B2E – Business to Enterprise
User Guide

atlastravelsonline

Useful Links :

Awarded "Best Travel Portal" on 14 OCT 2015 By India Travel Awards.

Welcome Guest! | Home | Contact Us | Corporate Login | Partner Login | Supplier Login

ATLAS
TOURS & TRAVELS PVT. LTD.

Corporate Login

Log into your account

Register — Don't have a Corporate Account? Use the Register button to sign-up with us now!

Register — Don't have a Partner Account? Use the Register button to sign-up with us now!

Email Address:

Password:

Sign-In

Reset my password?

Enter your email address here

Enter your password here

Log into the account with the email address and password, and click on Sign-in

To change password, click here

Click here for contact details

Contact Us | Corporate Login | Partner Login | Agent Login | Payment Security | Terms of Service | Privacy Policy | Mobile Site

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1. To get department wise contact details, click on "Contact Us"
2. To change/reset your account password, click on "Reset My Password"

3. To Log-in, enter the registered email address and password and click on Sign-in
4. To change/reset your account password, click on "Reset My Password"

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Home Page : After you sign-in with the login details, the home page appears as below

Name / Logo of your company

Special deals and offers

1. The name of your Company appears on the Top Right as shown

2. You can check your Available Balance below the name of your company

3. Special deals and Offer Sliders are uploaded on the Portal marked space

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Booking Process : Search Results
After clicking on "Search for Flights" the next screen will display the available flights with fares and fare rules for the selected destinations as shown below

Search Results

Passengers : 1 Adult

Modify Search ▼

Fares inclusive of Taxes & Fees   ⭐ Corporate Most Preferred

Print Results | Set a fare alert | Email Results: Link, All, Filtered, Selected

Return Special Fares

| Spicejet Return starting 7,542 | Indigo Return starting 6,449 | Regular Fares starting 6,326 | GDSReturn starting 7,882 |

✈ Departure Filter

✈ Return Filter

Mumbai - New Delhi Tue, 01-Mar | 02-Mar ▶

New Delhi - Mumbai Wed, 02-Mar | 03-Mar ▶

Sort: Airline   Departs   Arrives   Price   Pref.

| Go Air | 22:00 | 00:05 02-Mar | ◉ Published **3,254 INR** Refundable ☐ |
| | | | ○ Special Offer Fare **7,248 INR** Refundable ☐ |

G8-345, Airbus A320, 9 Seats
Dep : Terminal 1B, Arr : Terminal 1D
Source: GoairApi, Supplier: G8128

| Go Air | 20:35 | 22:50 | ○ Published **3,336 INR** Refundable ☐ |
| | | | ○ Special Offer Fare **7,248 INR** Refundable ☐ |

G8-343, Airbus A320, 6 Seats
Dep : Terminal 1B, Arr : Terminal 1D
Source: GoairApi, Supplier: G8128

| Indigo | 23:15 | 01:20 02-Mar | ○ Published **3,377 INR** Non-Refundable |
| | | | ○ Sp... Non-R... |

6E-668, Airbus A320
Dep : Terminal 1B, Arr : Terminal 1

Multiple Fares on same flight

Sort: Airline   Departs   Arrives   Price   Pref.

| Indigo | 22:30 | 00:35 03-Mar | ◉ Published **3,072 INR** Non-Refundable ☐ |
| | | | ○ Special Offer Fee **3,354 INR** Refundable ☐ |

6E-155, Airbus A320, 3 Seats
Dep : Terminal 1, Arr : Terminal 1
Source: IndigoApiV2, Supplier: 6E404

To select multiple flights results to send as an email, click on the "Box" as shown

| SpiceJet | 21:15 | 23:40 | ○ Published **3,166 INR** Non-Refundable ☐ |
| | | | ○ Published **3,703 INR** Refundable ☐ |

SG-159, Boeing 737-800, 3 Seats
Dep : Terminal 1D, Arr : Terminal 1B
Source: SpiceApiV2, Supplier: SG002

| Indigo | 11:30 | 13:35 | ○ Published **3,446 INR** Refundable ☐ |
| | | | ○ Special Offer Fare **3,572 INR** Refundable ☐ |

Fare Rules are available next to the Fares, to check kindly click on the Legends: N, R, P, S, O etc...

