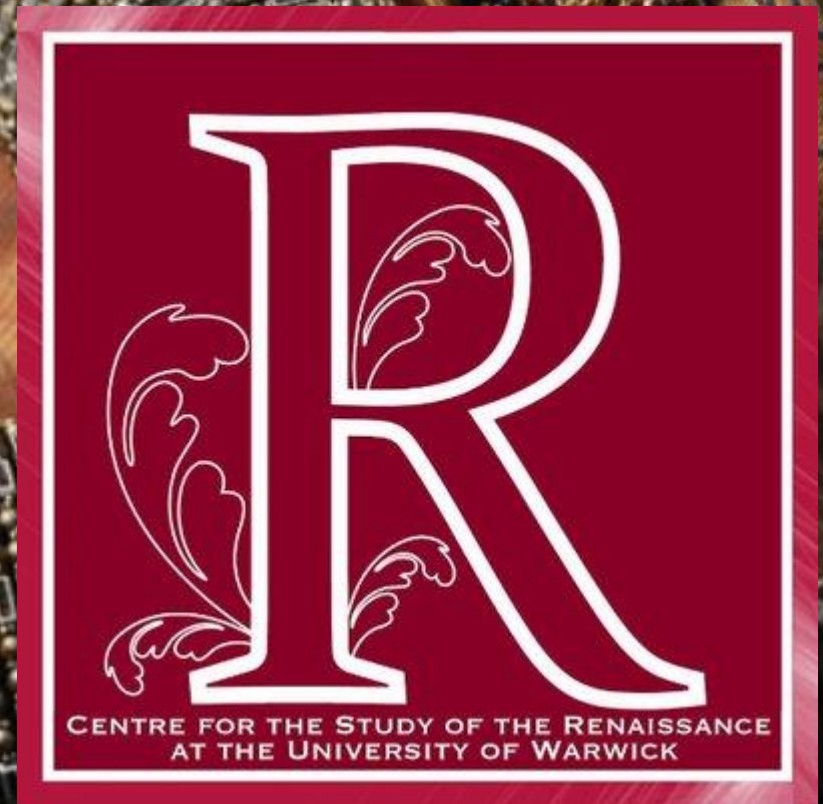




Using the 'Share'  
function to send  
your trip to a booker



CENTRE FOR THE STUDY OF THE RENAISSANCE  
AT THE UNIVERSITY OF WARWICK

# Create your Traveller Profile

Once registered, visit the Profile Manager page to create your Traveller Profile. Traveller Profiles can be added quickly to bookings, and ensure accuracy. Please ensure all information is as per passport.

The screenshot shows the top navigation bar with links for Home, Travel Toolkit, and Accreditations and Governance. Below this is a 'My Travel' menu with options: Book Online, Profile Manager (highlighted with a red box), Training Academy, KT Insights, and My Contacts. To the right is a banner for 'WELCOME MR. KEY DEMO » University of Warwick'. Below the banner are two buttons: 'Book Online' and 'Profile Manager' (highlighted with a red box).

## PROFILE MANAGER

We recommend a traveller profile is created for those who regularly travel by air. Creating a profile via our secure tool enables the user to view and edit their profile 24/7.

### CREATE A TRAVELLER PROFILE

**Important note:** Profiles created in Profile Manager will appear in KT Online the day after creation

**Create your own**

Select this option if you travel and would like to create your own traveller profile.

**Create on behalf of traveller**

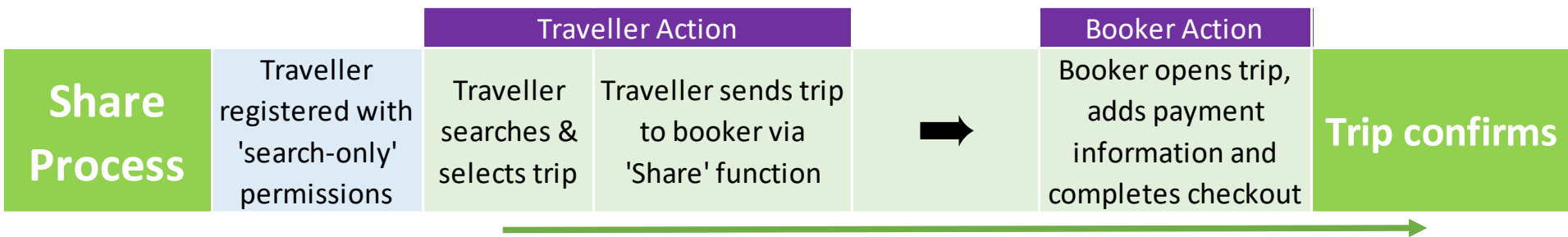
Select this option if you would like to create a profile on behalf of your traveller.

**Send to traveller**

Select this option if your traveller would prefer to create their own profile. They have 30 days to complete the form.



## The Share process

1. Search and select your trip.
2. Use the 'Share' function to send the trip to your Booker.
3. An automated 'Share' email is sent to your Booker.
4. The Booker opens the link on the email and checks the trip.
5. The Booker completes the checkout page, entering payment information.



- Selects the elements of your trip (flights, rail, hotels) and add to basket.
- You may also HOLD your journey before sharing it if the airfare type allows (air only).
- Click SEND QUOTE to forward the basket to your booker.

