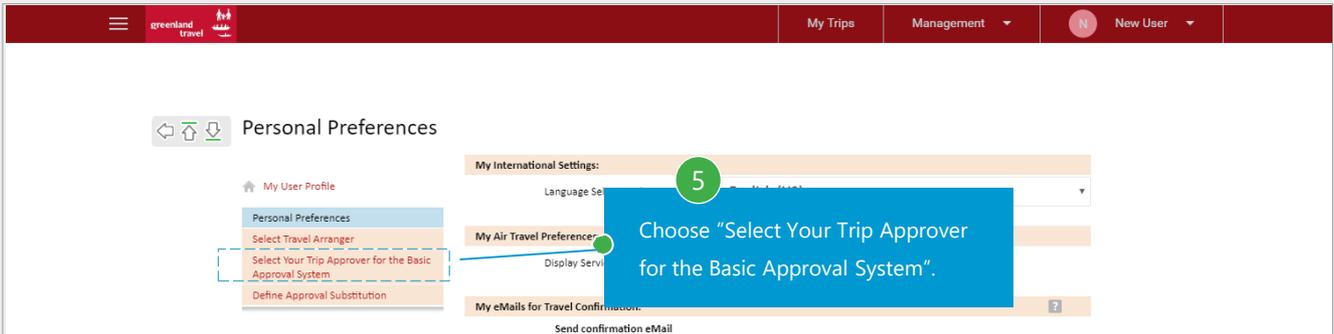
STEP 1 TO 4 OF 7



### 9. TRAVEL APPROVER

Adding an approver – continued.

STEP 5 TO 7 OF 7



Approver will then be listed under the profile.

### 9. TRAVEL APPROVER

Adding an approver manually:  
Some reservations requires an approver in order to be confirmed

STEP 1 TO 3 OF 8

**1**  
Book the trip as mentioned in chapter 2 and when you get to the confirmation page, this will be shown for trips needing approval before confirmation.

**Confirmation for New User**

Approval:  
The trip request is waiting for approval.  
Approval Deadline: Monday, 11 FEB 06:59 (WGT)  
Approver: erh@greenland-travel.dk [Send request to a different approver](#)  
Reason to trigger the approval: Approval by price limit; Approval by Travel Policy Group; Approval by booking type

**Itinerary**

Tuesday, 09 April to Copenhagen

New User (Government issued Picture ID)  
GL 544 Coach Class (Y), Airline Reference: PZV750  
10:40 Nuuk, GL (GDN)  
11:35 Kangerlussuaq (SFJ)  
Status: Confirmed  
Baggage: 20kg  
Ancillary Services: No additional service booked.  
Flight Duration: 0h 55min, Time Difference: 0, Miles: 197, CO2 Emissions: 122 lbs

GL 782 Coach Class (Y), Airline Reference: PZV750  
13:10 Kangerlussuaq, GL (SFJ), Kangerlussuaq (Airport) (SFJ)  
21:30 Copenhagen, DK (CPH), Copenhagen Airport (CPH), Terminal 3  
Status: Confirmed  
Baggage: 20kg  
Ancillary Services: No additional service booked.  
Flight Duration: 4h 20min, Time Difference: +4, Miles: 2131, CO2 Emissions: 890 lbs  
Booking Code: PZV750, Booking Date: 08FEB

[Cancel Flight Booking](#)

**Additional Options**  
Copy Booking | Printable View | Currency

**Frequent Trip**  
Name: \*  
  
[Save as Frequent Trip](#)

**Forward additional Confirmation eMail to:**  
eMail Address: \*  
  
[Send](#)

**Weather Forecast for Copenhagen from 08FEB through 12FEB**  
Next Day  
Friday 08FEB  
  
4°C | 6°C

**2**  
It is possible to change approver by choosing "Send request to a different approver".

**Approver Selection**

Your booking has already been created at the vendor. To finish the booking in cytric, please select your Trip Approver and click on 'Continue'.

**Approval**  
Approval Deadline: Monday, 11 FEB 06:59 (WGT)

Please select the approver for the first level:

Select approver(s)  
Siezing, Camilla

Note: If you do not select an approver, your booking may be canceled when a certain deadline is reached. In addition, please note that a trip will always be set to 'Open', if additional segments (e.g. a hotel or car booking) are subsequently added. This means that the entire trip must be approved again, or may be canceled automatically.

[Change approver selection](#)

[Continue](#)

**3**  
It is possible to choose another approver from the drop down menu or by choosing "Change approver selection". It is also possible to press "Continue" if you want to keep the approver.

## 9. TRAVEL APPROVER

For the traveller: Choosing another approver

STEP 4 TO 7 OF 8

**Select Your Trip Approver for the Basic Approval System**

On this page select one or more users who will be your Trip Approvers. Please enter the User Name, First Name, Last Name or eMail Address and click on the 'Find User' button.

Name	Approver Group:	Default Approver:
Siezing, Camilla	Godkender	No

**Find Trip Approver**

User Name:

First Name:

Last Name:

eMail:

Location:

**Find User** **Return to Booking**

**4** Choose "Find user".

[Back](#)

**Select Your Trip Approver for the Basic Approval System**

On this page select one or more users who will be your Trip Approvers. Please enter the User Name, First Name, Last Name or eMail Address and click on the 'Find User' button.

Name	Approver Group:	Default Approver:
Siezing, Camilla	Godkender	No

**Find Trip Approver**

User Name:

First Name:

Last Name:

eMail:

Location:

**Find User**

**Found Trip Approvers**

Trip Approvers:\*

Approver Group:\*

Default Approver:

**Add** **Return to Booking**

**5** Choose name of trip approver and approver group.

**6** Press "Add".

**7** Choose "Return to booking" and choose "Continue" on the next page.

[Back](#)

**Confirmation for New User**

**Approval:**

The trip request is waiting for approval.

Approval Deadline: **Monday, 11 FEB 06:59 (WGT)**

Approver: Erling Heilmann (erh@grb.dk) (current) [Send request to a different Reason to trigger the approval: Approval by price limit; Approval by Travel Poli](#)

**Additional Options**

[Copy Booking](#) [Printable View](#)

A new confirmation is sent to the booker and a notification to the approver for approval.