Selected Flights

| | Onward | Return |
| | G8-345, 22:00-00:05 | 6E-155, 22:30-00:35 |

6,326 INR
Base: 2,529 INR + A.tax: 4,013 INR
Incidental Charges: 38 INR + Disc: 254 INR

Book Flights

To book the Ticket, click on "Book Flights"

Total Fare of the Selected Flights

To select the flight click on the "Button" as shown above

Booking Process : Search Results
After clicking on "Search for Flights" the next screen will display the available flights with fares and fare rules for the selected destinations as shown below

Reason for not selecting Lowest Preferred Flight

- ○ Does not suit my schedule
- ○ Penalty/Refund restriction
- ○ Alternate corporate preferred flight selected
- ○ Policy exception approval obtained
- ○ Personal preference
- ○ Any other reason

Cancel   Submit

If incase the lowest available fare is not selected, it will ask for a reason which needs to be selected as per the case

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Booking Page :

Booking Details

◀ Back to Search Results

Price Breakup

1x Adult Base Fare	INR 9,522
Airline Taxes	INR 4,342
Incidental Charges	INR 0
Fee	INR 0
Discount	INR 0
Insurance	INR 0
Total Price	**INR 13,864**

Flights

	Go Air G8-329, S **R**	06:00, Tue 28-Oct Mumbai	08:05, Tue 28-Oct New Delhi
	SpiceJet SG-131, J **R**	05:50, Wed 29-Oct New Delhi	08:05, Wed 29-Oct Mumbai

— Fare Break-up of selected flights

— Selected Flight Details

Select Passenger

Passenger	[ ]	Adult 1 ⌄	☑ Update all Info [Select]
Save	☐ Update User Profile with changes from below		

Passenger Details

	Title *	First Name	Last Name *	Age *	
Adult 1	-- ⌄	[ ]	[ ]	12+ Yrs	— Enter passenger details

Passenger Preferences

	Sector	Meal Preference	Seat Preference	Seat Map	Baggage Preference	Special Request
Adult 1	BOM-DEL : G8-329	N/A	N/A	N/A	N/A	N/A
	DEL-BOM : SG-131	N/A	N/A	N/A	N/A	N/A

Booking Page :

Contact Details

Mobile *		Email *			
Landline					
Street			City		
State		Pincode		Country	

Payment Details

Medium *	● Deposit ○ Credit Card ○ Net Banking
	The cost of this ticket will be charged to your company account maintained with us.
Convenience Fee	INR 0
Total Price	INR 13,864

Enter contact details

Select mode of payment

Terms & Conditions

- Meal Request, Seat Request, Special Request,Baggage Request or Frequent Flier are not guaranteed.
- Fares and Seats are subject to availability and might not be available by the time you submit the booking request.

☐ I have read and accept the above mentioned terms and the Terms of Service.

Kindly tick the given "Box" to proceed with the booking

Book Flights

Click on "Book Flights" to issue the tickets

Last few successful logins: 21 Oct 2014 4:49:55 PM(203.115.120.138), 21 Oct 2014 3:01:05 PM(203.115.120.138), 21 Oct 2014 2:17:40 PM(203.115.120.138)

Contact Us | Corporate Login| Partner Login| Payment Security| Terms of Service| Privacy Policy

Ticket Copy :

| Print | SMS | Email | Modify Cart | Download as PDF |

Indian Comedy Club Private Limited

E-3 Block, Ranjeet Studio, DSP Road Dadar East
Mumbai, Maharashtra - 400014

Click here to Print / SMS / Email Ticket

Click on Modify Cart to cancel / reschedule flights

Client Information

Client Name	Indian Comedy Club Private Limited	Billing Entity	Unset

Cart Information

Booking Reference	ATO04B76WR2	Booking Status	Confirmed

24/02/2016 - MumbaitoNew Delhi - by Air

Air India AI-866	Departs	09:00, Wed 24-Feb	Mumbai, IN (Chhatrapati Shivaji - BOM) , Terminal: 2
	Arrives	11:15, Wed 24-Feb	New Delhi, IN (Delhi Indira Gandhi - DEL) , Terminal: 3

Passenger	Status	Class	Airline PNR	CRS PNR	Ticket No	Total Price
Mr Richie Dsouza (Adult)	OK	Economy R **Rules**	**Y8JK7**	HGUFIK	0981650715308	3,698 INR
		Baggage Limit:25 kg				
		PF Acct Code: Unset (Regular Fare), Mobile: 9892714523				

Ticket details i.e. Flight details, Passenger name, Airline / CRS PNR, Ticket Number

DEMO TICKET

Ticket Copy :

Price Calculation

Cost Center	na
Base Price	850 INR
Airline Taxes and Fees	(YQ1750.0 YR121.0 WO149.0 IN789.0 JN146.0) 2,955 INR
Incidental Charges	19.0 INR
Management Fee	0 INR
Convenience Fee	0 INR
Discount	-126 INR
Total Price	3,698 INR (Three Thousand Six Hundred and Ninety Eight Only)

DEMO TICKET

Terms and Conditions

- You should carry a print-out of this e-ticket and present to the airline for check-in.
- You should carry a photo identification proof while checking in.

