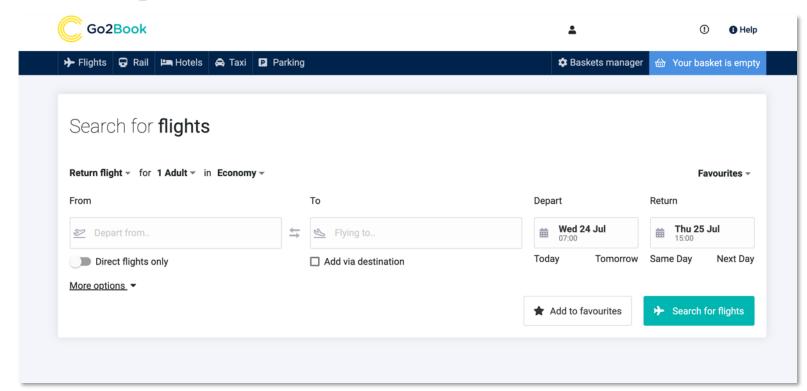# CLARITY

The Business Travel Experts

Go2Book

Guide to booking a flight

Flight Search

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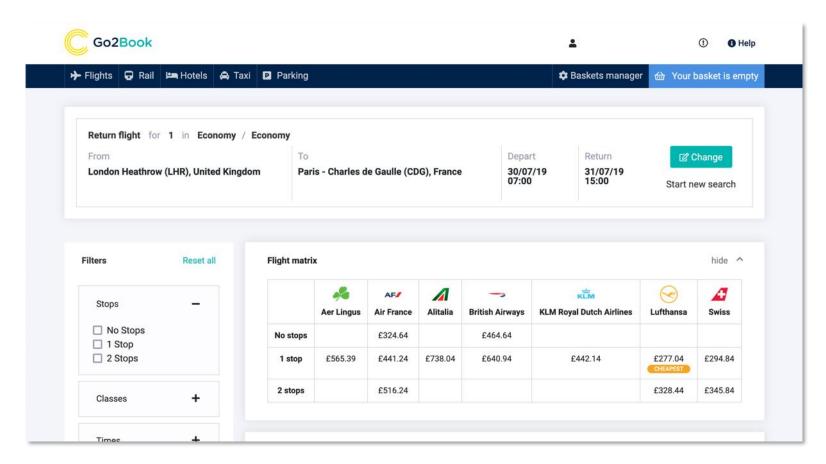
Booking a frequent journey? Simply add it to your favourites for quick access when booking a future journey.

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

Flight Results - Matrix

Go2Book

✈ Flights　💻 Rail　🛏 Hotels　🚗 Taxi　🅿 Parking

⚙ Baskets manager　🛒 Your basket is empty

👤　ⓘ　ⓘ Help

Return flight for **1** in **Economy** / **Economy**

From	To	Depart	Return	
London Heathrow (LHR), United Kingdom	Paris - Charles de Gaulle (CDG), France	30/07/19 07:00	31/07/19 15:00	✎ Change
				Start new search

Filters　Reset all

Flight matrix　hide ⌃

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

Stops −
- ☐ No Stops
- ☐ 1 Stop
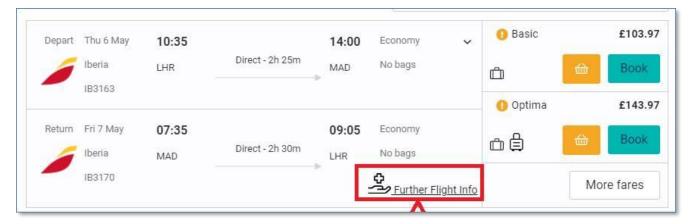- ☐ 2 Stops