### 9. TRAVEL APPROVER

For the Approver: The approver will receive a notification with a link to approve or decline the reservation

STEP 1 TO 2 OF 2

#### Approval Request

To approve or reject this booking, please click on this link:  
<https://amadeus.cytric.net/rdr?s=KC76dYnSh1>

Approval is needed by Wednesday, 13FEB-08:13 (WGT), otherwise the request will be automatically canceled.

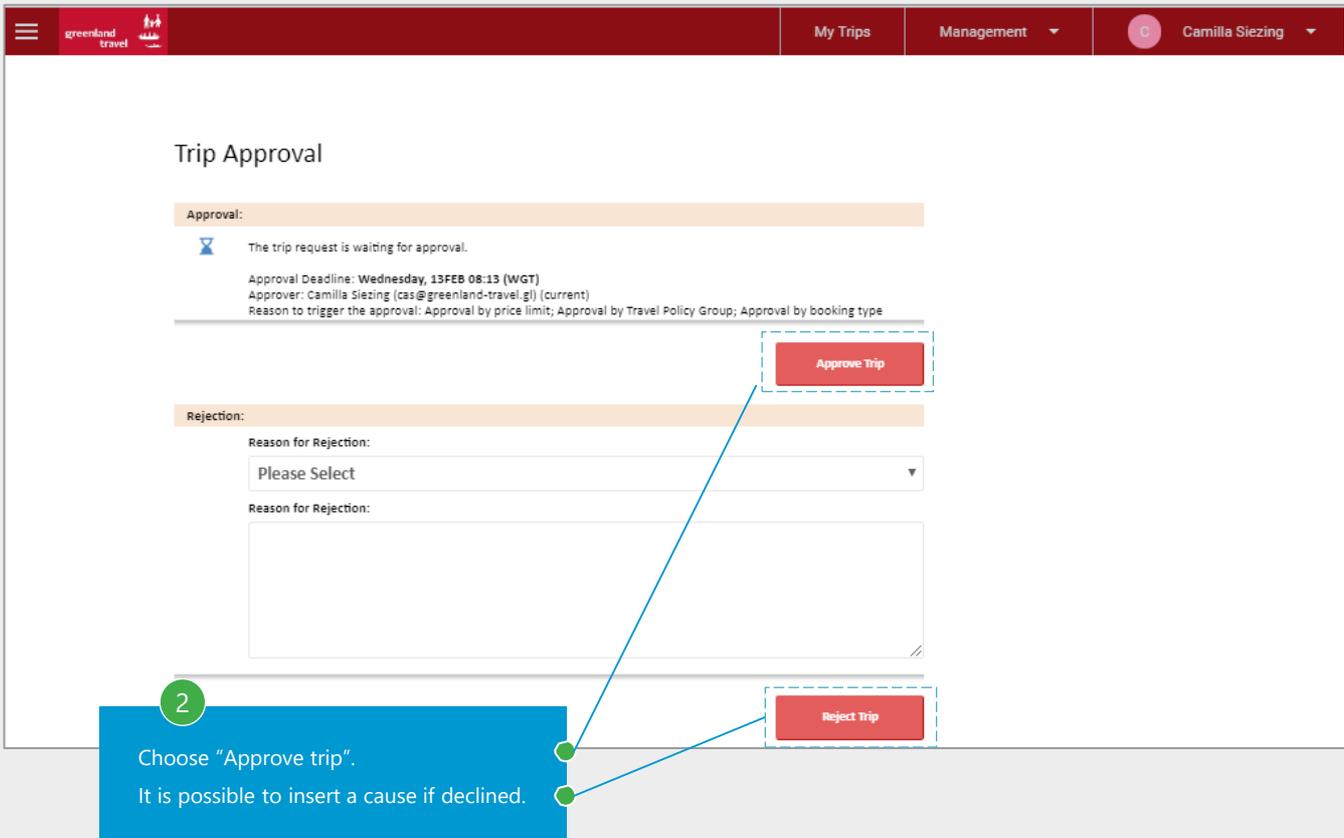
This booking contains a fare for which the ticket needs to be issued until 08February. To ensure that the ticket is issued in due time, approve this trip before Friday, 08February.

**Approval:**

 The trip request is waiting for approval.

Approval Deadline: **Wednesday, 13FEB 08:13 (WGT)**  
Approver: Camilla Siezing ([cas@greenland-travel.gl](mailto:cas@greenland-travel.gl)) (current)  
Reason to trigger the approval: Approval by price limit; Approval by Travel Policy Group; Approval by booking type

**1** Press the link in the received email to log into the system to confirm or decline the reservation.



**2** Choose "Approve trip". It is possible to insert a cause if declined.

## 9. TRAVEL APPROVER

Approval substitute:

It is possible to choose a substitute for the approver for a time period, for example during vacations

STEP 1 TO 2 OF 5

**My User Profile**

Last change: New User (New User) on 06FEB 09:09

- Personal Data
- Emergency Contact Information
- Government ID and Visa Data
- Personal Preferences**
- cytric Mobile app
- cytric System Management

1 Choose "Personal Preferences" under "My User Profile".

**Personal Preferences**

- My User Profile
- Personal Preferences**
- Select Travel Arranger
- Select Your Trip Approver for the Basic Approval System
- Define Approval Substitution

2 Choose "Define Approval Substitution".

**My International Settings:**

Language Selection:\* English (US)

**My Air Travel Preferences:**

Special Meal Request:\* Standard Meal

**My eMails for Travel Confirmation:**

Send confirmation eMail

- html
- HTML as PDF Attachment
- Text

**Additional Content**

- Include ical Elements
- Compatible with Microsoft Outlook

**Other Preferences:**

- Display weather forecast for the destination

**Travel Arranger Dashboard(tm):**

- Use Travel Arranger Dashboard(tm) automatically

Back Save

### 9. TRAVEL APPROVER

#### Choosing a substitute for the approver

STEP 3 TO 5 OF 5

greenland travel

My Trips Management New User

### Define Approval Substitution

On this page approval substitutions can be defined. Please note that approval requests open at this time will not be moved to the substitute and must be approved by the initial assigned approver for this trip.