Modify Cart :
Click on "Modify Cart" option on top of the Ticket Copy to Reschedule / Cancel the flight, the modify cart page will appear as below

AIR: 27/02/2016 - Bhubaneswar to New Delhi

	Indigo 6E-258	Departs	18:25, Sat 27-Feb	Bhubaneswar, IN (Biju Patnaik Arpt - BBI)	Basic 2850.0	A.Tax 984.0	Incidental Charges 26.0	Fee 10.0	Extr Chrg 0.0	Comm(Tds) 171.0(0.0)	Total 3870.0
		Arrives	21:05, Sat 27-Feb	New Delhi, IN (Delhi Indira Gandhi - DEL)							

Passenger	Status	Airline PNR	CRS PNR	Ticket #	B.Class	F.Basis		Select
Ms RITIKA TIWARI (Adult)	OK	**IEMYPX**			JR	J0IPRT		☐

Update

Click here to select the passenger for whom changes to be done

Client Price Data : Basic: 2850.0, YQ: 0.0, YR: 0.0, PSF: 238.0, UDF: 475.0, JN: 171.0, OB: 0.0, OC: 100.0, SBC: 0.0, A.Fee: 0, Incidental Charges: 26.0, Fee: 10.0(incl. P.Fee: 0.0), Extra Chrg: 0 Total: 3870.0 Currency: INR
Total Markup: 0.0 [Basic: 0.0, Tax: 0.0, Fee: 0.0, Amd: 0]
Meal Pref: Unset, Seat Pref: Unset, Baggage Pref: Unset, Special Req: Unset
Frequent Flier: Unset, PF Acct: Unset (Regular Fare), Tour Code: Unset

Amend Selected Air Items		-- SELECT -- ▼	Amend Selected
		-- SELECT --	
		Cancel	
		NoShow	
		Reschedule	
		Miscellaneous	
		ExtraCharges	

Select the type of changes to be done and click on "Amend Selected"

Passenger Contact Details

Mobile	Phone	Email Address	Postal Address	Send Details
7738000153	Unset	varsha@atlastravels.com	, , - ,	SMS Email

Click SMS / Email to send amended flight details

My Accounts : Manage Carts
Click on Manage Carts under My Accounts to search for bookings or to make amendments

Carts

Search Carts

| All | Air | Hotel | Visa | Holiday Package |

Booking ID [   ] **Retrieve Cart**   — Retrieve Cart by entering the cart Number

Invoice ID [   ] **Retrieve Cart**

- OR -   OR

Corporate/ Agent/ User [   ] ID [   ]   — Retrieve Cart by using various filters like Air Filters, Booking Date Range, Passenger Name etc…

Sales In-Charge: [   ] ID [   ]

External Trip ID [   ]

Personal/ Official [-- Any -- ▼]

Cart Filters [-- Booking Type -- ▼] [-- Booking Status -- ▼] [-- Approval Status -- ▼] [-- Payment Status -- ▼]
[-- Invoice Status -- ▼]

Time Limit [dd/mm/yyyy] to [dd/mm/yyyy]

Booking Date [11/02/2016] to [17/02/2016]

Search Carts   **Download Carts**

Cart Search Results : 138 records found.

* Only first 200 records will be displayed.

SN	Book Time ▼	Dept Time ▲	Cart ID		Type	Summary	Approval Status	Booking Status	Payment Status
1	11-Feb-2016, 10:50:57	21-Feb-2016, 07:10:00	ATO04B2ZC7N Status Modify	Gawane	Air	6E-253-New Delhi-Bhubaneswar 21-Feb x1, 6E-258-Bhubaneswar-New Delhi 27-Feb x1	Self Approved	Booked	Charged

