

Savi

Savi provides access to all your Travel Management tools from one place.

- The Dashboard provides access to commonly used areas and information at glance i.e.
- Upcoming bookings, Travel Expert Contact Details, Create a new booking.
- The Menu list on the left provides access to areas based on your user permissions.
- The Help Icon provides access to Guided Tours and Online Help information.
- Your avatar provides access to logout and to edit your own profile.
- New Booking is a quick link to initiate the booking process in Savi.

Savi | ONE STEP AHEAD

Dashboard 4

- Bookings
- Expenses
- People
- Company
- Marketplace
- Reporting
- Support
- Settings

Good morning, Jessica + NEW BOOKING

My Bookings All 9 bookings

Trip to **Hong Kong, Dubai**

SYD → HKG, DBX → SYD
Wed 9 Nov 18 - Fri, 18 Nov 18

ABC123

My Travellers Today

Traveller	Current location	Next location	Next location date
Miss Jane Robertson	Hong Kong	Brisbane	Wed 06 Oct
Mr James Smith	Melbourne	Sydney	Thu 30 Dec
Mr Andy Chen	Brisbane	Los Angeles	Mon 02 Oct

Savi Credits All 12 available credits

Messages

- After Hours Emergency Assistance
- Hong Kong reservation confirmed
- James Smith has accepted your r...
- New version of Savi coming soon

Savi Voice

Savi Booking

The Savi booking process is made up of four pages Setup, Itinerary, Extras (optional), Confirm.

SETUP

Setup is where you:

- Select Travellers
- Select travel components
- Enter dates, times & criteria for your itinerary
- Specify Cost Centre/ Policy

Savi will automatically create the itinerary cards based on what is selected at 'Suggest Options for'

If your hotel / car requirements do not coincide with flight dates / times use the '+' to manually build your itinerary cards.

If there is not a policy to support your itinerary you will have the option to send the itinerary to your Travel Expert to book on your behalf.

ITINERARY

Savi will recommend an itinerary for you based on the search criteria you entered in Setup, the travellers previous travel and your company travel policy.

You can select an alternative flight, hotel, rental car, transfer as required.

The itinerary page is made up with a series of detailed itinerary cards or you may prefer to work with the Trip Summary on the left.

You can choose to view the travel components using a List, Map or Grid view.

Memberships for Air, Car and Hotel can be added / selected from the itinerary page.

EXTRAS

The Extras page is where you personalise the booking for the Traveller(s) by adding seat, bag and meal requirements for flights.

If the booking has a rental car, there is the option to request GPS.

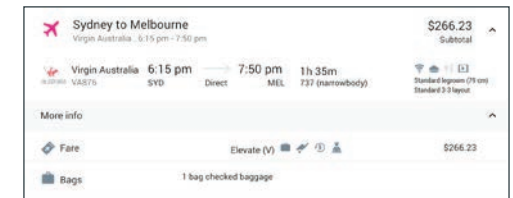
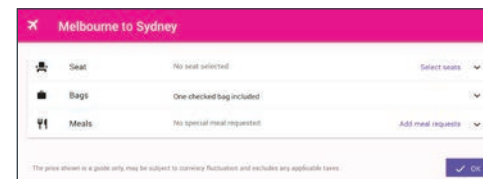
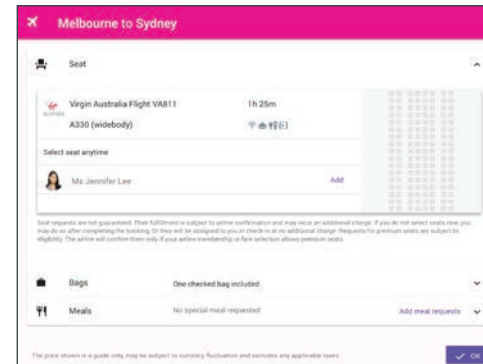
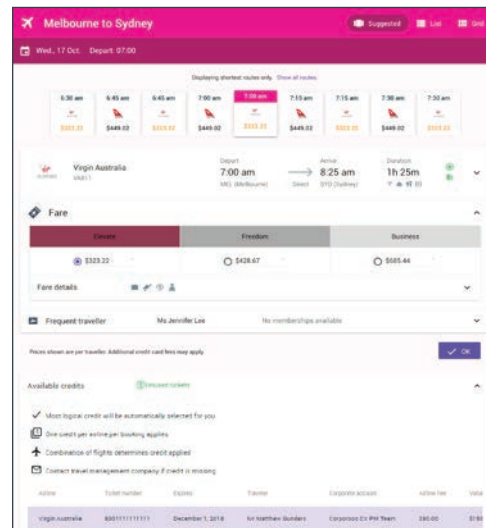
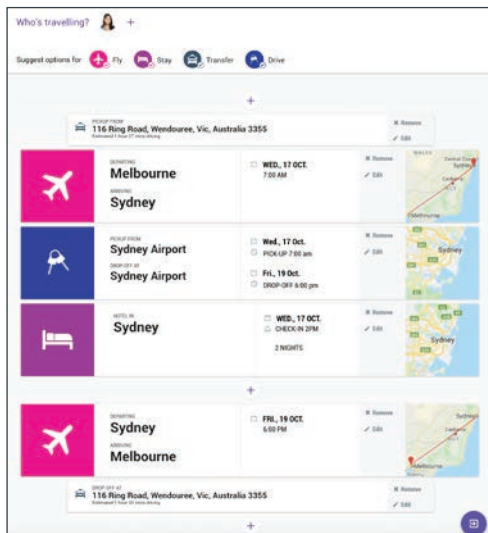
The airline / airfare will determine whether the ability to add requests is available.

The seats available to select will be based on the Traveller(s) Airline Membership selected for the booking. The status of the membership will determine the seats available to select.

CONFIRM

The Confirm page is where you will check all the traveller, itinerary and payment details.

Your company travel policy will define what - if any - information is required to meet corporate compliance.



Your company travel policy will define if you are permitted to create a 'draft' booking.

Upon selecting Book, your itinerary will be booked with providers.

Selecting View your Trip Details will display your booking details and return you to the main Savi Dashboard.