ONLINE BOOKING TOOL – TRAVEL ARRANGER
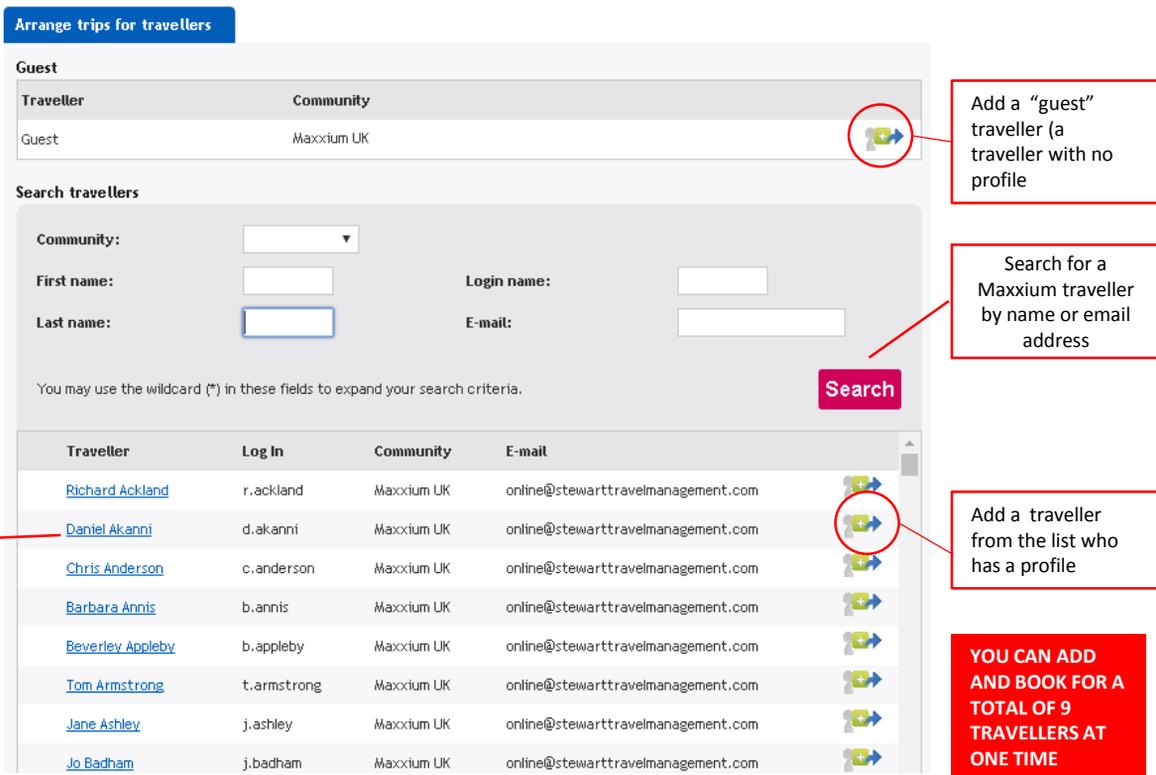
CONTENTS

STEWART TRAVEL MANAGEMENT

MAXXIUM

ARRANGER TAB & WORKSPACE

| home | book | review | arranger | profile |

arrange new trips   view/search trips

VIEW / SEARCH TRIPS
View past bookings, future bookings, access to bookings made by all arrangers within Maxxium UK

ARRANGE NEW TRIPS
Select travellers to make reservations for, access your travel templates. Update and amend traveller profiles

SELECTING TRAVELLERS & ACCESSING PROFILES

Arrange trips for travellers

Guest

Traveller	Community	
Guest	Maxxium UK	

Add a "guest" traveller (a traveller with no profile

Search travellers

Community: ▼

First name: _____   Login name: _____

Last name: _____   E-mail: _____

You may use the wildcard (*) in these fields to expand your search criteria.   **Search**

Search for a Maxxium traveller by name or email address

Traveller Profiles
Select the travellers name to access their travel profile.

You can add and amend details within the travellers profile

Traveller	Log In	Community	E-mail	
Richard Ackland	r.ackland	Maxxium UK	online@stewarttravelmanagement.com	
Daniel Akanni	d.akanni	Maxxium UK	online@stewarttravelmanagement.com	
Chris Anderson	c.anderson	Maxxium UK	online@stewarttravelmanagement.com	
Barbara Annis	b.annis	Maxxium UK	online@stewarttravelmanagement.com	
Beverley Appleby	b.appleby	Maxxium UK	online@stewarttravelmanagement.com	
Tom Armstrong	t.armstrong	Maxxium UK	online@stewarttravelmanagement.com	
Jane Ashley	j.ashley	Maxxium UK	online@stewarttravelmanagement.com	
Jo Badham	j.badham	Maxxium UK	online@stewarttravelmanagement.com	

Add a traveller from the list who has a profile

YOU CAN ADD AND BOOK FOR A TOTAL OF 9 TRAVELLERS AT ONE TIME

MULTIPLE TRAVELLER BOOKINGS

To book for more than one traveller as above you select the green icon to add a traveller

Then continue to add each traveller the same way.
You will see each traveller added to "My Selection" on the right hand side of the page

When all travellers are added you can click "ARRANGE TRIP"
You will be taken to the normal "BOOK" tab and can proceed as normal to book air, car and hotel.

You will know you are booking for more than one traveller as you will see the selected travellers listed on the search page

Please Note: If you book a flight only, or a flight in conjunction with a hotel you will be able to select a cost centre per traveller on the final page.
If you book a hotel only or car hire only for multiple travellers the entire booking will be placed under the cost centre of the first traveller by default. You can adjust the cost centre – but still can only select one.
If this does happen and you need to split the cost centres, please contact the offline team to manually adjust this after booking.

HOTEL ONLY – MULTIPLE TRAVELLERS

The online booking tool will not allow you to book multiple travellers when booking hotel only. It must be in conjunction with a flight.

In order to book multiple rooms only, you can only select one main traveller.

Continue to make the hotel booking required under one lead name – then on the summary page select the link to add another room at this location. You can continue to add rooms in this way (up to a maximum of 6 rooms)

As this method will only allow you to assign this travel to one cost centre we suggest the following options :

- Use the notes section on the Maxxium Company Details Page to advise us of the other travellers names and any other cost centres these should be assigned to. We will manually update the invoices to reflect this.

- Contact the offline booking team to make the multiple hotel booking on your behalf.
  maxxium@stewarttravelmanagement.com

- Or where possible always book your hotel alongside the flight booking for each person or as a multiple traveller trip

CREATING A TEMPLATE

Whilst making a reservation, or when accessing a past booking you will see the trip template option on the left hand side of the page.

Give the template a name, then save. You will see confirmation this itinerary has been successfully saved

Your templates are saved in the "ARRANGER" tab beneath the traveller names on the "arrange trips" page. Once you have chosen a traveller you can then use the green icon to add the template to the search
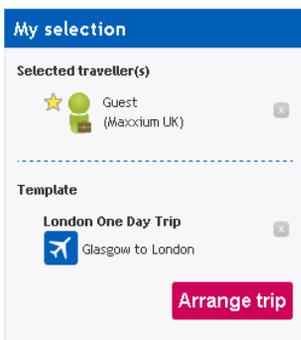
Your travellers and template will show in your selection (left).
When you click to "Arrange Trip" you will be asked if you wish to adjust the dates for your given template (below). When you search on this page it will pick up the same flight, car, hotel as stored in your template at time of saving. You can continue and finalise the booking as normal.