To view ticket or make changes, click on Status or Modify

Booking / Payment Status

1. To retrieve a particular booking, you can enter the Cart Number in the Box and click on Retrieve Cart

2. To search for carts booked during a particular time period you can select the Date Range and click Search Carts

3. You can also use various Air Filters like Airline Name, Passenger Name, PNR, Ticket Number etc…

4. From the search results you can view or modify the booking on clicking the Status / Modify button

5. To know the status of your booking, you can check the Booking Status column in the Search Results

My Accounts : View Accounts
Click on View Accounts under My Accounts to view your Account Deposit, Balance Updates, Refund Updates etc…

Search Accounts

| Date | 01/02/2016 | to | 01/03/2016 |

[Search Accounts] [Download BTA]

Select date range from here and click the Search Accounts Button

Account Results: 108 records found

PaymentRef	Time	Reason / Booking Status	Medium / Operation	Booking Id / Comments	Billing Entity / Accounts Code	Payment Amount	Incidental Charges	Comm	TDS	Pay. Fee	Deposit Balance
PMT0000FMIM	13:19:40, 01/02/2016	Booking / Booked	Deposit / Charge	ATO047VFX1Y Status Modify	/ ONLICMSC	14229.0	0.0	0.0	0.0	0.0	-1,918,516
PMT0000FMKG	13:40:06, 01/02/2016	Booking /	Deposit / Refund	ATO047FZZEX Status Modify	/ ONLICMSC	-7512.0	0.0	0.0	0.0	0.0	-1,911,004
PMT0000FMYE	16:36:43, 01/02/2016	Booking / Booked	Deposit / Charge	ATO0480XX2N Status Modify	/ ONLICMSC	4245.0	0.0	0.0	0.0	0.0	-1,915,249
PMT0000FOGJ	16:10:04, 02/02/2016	Booking / Booked	Deposit / Charge	ATO048M0I3Y Status Modify	/ ONLICMSC	6468.0	0.0	0.0	0.0	0.0	-1,921,717
PMT0000FOIC	16:26:16, 02/02/2016	Booking / Booked	Deposit / Charge	ATO048M1RUN Status Modify	/ ONLICMSC	5131.0	0.0	0.0	0.0	0.0	-1,926,848
PMT0000FOM3	17:20:50, 02/02/2016	Booking / Booked	Deposit / Charge	ATO048M6WNB Status Modify	/ ONLICMSC	4148.0	0.0	0.0	0.0	0.0	-1,930,996
PMT0000FOXK	19:59:31, 02/02/2016	Booking / Cancelled	Deposit / Charge	ATO048MH938 Status Modify	/ ONLICMSC	5820.0	0.0	0.0	0.0	0.0	-1,936,816
PMT0000FOYT	20:22:34, 02/02/2016	Booking / Cancelled	Deposit / Refund	ATO048MH938 Status Modify	/ ONLICMSC	-3371.0	0.0	0.0	0.0	0.0	-1,933,445
PMT0000FPFY	12:44:19, 03/02/2016	Booking / Booked	Deposit / Charge	ATO048NJBJO Status Modify	/ ONLICMSC	6644.0	0.0	0.0	0.0	0.0	-1,940,089
PMT0000FPL2	13:46:56, 03/02/2016	Booking / Booked	Deposit / Charge	ATO048NOB60 Status Modify	/ ONLICMSC	10510.0	0.0	0.0	0.0	0.0	-1,950,599
PMT0000FPV3	15:54:41, 03/02/2016	Booking / Cancelled	Deposit / Charge	ATO048OHY35 Status Modify	/ ONLICMSC	6797.0	0.0	0.0	0.0	0.0	-1,957,396
PMT0000FPWN	16:08:52,	Booking /	Deposit /	ATO048OJCLV	/	11286.0	0.0	0.0	0.0	0.0	-1,968,682

1. To view your account details, select the date range and click the Search Accounts button

2. To download the report in an excel file, click the Download to Excel button

3. The amount deposited in your account is shown as Deposit Balance in the report

4. The report will give relevant details about all transactions i.e. deposits, charges and refunds in your account

[Download to Excel]

Click here to download the report as an Excel File

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My Accounts : Update Balance
To update balance in your account through Credit Card or Net Banking, you can go to the Update Balance option under My Accounts

Update Balance

Payment Details

Account Type	Deposit ▼
Amount	0
Medium *	⦿ Credit Card ○ Net Banking

*Misuse of card number is a punishable criminal offence under the IT Act 2000. Your current transaction is tracked through the IP address of the computer you are using. All Card payments require **3D Secure** Password. To obtain your password, please follow the instruction on the next page.*