My User Profile

- Personal Preferences
- Select Travel Arranger
- Select Your Trip Approver for the Basic Approval System
- Define Approval Substitution**

Active Approval Substitutes

No settings have been stored at this time.

Find Approval Substitute

User Name:

First Name:

Last Name:

eMail:

Location: All Locations

Find User

Back

3 Choose "Find user" and choose a user from the list.

### Found Approval Substitutes

Approval Substitutes:*	Please Select	
From:*	8	February 2019
To:*	8	February 2019

Add

4 Choose substitute approver and adjust the substitution period.

5 Press "Add".

Reservations for approval will be sent to the substitute approver in this time period.

### 9. TRAVEL APPROVER

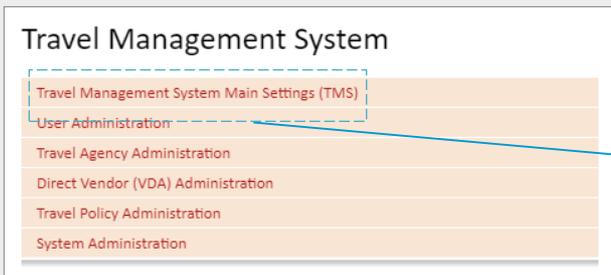
Special approval.

If a booking is made for a traveller without profile, the reservation must be approved in another way.

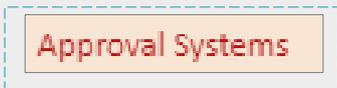
STEP 1 TO 5 OF 5



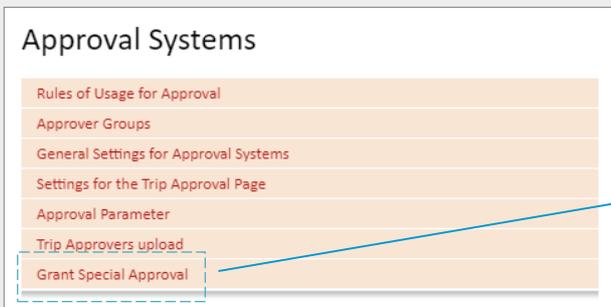
1  
Click on "Management" and choose "Travel Management System".



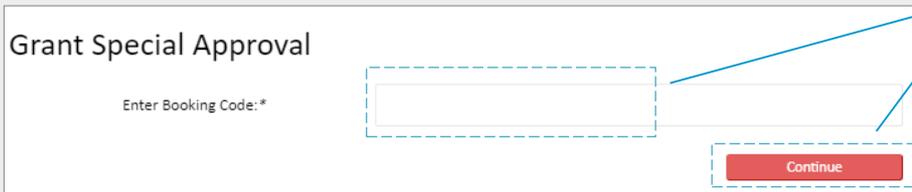
2  
Choose "Travel Management System Main Settings (TMS)".



3  
Choose "Approval Systems" from the list.



4  
Choose "Grant Special Approval".



4  
Insert the reservation number and click on "Continue".

### 9. TRAVEL APPROVER

#### Cytric Mobile App:

It is possible to download an app as an Travel Approver, were you do not need to log on through a computer, but can get notifications and approve requests directly through the app.

STEP 1 TO 3 OF 3

**My User Profile**

Last change: Camilla Siezing (cas@greenland-travel.gl) on 18DEC 13:33

- Personal Data
- Emergency Contact Information
- Government ID and Visa Data
- Credit Card and Payment Card Information
- Frequent Traveler Programs
- Personal Preferences
- Mobile**
- cytric System Management

1 Choose "Mobile" which is under "My User Profile".

**cytric Mobile**

Welcome to cytric Mobile

cytric Mobile brings most important features from cytric desktop to your mobile device. It allows you to view your itinerary wherever you are, approve trip requests and expense statements, scan receipts for expense reporting and even book your trip.

cytric Mobile is available for iOS and Android. You can find it following the links below (you will leave cytric):

Download on the **App Store** | GET IT ON **Google Play**

Ask your Travel Management for an up-to-date copy of the cytric Mobile user manual, which is available in the cytric Customer Resource Center.

**Credentials**

In order to log in to your cytric Mobile app you need to enter your PIN and Security Code. Please keep these credentials private at all times. You can also use this page to generate new credentials if you need new ones (e.g. if your old ones have expired).

Your cytric PIN is: \*\*\*\*\*

\*\*\*\*\*

[Unmask cytric PIN & Security Code](#) | [Change cytric PIN & Security Code](#)

It shows where you can get the app depending on the mobile system type.

2 Click on "Unmask cytric PIN & ssecuritycode" to show the informations needed to login in the app.

3 Insert the PIN and the securitycode from your profile, when the app has been downloaded. You can choose to have the informations saved, so you do not have so insert the informations every time you login.