Classes +

Times +

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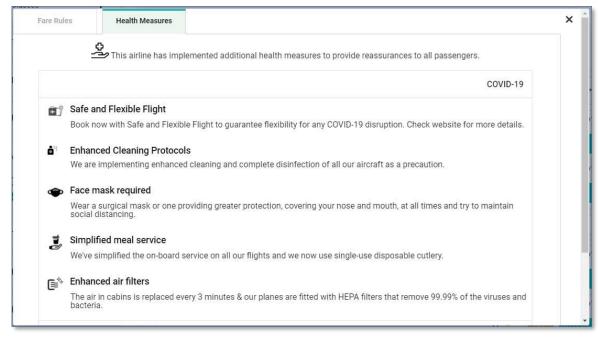
The matrix also tags and highlights the cheapest option to provide a quick reference if you're in a hurry.
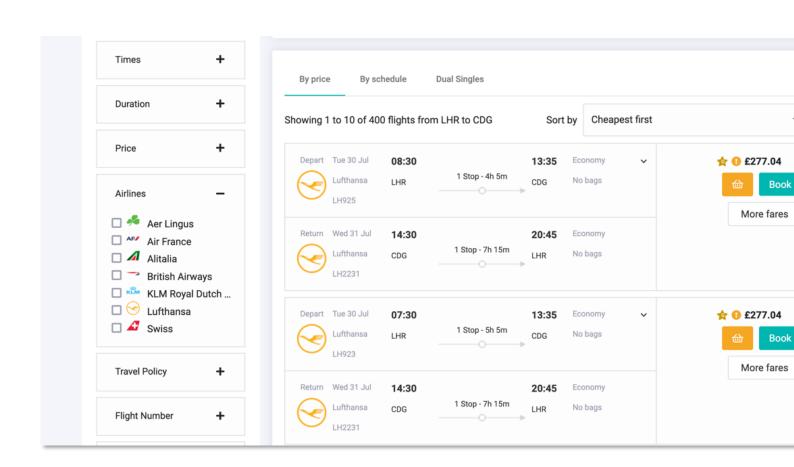
Flight Results

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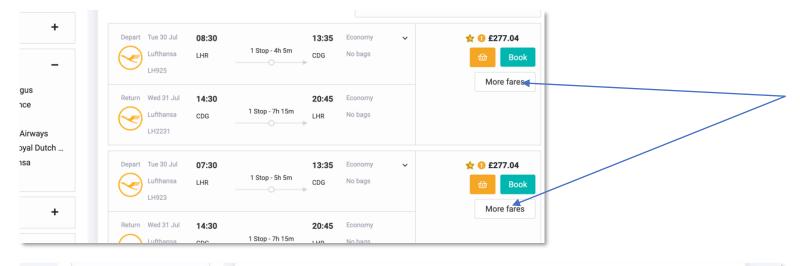
Flight Results - Filters

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

Click on the **more fares** button to provide a list view of the various fares available including class, baggage and fare rules.
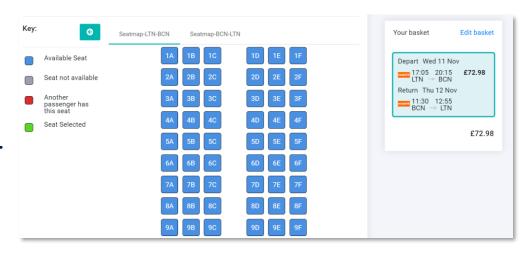
Once you've selected a fare, click the basket icon to add it to your basket or book now.
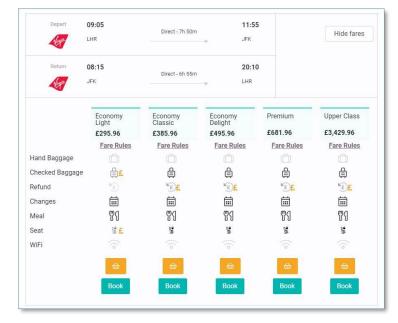
New Flight Features & Enhancements