○ Stored Card   ⦿ New Card

Card Type *   -- SELECT -- ▼

Convenience Fee	INR 0 ☑ Charge Convenience Fee?
Total Price	INR 0

[Update Balance]

1. Enter the amount you want to upload in your account

2. Select the mode of payment i.e. Credit Card or Net Banking

3. If mode of payment is Credit Card then select the type of Card i.e. Visa / Masters / Diners

4. Click on Update Balance. It will take you to the Payment Gateway Page wherein you can enter your Card / Bank details and process the payment

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My Accounts : Manage Amendments
To search for amendments made to your bookings, click on the Manage Amendments option under My Accounts

Amendments

Search Amendments

[ ] **Retrieve Amendment** — Enter Cart Number and click on Retrieve Amendment, to search amendment through cart number

- OR -

OR

Sales In-Charge:	[ ]	ID [ ]

Hotel Filters -- Type -- ▾   Prov Booking Id [ ]   Booking Id [ ]   Pax [ ]   Hotel Name [ ]

Amendment Filter -Status- ▾   -Type- ▾   -- Payment Status - ▾

Booking Date Date: 14/10/2014 to 22/10/2014   **Search Amendments**

Amendment Results: 5 records found

* Only first 200 records will be displayed.

SN	Generation Time ▾	Travel Time ▲	Reference Id	Type/Booking Type	Cart Booking Id	Cart Type	Booking Status	Payment Status
1	14-Oct-2014, 17:10:58	15-Oct-2014 08:00:00	AMD000K18BH	Cancel/Manual	ATO01YZWA3H	Air	Booked	Charged
2	14-Oct-2014, 17:12:54	15-Oct-2014 08:00:00	AMD000K19O3	Cancel/Manual	ATO01YZWSO9	Air	Booked	Charged
3	14-Oct-2014, 17:19:49	14-Oct-2014 19:25:00	AMD000K1BY5	Cancel/Manual	ATO01Z6U78E	Air	Booked	Charged
4	14-Oct-2014, 17:16:04	16-Oct-2014 19:20:00	AMD000K1A6Q	Cancel/Manual	ATO01ZCJU1Z	Air	Booked	Charged
5	16-Oct-2014, 11:42:51	17-Oct-2014 07:05:00	AMD000K4NZ6	Cancel/Manual	ATO01ZD5MT2	Air	Booked	Charged

Type of Amendment i.e. Cancel, Reschedule, Miscellaneous etc…

Status of Amendment

1. To retrieve a particular amendment, you can enter the Cart Number in the Box and click on Retrieve Amedment

2. To search for amendments raised during a particular time period you can select the Date Range and click Search Amedments

3. You can also use various Amednement Filters like Amendment Status, Type, Payment Status etc…

4. From the search results you can view the type of amendments raised

5. To know the status of your amendment, you can check the Booking Status column in the Search Results

My Accounts : Manage Users
To create multiple user id's for your staff, you can go to the Manage Users option under My Accounts

Add User

Type	STAFF ▼	— Select user type as Staff
Name *	test	
Email *	testing@test.com	— Enter the Name, Email Address and Mobile Number of the new user
Mobile	1234567890	
	Add User	— Click on Add User to register new user

1. To add a new user select the type i.e. Staff

2. Enter Name, Email Address and Mobile Number

3. Click on Add User to register the new user

My Accounts : Manage Users
To create multiple user id's for your staff, you can go to the Manage Users option under My Accounts

Manage Users

Search Users

Name: [ ] ID: [ ] [Retrieve User] → Enter name or Id of staff and click on Retrieve User

- OR -

-Status- [ ] Email: [ ] Mobile: [ ] → Retrieve user through Email Address or Mobile Number

Sign-up Date: dd/mm/yyyy to dd/mm/yyyy [Search Users] → Click "Search Users" to search for all users

User Results: 2 records found

ID	Type	Name/Email/Mobile/ Last Transaction/ Last Login/ Rating	User Status	User Deposit/ Deposit Limit/ Expiry Date	Update
1879	Staff	rajesh rajesh@travcareholidays.in Unset 18/07/2014 24/07/2014 N/A	Enable [Disable] [Deactivate]		Config Profile Emulate

Login details appear here

Check or Change login status here

1. To change account settings click on "Config"
2. To make changes to the user profile click on "Profile"

1. To search user, enter the Name or Id of staff and click on Retrieve User OR you can also retrieve user through Email Address, Mobile or by clicking on Search Users to search all users under your account

