

# CLARITY

The Business Travel Experts



The background features several thick, bright yellow curved lines that sweep across the page, creating a sense of motion and energy. These lines are arranged in a series of concentric, overlapping arcs that curve from the top-left towards the bottom-right.

**Go2Book**

**Guide to booking a flight**

# Flight Search



Go2Book

Flights Rail Hotels Taxi Parking Baskets manager Your basket is empty

Search for flights

Return flight for 1 Adult in Economy Favourites

From To Depart Return

Depart from.. Flying to.. Wed 24 Jul 07:00 Thu 25 Jul 15:00

Direct flights only Add via destination Today Tomorrow Same Day Next Day

More options

Add to favourites Search for flights

When searching for a flight, you are met with a simplified search screen designed to get you to the results screen in the fewest possible clicks.

Booking a frequent journey? Simply add it to your favourites for quick access when booking a future journey.

More options provides additional choice with negotiated fares, flexible or restricted fares and the ability to select a preferred airline when searching.

Negotiated fares only

Include nearby airports

Fare Preference

any

Choose Preferred Airlines

Less options

Add to favourites Search for flights

# Flight Results - Matrix



The screenshot shows the Go2Book website interface. At the top, there's a navigation bar with 'Flights', 'Rail', 'Hotels', 'Taxi', and 'Parking' options. A 'Baskets manager' section indicates 'Your basket is empty'. The main search area displays a return flight for 1 person in Economy class, from London Heathrow (LHR) to Paris - Charles de Gaulle (CDG), with a departure on 30/07/19 at 07:00 and a return on 31/07/19 at 15:00. A 'Change' button and 'Start new search' link are visible.

**Filters** Reset all

Stops: -

- No Stops
- 1 Stop
- 2 Stops

Classes: +

Times: +

**Flight matrix** hide ^

	Aer Lingus	Air France	Alitalia	British Airways	KLM Royal Dutch Airlines	Lufthansa	Swiss
<b>No stops</b>		£324.64		£464.64			
<b>1 stop</b>	£565.39	£441.24	£738.04	£640.94	£442.14	£277.04 <b>CHEAPEST</b>	£294.84
<b>2 stops</b>		£516.24				£328.44	£345.84

One of the first things you'll notice when the flight results load is a full, clean and easy to understand flight matrix of all available providers and the number of stops (unless direct flight selected on the flight search screen).

The matrix also tags and highlights the cheapest option to provide a quick reference if you're in a hurry.



# Flight Results

Depart	Thu 6 May	10:35	Direct - 2h 25m	14:00	Economy	Basic	£103.97
	LHR			MAD	No bags		
IB3163							
Return	Fri 7 May	07:35	Direct - 2h 30m	09:05	Economy	Optima	£143.97
	MAD			LHR	No bags		
IB3170							
							<a href="#">Further Flight Info</a>

We have introduced a new icon highlighting additional health measures & advise whether testing is a requirement for this airline.

Fare Rules | **Health Measures** | X

This airline has implemented additional health measures to provide reassurances to all passengers.

COVID-19

- Safe and Flexible Flight**  
Book now with Safe and Flexible Flight to guarantee flexibility for any COVID-19 disruption. Check website for more details.
- Enhanced Cleaning Protocols**  
We are implementing enhanced cleaning and complete disinfection of all our aircraft as a precaution.
- Face mask required**  
Wear a surgical mask or one providing greater protection, covering your nose and mouth, at all times and try to maintain social distancing.
- Simplified meal service**  
We've simplified the on-board service on all our flights and we now use single-use disposable cutlery.
- Enhanced air filters**  
The air in cabins is replaced every 3 minutes & our planes are fitted with HEPA filters that remove 99.99% of the viruses and bacteria.