cytric MOBILE

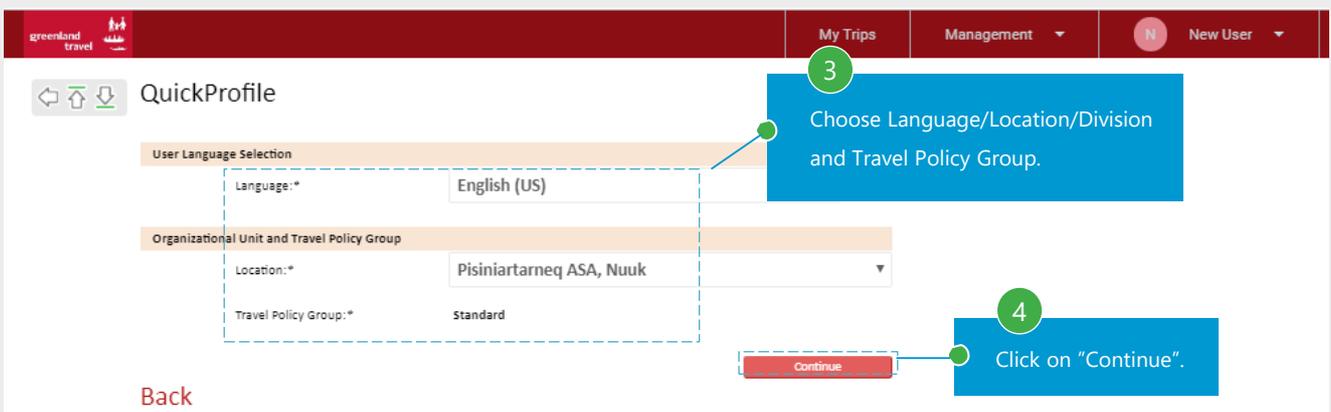
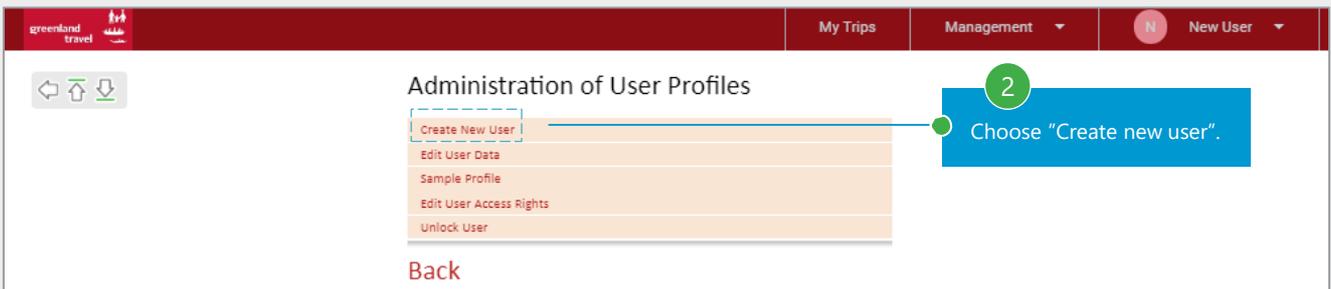
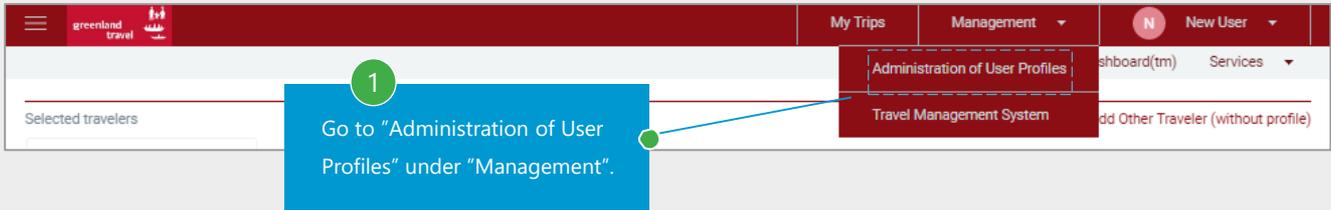
PIN

Sikkerhedskode

## 10. CREATING AND DELETING A USERPROFILE

As an administrator, it is possible to create users to the system

STEP 1 TO 4 OF 6



## 10. CREATING AND DELETING A USERPROFILE

### The new users informations

STEP 5 TO 6 OF 6

**QuickProfile**

**User Language Selection**  
Language:\* English (US)

**Organizational Unit and Travel Policy Group**  
Location: Pisiniartarnek ASA, Nuuk  
Travel Policy Group: Standard

Please enter data for the new User.

**Login Information**

User Name:\*   
The User Name must contain at least 4 characters.

User Password\*   
The User Password must contain at least 7 characters(at least one numeral, at least one lowercase letter, at least one capital letter).

Re-enter User Password (for verification):\*

**User Profile and QuickProfile Settings**

Greeting:\*  Mr.  Mrs.  Miss  Ms.  None

First Name:\*

Last Name:\*

**Business Address**

Telephone:\*

Mobile Telephone:\*

eMail:\*   
Example: name@company.com

[Back](#)

[Create User Profile and Save Data](#)

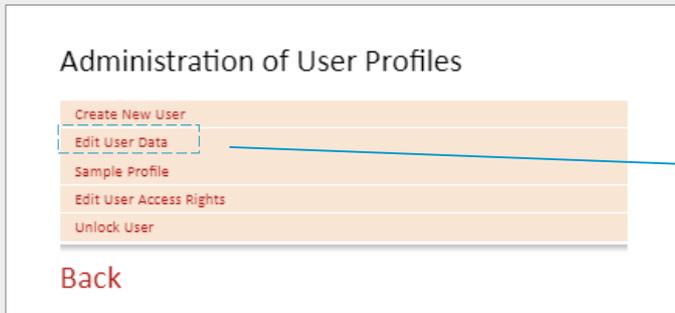
You can now send the username and password to the new user.  
The new user must change the password at first login and update the personal information as mentioned in chapter 1.

### 10. CREATING AND DELETING A USERPROFILE

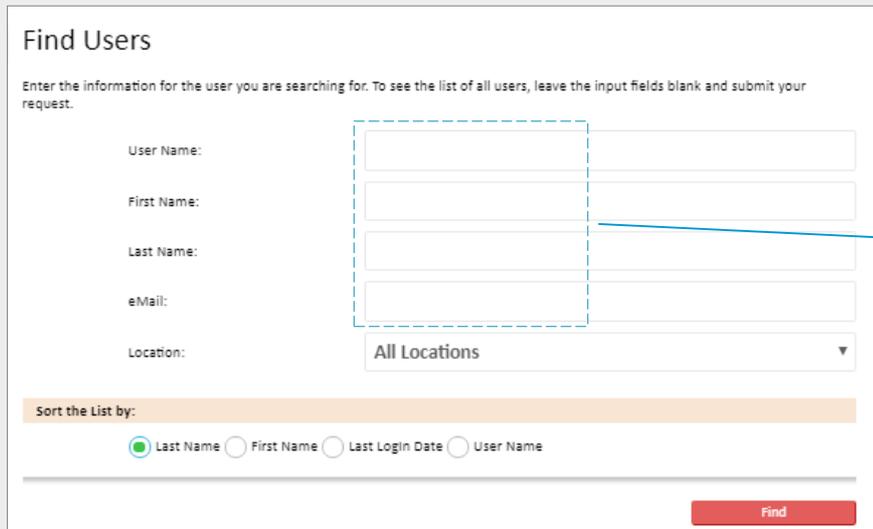
As an administrator, it is possible to delete users. For example, if they are no longer an employee at the company.

