

CLARITY

The Business Travel Experts



The background features several thick, 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

2022 User Guide

Home Screen



Hi welcome back

Book on behalf of another user

Book as **Favourites**

Select user - search by:

Email Surname Employee No.

Enter email address

Your recent Searches

- One way for 1 Adult
Manchester Piccadilly - Euston, London
Thu, 25 Jul
- One way for 1 Adult
Manchester Piccadilly - Liverpool Central
Thu, 22 Aug

Notifications

No new notifications

Your Bookings

Recent Bookings **Unbooked Baskets**

Basket ID: COP-453048-1107-7
Surname: Daniels
..
kyre.daniels@citybt.com
Date stored: Tue 23 Jul

Basket ID: COP-184498-2104-7
Surname: Daniels
..
kyre.daniels@citybt.com
Date stored: Sun 21 Jul

Your home screen is the central hub for your travel bookings. Select your product, book on behalf of, find recent searches, browse notifications or manage your bookings.

The Go2Book home page adapts to the booker, so the more you use it the more personalised it becomes.

You will also manage your personal details via the home page; simply click on your email address at the top of the page.



Personal Details

Personal Details

Preferences

Documents & Loyalty Details

Change Password

User Admin

Sign Out

Demo User

Personal details

Your details

Please enter names exactly as they appear on your passport

Title*	Unique id
Mr	12285413
Forename*	Employee no
Demo	Enter employee no
Initial	Redress no
Enter initial	Enter redress no
Surname*	
User	
Date of birth	
Select birth date	

After clicking on your email address, you will be taken to the admin section of Go2Book.

Here you can check and amend your personal details including your name, address, date of birth, email, contact number and emergency contacts.

Preferences



Personal Details

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Demo User
Preferences

Set your default preferences

Air | Hotel | Rail | Parking and Lounge

General preferences

Special needs: [No Default]

Meal request: [No Default]

Seating preference: [No Default]

Air - Full Service Carriers [TravelPort]

Employee Number: 1111

Business Purpose: [No Default]

Cost Centre: AAA

Air - Low Cost Carriers [Travel Fusion]

Company Name: [Empty]

Preferences allows you to add specific requirements to the system related to your mode of travel.

For example, you can add your preferred direction of travel for rail seating and any special requirements for air travel.

You can also store important information such as employee number, cost centre and business purpose for travel.

Documents and Loyalty



Personal Details

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Demo User

Documents and loyalty details

Passport

Your passport list is empty.

[+ Add new passport](#)

Visas

Visa details/notes

Enter visa details

Loyalty

Air	Hotel	Rail	Car
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Your flight loyalty programs

List is empty. Add a loyalty program using the options on the right.

Add loyalty program

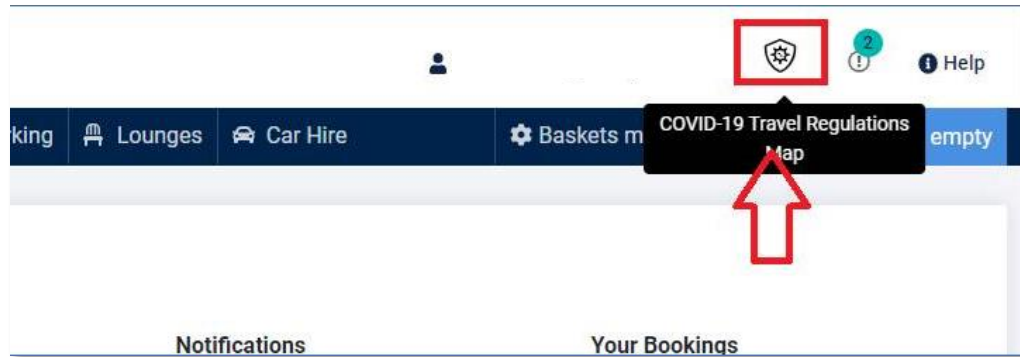
Airline

Select Frequent flyer no.

Documents and loyalty is where passport information, visa details, notes and loyalty information is stored.



New Features and Enhancements



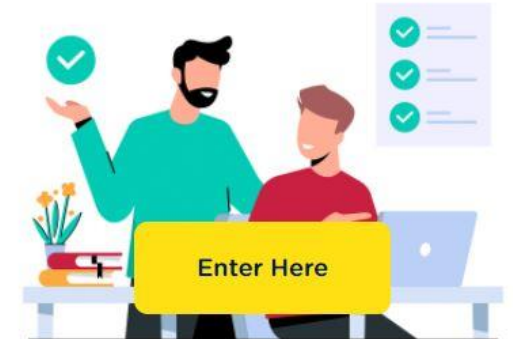
Travel Resource Centre

Icon will take user to the Travel Resource Centre via Clarity's website which has details relating to restrictions, information and requirements for Covid-19 and Brexit.