# Flight Results - Filters



Times +

Duration +

Price +

Airlines -

- Aer Lingus
- Air France
- Alitalia
- British Airways
- KLM Royal Dutch ...
- Lufthansa
- Swiss

Travel Policy +

Flight Number +

By price | By schedule | Dual Singles

Showing 1 to 10 of 400 flights from LHR to CDG | Sort by Cheapest first

Depart	Tue 30 Jul	08:30	13:35	Economy		★  £277.04 <a href="#">Book</a> <a href="#">More fares</a>
Lufthansa	LHR	1 Stop - 4h 5m	CDG	No bags	LH925	
Return	Wed 31 Jul	14:30	20:45	Economy		★  £277.04 <a href="#">Book</a> <a href="#">More fares</a>
Lufthansa	CDG	1 Stop - 7h 15m	LHR	No bags	LH2231	
Depart	Tue 30 Jul	07:30	13:35	Economy		★  £277.04 <a href="#">Book</a> <a href="#">More fares</a>
Lufthansa	LHR	1 Stop - 5h 5m	CDG	No bags	LH923	
Return	Wed 31 Jul	14:30	20:45	Economy		★  £277.04 <a href="#">Book</a> <a href="#">More fares</a>
Lufthansa	CDG	1 Stop - 7h 15m	LHR	No bags	LH2231	

Results are paginated for improved speed, defaulted by price from cheapest first.

Preferred airlines are marked with a star and out of policy fares are marked with an orange exclamation icon.

Filters on the left allow you to break down the results by price, duration, flight times, policy, flight number and more.

# Flight Results – More Fares



Flight results for LHR to CDG. The first option is a Lufthansa flight (LH925) departing Tue 30 Jul at 08:30 and returning Wed 31 Jul at 14:30, with a 1-stop itinerary (LHR to CDG) and a price of £277.04. The second option is a Lufthansa flight (LH923) departing Tue 30 Jul at 07:30 and returning Wed 31 Jul at 14:30, with a 1-stop itinerary (LHR to CDG) and a price of £277.04. Both options include a 'More fares' button and a 'Book' button.

Click on the **more fares** button to provide a list view of the various fares available including class, baggage and fare rules.

Once you've selected a fare, click the basket icon to add it to your basket or book now.

Flight search results for LHR to CDG. The page shows 1 to 10 of 400 flights, sorted by 'Cheapest first'. The first flight is an Economy fare with no bags for £277.04. Other options include Economy Class (1 Bag, £313.04), Economy Flex (1 Bag, £367.04), Business (2 Bags, £459.54), and Business (2 Bags, £593.54). A 'Hide Fares' button is visible at the bottom of the list.





# New Flight Features & Enhancements

## Seat Maps Available

Go2Book displays the seat maps across numerous key airlines, enabling the booker or traveller to select seats at the time of booking.

The screenshot displays two seat maps: 'Seatmap-LTN-BCN' and 'Seatmap-BCN-LTN'. A key indicates seat availability: blue for available, grey for unavailable, red for another passenger's seat, and green for selected. The basket summary shows a round trip from LTN to BCN on Nov 11 and from BCN to LTN on Nov 12, with a total price of £72.98.

The screenshot shows a flight from LHR to JFK on Nov 11 (09:05) and a return from JFK to LHR on Nov 12 (08:15). Five fare options are listed: Economy Light (£295.96), Economy Classic (£385.96), Economy Delight (£495.96), Premium (£681.96), and Upper Class (£3,429.96). Each fare includes a 'Book' button and a 'Fare Rules' link. Attributes like Hand Baggage, Checked Baggage, Refund, Changes, Meal, Seat, and WiFi are shown with icons for each fare type.

## Fare attribute & comparison shopping

With airlines introducing new fare types, it can often be difficult to understand what is included within each fare.

The fare attribute enhancement allows bookers to clearly see what fare options are available and most importantly what is included within each fare type.



# Flight - Basket



Your basket Reset basket

Depart	Mon 19 Aug	<b>08:55</b>	Direct - 1h 20m	<b>11:15</b>	Premium Economy	Total price: £228.64 1 Adult <span>Book</span>
BA306	British Airways	LHR	→	CDG		
Return	Tue 20 Aug	<b>16:30</b>	Direct - 1h 15m	<b>16:45</b>	Premium Economy	<span>Save basket</span> <span>Start booking</span>
BA319	British Airways	CDG	→	LHR	Baggage Allowance: 0 bag(s)	

Once the fare is added to your basket you can save it for later or begin the booking process.