**Basket**

University of Warwick ▾ EN ▾  

✈️ 🏠 🚆 📧 📁 My trips

✈️ Virgin Atlantic (1 seat)  
 Mon, 27 Mar 18:35 - 21:10 LHR → JFK £1,169.55 ✕  
 Fri, 31 Mar 19:00 - 07:10 (+1) JFK → LHR

Total cost: £1169.55

[add a hotel](#) [add a flight](#) [add a train](#)







[save quote](#) [send quote](#) [book or hold](#)

✈️, US  11 Flights





Mar 1 traveller(s)

	Delta Air Lines			Virgin Atlantic	
	Aca	Negot.	Stand.	Aca	Negot.
Non-stop	£1,169.55	£1,767.50	£1,618.51	£1,169.55	£1,737.50
1+ Stops	£704.08	—	—	£709.11	—

Group by Price  ON Sort by: **cheapest** ▾

	<b>Virgin Atlantic</b> Economy	<input type="checkbox"/>	18:35	LHR	direct	JFK	21:10		
					7h 35m			Alternatives	Details
	<b>Virgin Atlantic</b> Economy	<input type="checkbox"/>	19:00	JFK	direct	LHR	07:10 <sup>+1</sup>		
					7h 10m			Alternatives	Details

Academic hold until: Fri, 24 Mar


Rules £1,169.55 [in basket](#)

- If a trip has already been saved, it can also be Shared from the My Trips folder.
- Click 'trip details' to open the trip and follow the share instructions.




The screenshot displays the 'My Trips' section of a travel application. At the top, a dark green navigation bar contains icons for airplane, hotel, train, and a green circle around the 'My trips' icon. Below this is a light grey header with the word 'TRIPS'. A dark green search bar contains three input fields: 'Trip ID or Trainline Reference', 'Traveller', and 'Location: city, hotel...'. Below the search bar, a 'Filter by:' section includes 'Trip Status' set to 'All', a 'Date range' section with 'From' and 'To' date pickers, and a checkbox for 'Include past trips'. The main content area shows a summary table for a trip.

Trip Status	Total			Trip ID
Quote	£1,042.11			1918986
Travel date	Type	Itinerary	Passengers	
13/03/2023		London → Boston → New York → London	1 lisa aslund	

At the bottom of the trip summary, a dark green button labeled 'trip details' is circled in green.

- If Traveller information is incomplete it can be entered via Edit icon → 
- Traveller information can be added using saved traveller profile, or can be added manually.
- To add a saved Traveller Profile, type/partially type name or email, wait for the drop-down and select from the list.


TRIP TO NEW YORK | ID:1931636 **Quote**  
All prices are subject to price fluctuations until ticket issue




 share  print  cancel trip


SHARE


To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to

Enter a cover note here if you would like to explain the options




1. (Adult)	Traveller information:  <b>Incomplete</b>		
------------	--	---	---

 London → New York → London      1 seat      Mon, 27 Mar - Fri, 31 Mar


 Mon, 27 Mar      LHR → JFK      7h 35m      1070.8kg CO<sub>2</sub>e      3,446 mi


- You should see the 3 'Share' boxes highlighted below.
- If not, click 'Share' as shown.


## TRIP TO NEW YORK | ID:1931636



All prices are subject to price fluctuations until ticket issue

 **share**

 **print**

 **cancel trip**

### SHARE

To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to



Enter a cover note here if you would like to explain the options


+

send


cancel

1. Mr Warwick Traveller Traveller information: ✔ Complete


London → New York → London
1 seat
Mon, 27 Mar - Fri, 31 Mar

✈️ Mon, 27 Mar	LHR → JFK	7h 35m	1070.8kg CO <sub>2</sub> e	3,446 mi
<b>Depart:</b> Mon, 18:35	London Heathrow Airport (LHR) , GB , 3		Virgin Atlantic - VS137	
<b>Arrive:</b> Mon, 21:10	John F. Kennedy International Airport (JFK) , US , 4		(Economy) 351 351	
✈️ Fri, 31 Mar	JFK → LHR	7h 10m	1070.8kg CO <sub>2</sub> e	3,446 mi
<b>Depart:</b> Fri, 10:00	John F. Kennedy International Airport (JFK) , US , 4		Virgin Atlantic - VS46	

1. Add message to your booker
2. Type 'renaissance' in search box, wait a moment, and select from drop-down list
3. Click  icon to add the email address to the recipient box.
4. Click on SEND

## TRIP TO NEW YORK | ID:1931636

Quote

All prices are subject to price fluctuations until ticket issue

[book or hold](#) [verify](#) [share](#) [print](#) [cancel trip](#)

SHARE

To share this itinerary as 'read only', please search for a user/s or enter the name or email address of the person/s you wish to send it to

Hi Jayne, this is my research trip, could you please check and confirm, thank you

renai

Mrs. Jayne Sweet (renaissance@warwick.ac.uk)

send cancel

1. Mr Warwick Traveller Traveller information: ✓ Complete

London → New York → London 1 seat Mon, 27 Mar - Fri, 31 Mar

**Please note: for a booker to confirm your trip, they must be selected from the drop-down.**