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.
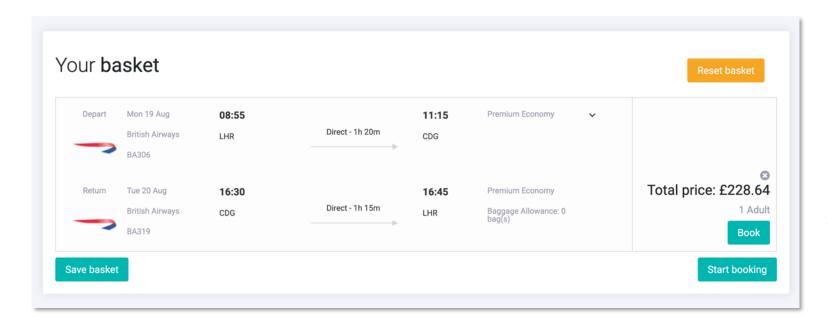

Fare attribute & comparison shopping

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

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

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.
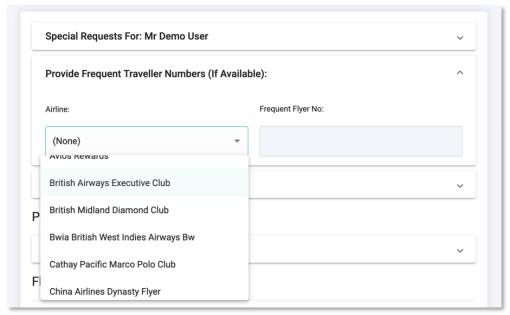
Flight – Special Requests

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.
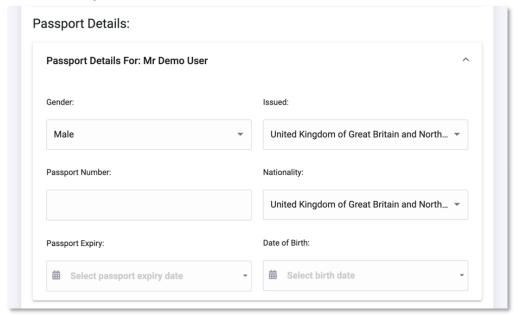
Flight – Adding Details

Frequent Flyer

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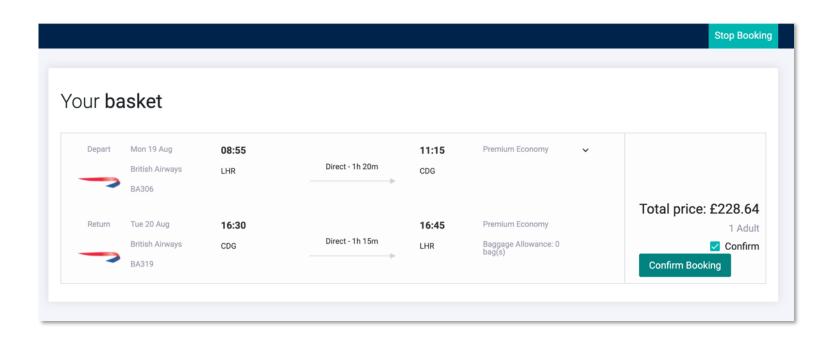
Passport Details

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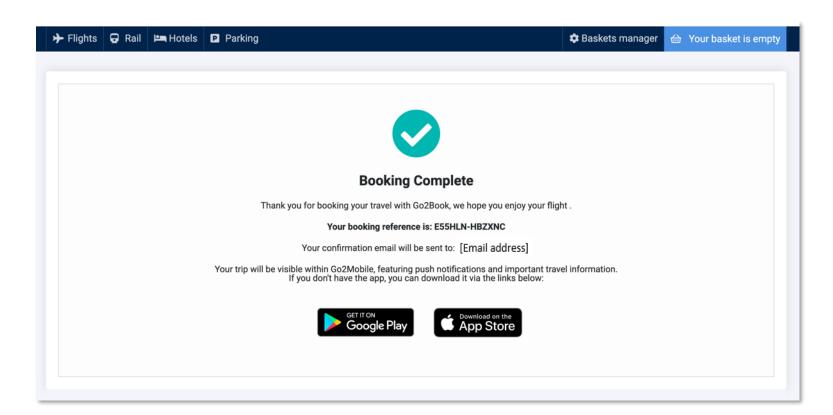
Flight – Confirm Booking

Once the details are added, confirm your booking

Flight – Booking Complete

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**

Thank you