Before you proceed, double check the times, dates and price.



# Flight – Add Passenger

Stop Booking

1 Passenger details 2 Booking details

### Passenger details

Passengers for flight bookings:

Passenger 1 (Adult)

[Add my details](#)

[Add company user](#)

I confirm that all names provided are an exact match to the traveller's passport (or alternative form of ID). I am aware that name amendments after the booking may be subject to a fee.

[Next](#)

### Your basket

[Edit basket](#)

Depart	Mon 19		
	Aug		£228.64
-	08:55	11:15	
	LHR	→	CDG
Return	Tue 20		
	Aug		
-	16:30	16:45	
	CDG	→	LHR
			£228.64

The first step when booking the flight is the passenger select screen.

Here you can add your details (taken from your profile) or add another company user. You can search via email, surname or employee number.

Don't forget to check the box to confirm the passenger details match the passport.

# Flight – Special Requests



1 Passenger details

2 Booking details

Special Requests For: Mr Demo User

Special Needs: (None) Seating Preference - When Possible: (None)

Meal Requests - When Possible: (Standard)

Provide Frequent Traveller Numbers (If Available):

APIS Contact Details:

Passport Details: Passport Details For: Mr Demo User

Your basket [Edit basket](#)

Depart	Mon 19		
	Aug		£228.64
-	08:55	11:15	
	LHR	→	CDG
Return	Tue 20		
	Aug		
-	16:30	16:45	
	CDG	→	LHR
			£228.64

The booking details screen is split into a few quick segments, which can be skipped if not applicable to the journey.

Special requests captures any special requirements for the flight and meal and seating preferences when possible.



# Flight – Adding Details

## Frequent Flyer

Special Requests For: Mr Demo User

Provide Frequent Traveller Numbers (If Available):

Airline: Frequent Flyer No:

(None)

Avios Rewards

British Airways Executive Club

British Midland Diamond Club

Bwia British West Indies Airways Bw

Cathay Pacific Marco Polo Club

China Airlines Dynasty Flyer

To add your frequent flyer number, simply select your airline membership club from the dropdown and add your frequent flyer number.

## Passport Details

Passport Details:

Passport Details For: Mr Demo User

Gender: Issued:

Male United Kingdom of Great Britain and North...

Passport Number: Nationality:

United Kingdom of Great Britain and North...

Passport Expiry: Date of Birth:

Select passport expiry date Select birth date

Your passport information should pull through from your profile. If you haven't added the details, please fill them in on the page.

# Flight – Confirm Booking



Stop Booking

## Your basket

Depart	Mon 19 Aug	<b>08:55</b>		<b>11:15</b>	Premium Economy	▼	British Airways BA306	Direct - 1h 20m	→	CDG		Total price: £228.64
		LHR										
Return	Tue 20 Aug	<b>16:30</b>		<b>16:45</b>	Premium Economy		British Airways BA319	Direct - 1h 15m	→	LHR	Baggage Allowance: 0 bag(s)	<input checked="" type="checkbox"/> Confirm
		CDG				<input type="checkbox"/> Confirm						


Confirm Booking

Once the details are added, confirm your booking

# Flight – Booking Complete



Flights Rail Hotels Parking Baskets manager Your basket is empty





**Booking Complete**

Thank you for booking your travel with Go2Book, we hope you enjoy your flight .

**Your booking reference is: E55HLN-HBZXNC**

Your confirmation email will be sent to: [Email address]

Your trip will be visible within Go2Mobile, featuring push notifications and important travel information.  
If you don't have the app, you can download it via the links below:

You will then be taken to a screen confirming your booking and providing a reference. You will then receive your Trip Planner confirmation email.

You will be prompted to follow links to download our interactive itinerary mobile app, Go2Mobile.

To view a short training video please follow [Clarity guide to booking flights, rail and hotel](#)

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Thank you