STEP 1 TO 5 OF 5

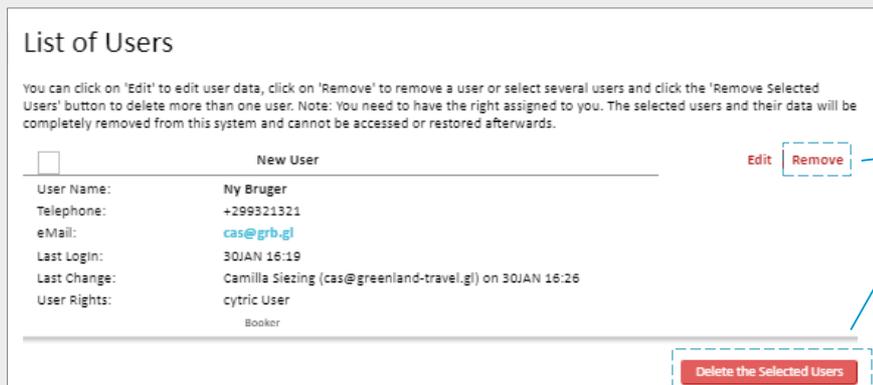
1 Choose "Administration of User Profiles."



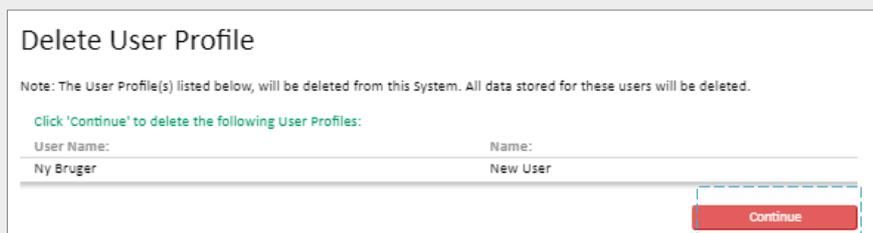
2 Choose "Edit User Data".



3 You can search for the user by username, name or email.



4 Press either "Remove" by the user or mark the check box before the username and click on "Delete the Selected Users".



5 Click on "Continue" to confirm the deleting of the user.

## 11. USER RIGHTS

As an administrator, it is possible to give different user rights to different users

STEP 1 TO 3 OF 7

Administration of User Profiles

- Create New User
- Edit User Data
- Sample Profile
- Edit User Access Rights
- Unlock User

Back

1  
Go to "Administration of User Profiles" and then choose "Edit user access rights".

Find Users

Enter the information for the user you are searching for. To see the list of all users, leave the input fields blank and submit your request.

User Name:

First Name:

Last Name:

eMail:

Location:

2  
Insert username or name and press "Search". It is also possible to search without inserting the informations. All users will then be shown.

List of Users

You can click on 'Edit' to edit user data, click on 'Remove' to remove a user or select several users and click the 'Remove Selected Users' button to delete more than one user. Note: You need to have the right assigned to you. The selected users and their data will be completely removed from this system and cannot be accessed or restored afterwards.

<input type="checkbox"/>	New User
	User Name: New User
	Telephone: +4591556974
	eMail: <a href="mailto:cas@grb.gl">cas@grb.gl</a>
	Last Login: 08FEB 10:11
	Last Change: New User (New User) on 06FEB 09:09
	User Rights: cytric User
	Booker
	cytric Travel Arranger
	Travel Arranger
	cytric Special Access Rights
	Administrator Password Changes
	Support User (unlock users)
	Password Administrator
	Traveller Profile Admin