Covid-19 Resource Centre

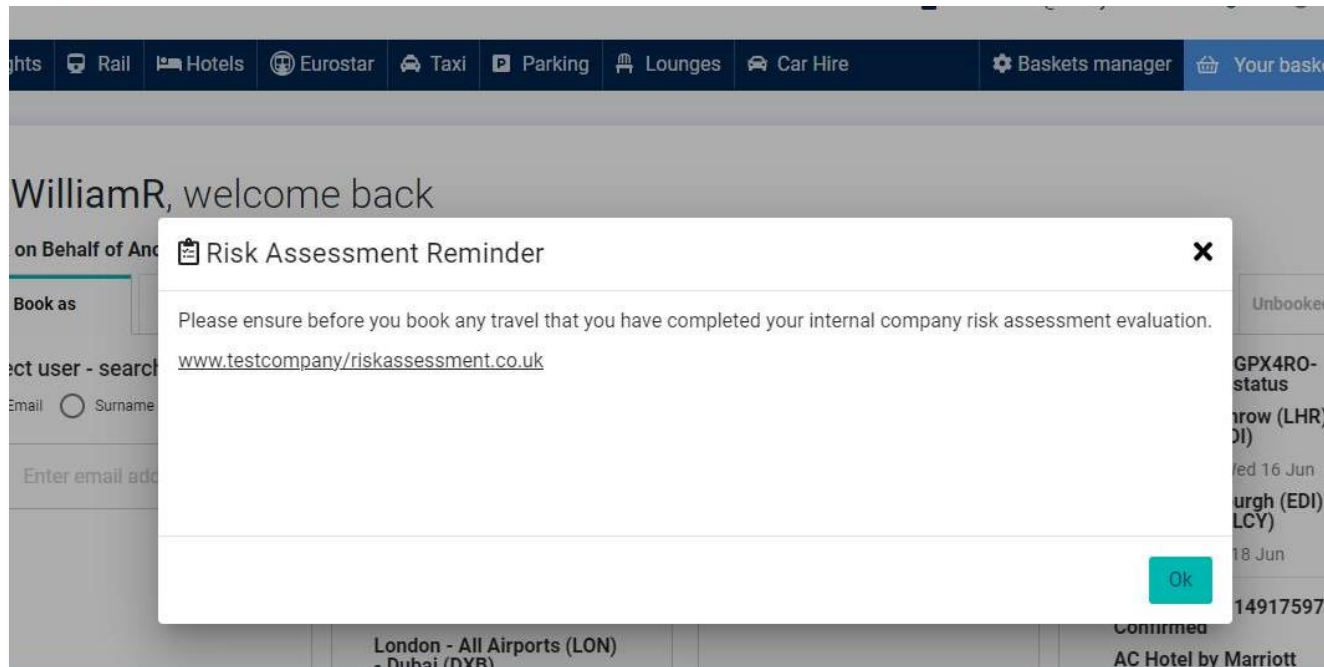


Brexit Resource Centre





New features & enhancements



Risk Assessment Approval

Clarity have a selection of options available that can be bespoke to your organisation's booking approval process.

Please contact your Clarity team or Account Manager for further information.

Help and Extras



The screenshot shows the Go2Book website interface. At the top left is the Go2Book logo. The navigation bar includes links for Flights, Rail, Hotels, Taxi, and Parking. On the right side of the navigation bar are links for Baskets manager and Your basket is empty. The main content area is titled 'help and extras' and features a sidebar with links to Contacts, FAQs, Quick book guides, Video guides, and International travel. The main content is organized into sections: 'Contacts' with a note about staff travel bookings and contact information for the Rail Refunds Team; 'FAQs' with a link to download the latest FAQs; and 'Quick book guides' with links to guides for Air, Hotel, and Rail travel.

Help and extras contains any contact information for Clarity including your online team, support and refund information.

You can also download user guides (such as this one you're reading now!) and view any related video reference guides.

Basket Manager



Go2Book

Flights Rail Hotels Taxi Parking Baskets manager Your basket is empty

Filters Reset all

Type of Travel +

Booking Status +

Approval Status +

Search Reset all

Select User (search by):

Email Surname Employee No

Enter a users email ...

Provider & Booking Reference

Upcoming travel		Unbooked travel		Past travel			
Travel Type	Name	Booking Ref & Date	Detail	From	To	Costs	Status
<input type="checkbox"/>	Basket ID: COP-453048-1107-7	Created: 23 Jul 19 11:08	By: Mr Kyle Daniels	Last Modified: 23 Jul 19 11:08			(1 items)
<input type="checkbox"/>	Basket ID: COP-184498-2104-7	Created: 21 Jul 19 21:05	By: Mr Kyle Daniels	Last Modified: 21 Jul 19 21:05			(1 items)
<input type="checkbox"/>	Basket ID: COP-101437-0917-7	Created: 14 Jul 19 09:18	By: Mr Kyle Daniels	Last Modified: 14 Jul 19 09:18			(1 items)
<input type="checkbox"/>	Basket ID: COP-109849-1629-7	Created: 10 Jul 19 16:30	By: Mr Kyle Daniels	Last Modified: 10 Jul 19 16:30			(1 items)

Basket manager is a quick access area to any upcoming, unbooked and past travel bookings.

With the relevant admin rights, you are also able to search for bookings made by other members of your organisation.

The background features several thick, bright yellow curved lines that sweep across the frame, creating a sense of movement and energy. These lines are arranged in a roughly circular pattern, with some starting from the left and curving towards the right, and others starting from the top and curving downwards.

Thank you