Back

Delete the Selected Users

3  
Choose "Edit".

## 11. USER RIGHTS

### Changing user access rights

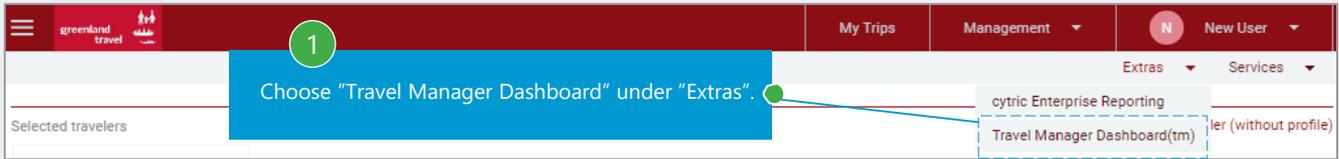
STEP 4 TO 6 OF 6

**6**  
Choose "Save" at the bottom of the page.

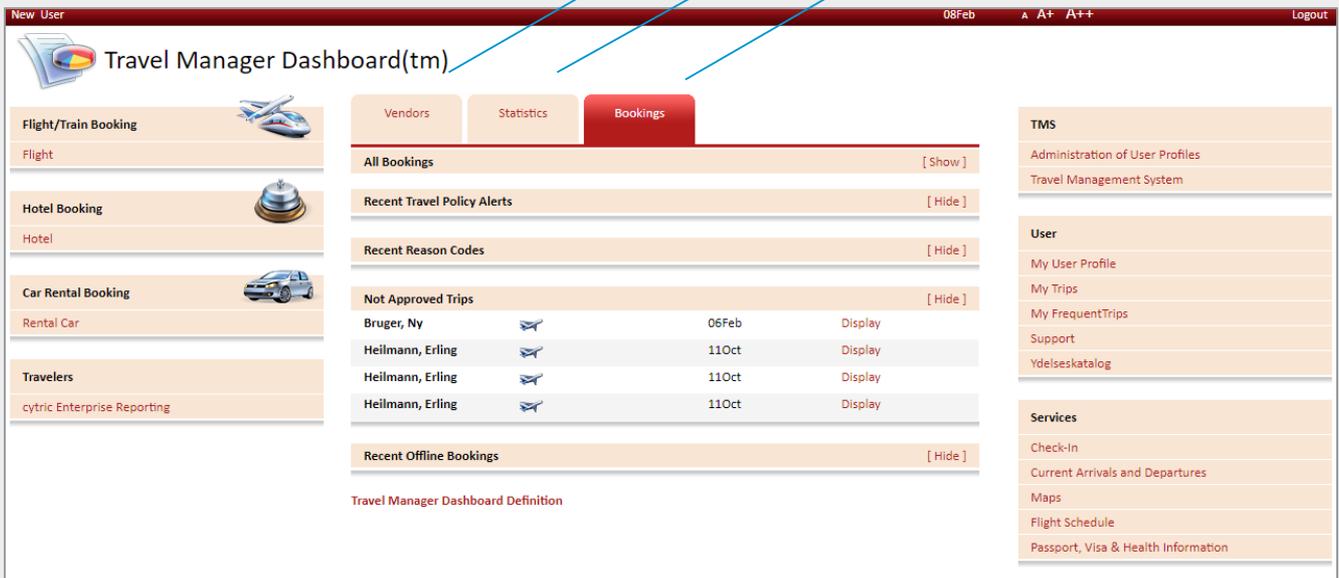
## 12. TRAVEL MANAGER DASHBOARD

If the arranger has rights to see the "Travel Manager Dashboard", the arranger gets an overview with links to the different booking functions and statistics.

STEP 1 TO 1 OF 1



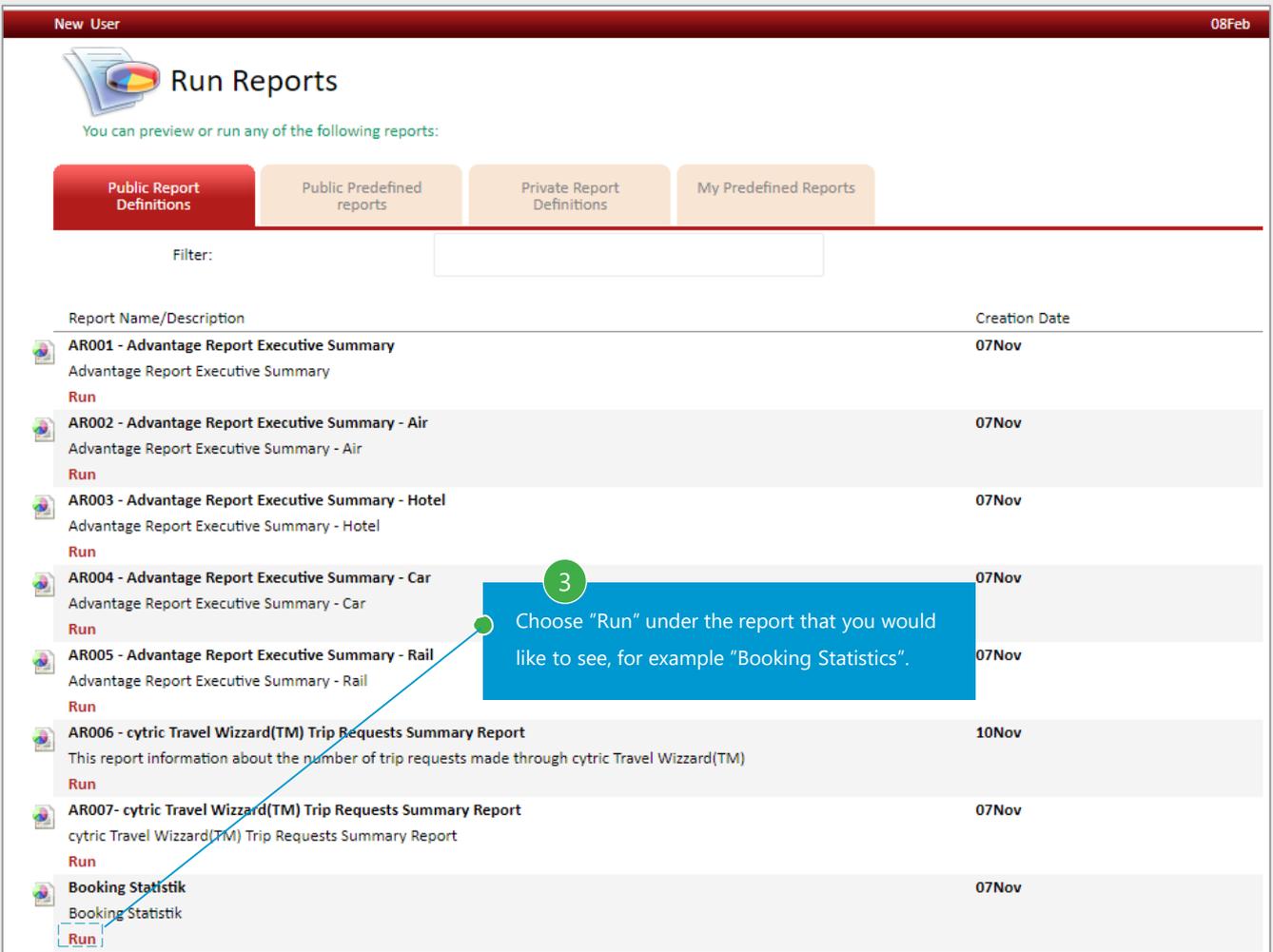
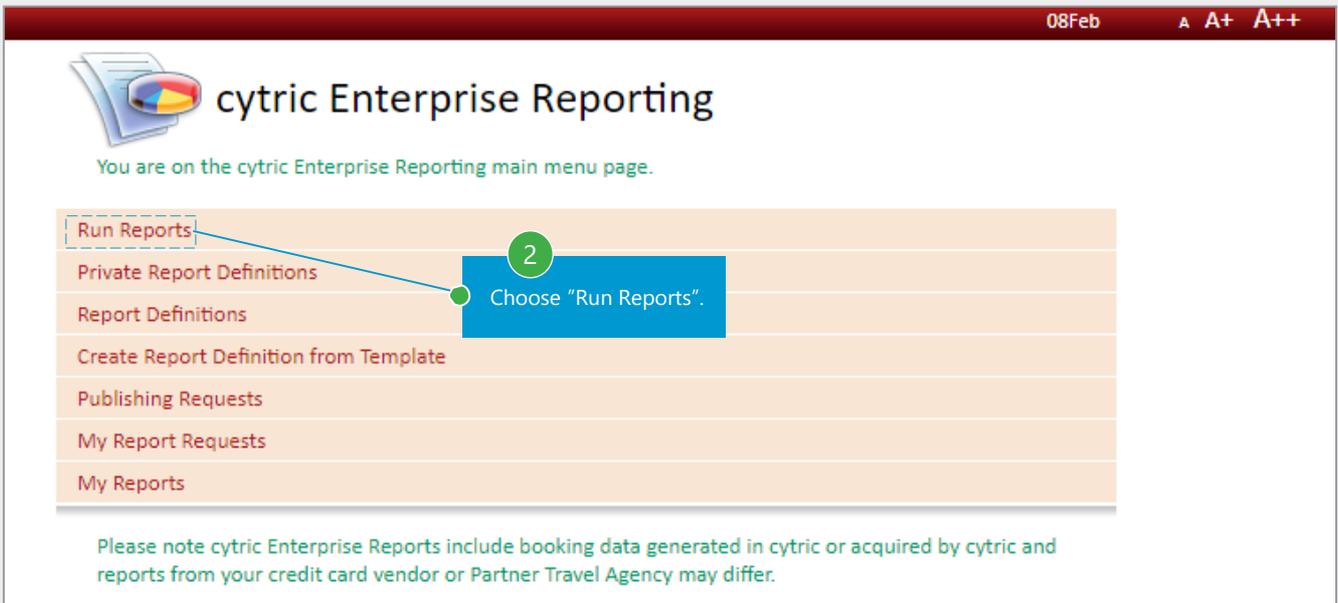
Here you see the overview of the dashboard where you have access to different options and statistics.



### 13. REPORTS

It is possible to give access to the report function to a travel arranger.

STEP 1 TO 3 OF 9



### 13. REPORTS

#### Defining parameters and delivery options

STEP 4 TO 7 OF 9

**Define Adhoc Report Parameters**  
Select the report parameters.

Include bookings with Travel Date after

- Current date:
- Select date:

1 January 2018

First day of:

- Previous
- Current
- Week
- Month
- Quarter
- Half year
- Year

4 Define the parameters for the report by filling in the fields.

5 Choose "Define Report Parameters".

Back

Define Report Parameters

**Select Delivery Options**  
Here you can define report delivery options.

**Report Data**  
This sections contains general information about the selected report.

Name: Booking Statistik  
Description: Booking Statistik

**Run time**  
Here you can setup the time of run of selected report

- Immediate run
- On selected date
- Recurring pattern

8 February 2019

6 Choose run time, delivery type and output format.

**Delivery Type**  
This section shows the delivery type for report results.

- By Email

**Output Format**  
Please note that certain report formats (pdf and csv/txt) are not selectable in case the estimated amount of records exceeds a quarter of a million. In this case XML format which importable in MS Excel (version 2003 or higher) is highly recommend.

- CSV comma-separated text file
- CSV semicolon-separated text file

7 Choose "Run report".

Back

Run Report

### 13. REPORTS

#### Running reports

STEP 8 TO 9 OF 9

**New User** 08Feb

 **Confirm Scheduled Run**

The report request will be executed immediately.

**Report Title**  
Booking Statistik

**Requested On**  
08/02/2019 11:17 AM

**Delivery Options**

Run type:	Immediate single run
Output format:	CSV comma-separated text file
e-mail:	cas@grb.gl

**8** Choose "Continue" to confirm the scheduled run.

[Continue](#)

[Back](#)

**08Feb**

## Report Results

Dear New User,

You requested execution of the following report:

The travel arranger will then receive an email like this.

**Report Name:Booking Statistik**  
**Report Description:Booking Statistik**

**Report Parameters:**

Include bookings with Travel Date after:  
**Firstday of Previous Year**

cytric Systems:  
**AMA-GREENLAND-GSS-PISINIARTARN**

Your report has been executed from the cytric Enterprise Reporting sub

**9** Retrieve the report through this link.

In order to retrieve the Report, please click [here](#).

Please note that this link will be active for two weeks. After this period the file will be removed from the server.

Thank you for using cytric Enterprise Reporting.

With Best Regards,  
 i:FAO Group GmbH

You can then print or save the report for later use.

### 14. PASSWORD ADMINISTRATION

It is possible to administer passwords for other users as a travel arranger

STEP 1 TO 4 OF 4

The screenshot shows the 'Administration of User Profiles' page. The navigation bar includes 'My Trips', 'Management', and 'New User'. The main content area has a list of options: 'Create New User', 'Edit User Data', 'Sample Profile', 'Edit User Access Rights', and 'Unlock User'. A blue callout box with the number '1' points to the 'Edit User Access Rights' option. Below the list is a 'Back' button.

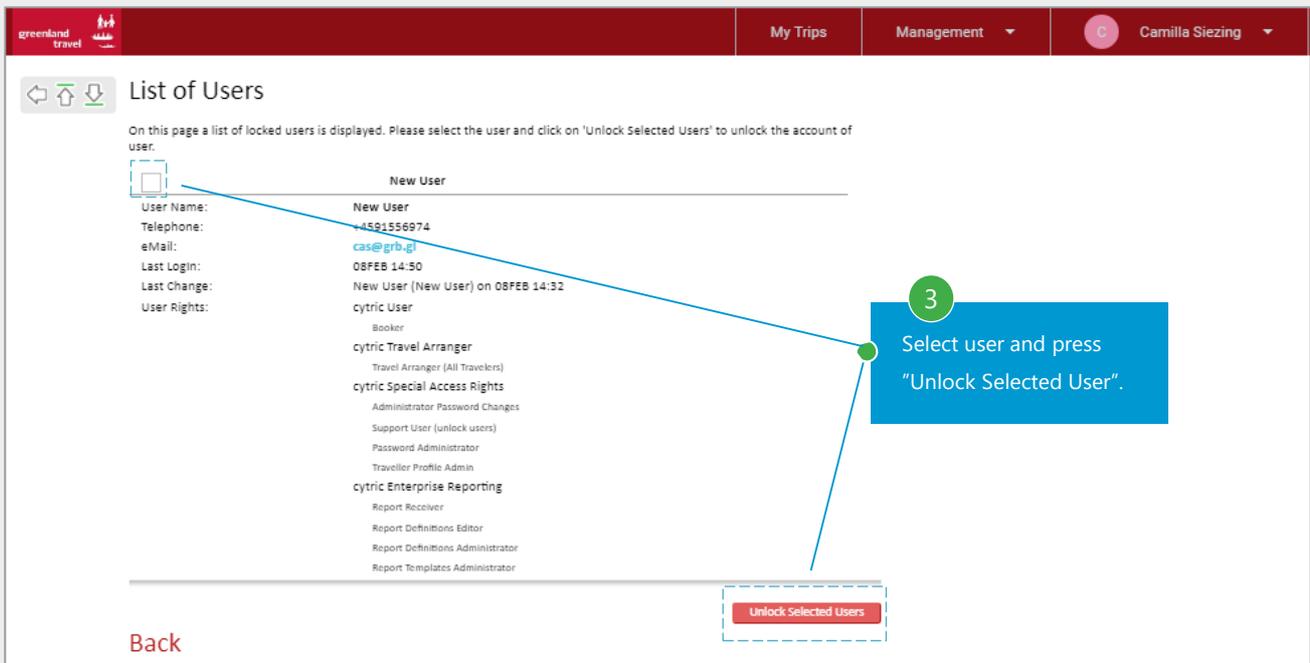
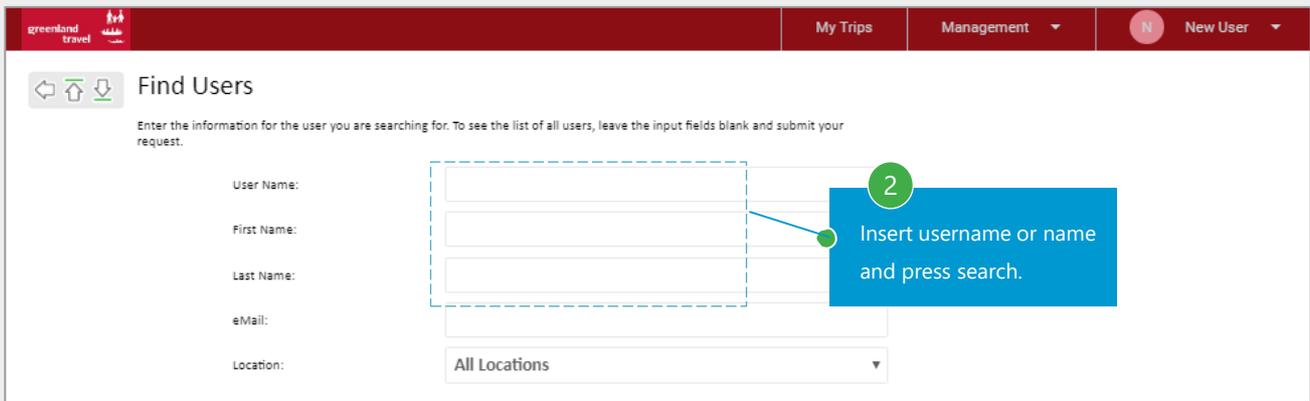
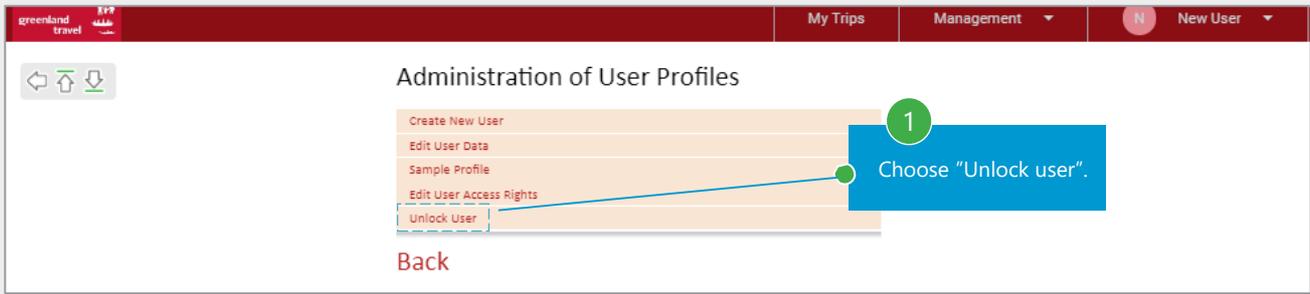
The screenshot shows the 'Find Users' page. It contains a search form with fields for 'User Name:', 'First Name:', 'Last Name:', 'eMail:', and 'Location:'. The 'Location' dropdown is set to 'All Locations'. A blue callout box with the number '2' points to the search input fields. Below the form is a 'Search' button.

The screenshot shows the 'List of Users' page. It displays a table of users with columns for 'User Name', 'Telephone', 'eMail', 'Last Login', 'Last Change', and 'User Rights'. The first user is 'New User' with details: '+4591556974', 'cas@grb.gl', '08FEB 14:09', 'Erling Heilmann (erlingh) on 08FEB 14:11', and 'cytric User'. There are 'Edit' and 'Remove' buttons next to the user name. A blue callout box with the number '3' points to the 'Edit' button. Below the table is a 'Delete the Selected Users' button.

The screenshot shows the 'Change User Access Rights' page. It has a section for 'Define New Password' with two input fields: 'New Password:' and 'Re-enter New Password (for verification):'. A blue callout box with the number '4' points to these input fields.

### 15. REOPENING LOCKED USERS

It is possible for a travel arranger to reopen for locked users. Users are locked if they fail login more than 3 times.





## NAIA USER MANUAL QUESTIONS?

IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE

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