2. After you click Retrieve / Search Users, all user details are shown and you can action accordingly

3. You can give authorisation to staff as per their job profile eg. Accounts Staff can be authroised to check only the account atatements and not to issue tickets. Similarly operations staff can be given authorisation only to issue ticket and not to view accounts by going to "Config"

My Accounts : Sales Report
To view different type of reports, you can go to the Sales Report option under My Accounts

You can select different type of report from the drop down menu

My Accounts : Sales Report
A. Air Sales

Reporting Criteria

Report Type	Air Sales
Air Filters	-- Type -- -- Cabin -- -- Carrier -- — Air Filters
Air Route Filter	Enter location IATA Airport Codes
User Filters	-- Location -- -- Department · -- Band --
Date Filter	01/10/2014 to 22/10/2014 ○ Generation Date ⦿ Booking/Process Date — Select report date range
Amendments	☐ Include Amendments

View Report   Click "View Report" to generate report   **Download Excel**   Click "Download Excel" to download report as an excel file

Air Sales Report 6 records found

Plating Airline	Booked Segments	Cancelled Segments	Base Fare	Avg. Base	Taxes	Total Fare	Avg. Total	Breakup
[G8] Go Air	40	0	238,770	5,969	111,039	349,809	8,745	All Routes
[6E] Indigo	22	0	86,672	3,940	42,830	129,502	5,886	All Routes
[9W] Jet Airways	14	0	81,179	5,799	22,764	103,943	7,425	All Routes
[SG] SpiceJet	6	0	36,987	6,165	12,520	49,507	8,251	All Routes
[AI] Air India	5	0	15,081	3,016	12,903	27,984	5,597	All Routes
[S2] JetLite	2	0	5,960	2,980	2,941	8,901	4,451	All Routes
TOTAL	89	0	464,649		204,997	669,646		

1. To view Airline Wise report, you can select the Air Sales report from the drop down menu under Sales report

2. You can view the report for a specified date range or you can also use Air Filters and view specific report

3. This report will give details about Specific Airlines Sales you have done during that perioed

4. You can download the report by clicking on the "Download Excel" button for future reference

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My Accounts : Sales Report
B. Air Routes

Reporting Criteria

| Report Type | Air Routes |

Air Filters — -- Type -- / -- Cabin -- / -- Carrier -- → **Air Filters**

User Filters — -- Location -- / -- Department -- / -- Band --

Date Filter — 01/10/2014 to 22/10/2014 — Generation Date / Booking/Process Date → **Select report date range**

Amendments — ☐ Include Amendments

View Report — Click "View Report" to generate report

Download Excel — Click "Download Excel" to download report as an excel file

Air Routes Report: 28 records found

Routing	Booked Trips	Cancelled Trips	Base Fare	Avg. Base	Taxes	Total Fare	Avg. Total	Breakup
DEL-BOM	13	0	90,562	6,966	39,817	130,379	10,029	Carrier-Wise
BOM-DEL	12	0	78,220	6,518	36,663	114,883	9,574	Carrier-Wise
LKO-BOM	6	0	34,900	5,817	16,639	51,539	8,590	Carrier-Wise
BOM-COK	4	0	23,250	5,813	9,048	32,298	8,075	Carrier-Wise
COK-BOM	4	0	25,963	6,491	6,088	32,051	8,013	Carrier-Wise
BLR-BOM	3	0	22,107	7,369	6,836		648	Carrier-Wise
HYD-BOM	7	0	20,480	2,926	7,885		052	Carrier-Wise
BOM-LKO	2	0	17,249	8,625	6,089	23,338	11,669	Carrier-Wise
BOM-BLR	4	0	14,980	3,745	8,047	23,027	5,757	Carrier-Wise
CCU-BOM	2	0	12,450	6,225	6,896	19,346	9,673	Carrier-Wise
BOM-HYD	3	0	9,974	3,325	6,763	16,737	5,579	Carrier-Wise
IXU-BOM	3	0	10,380	3,460	5,777	16,157	5,386	Carrier-Wise
BOM-IXC	2	0	9,500	4,750	5,164	14,664	7,332	Carrier-Wise
MAA-BOM	2	0	9,724	4,862	4,940	14,664	7,332	Carrier-Wise
COK-BLR	3	0	8,602	2,867	5,425	14,027	4,676	Carrier-Wise
IXC-BOM	2	0	9,500	4,750	4,390	13,890	6,945	Carrier-Wise
JAI-BOM	2	0	10,050	5,025	3,724	13,774	6,887	Carrier-Wise
BOM-IXU	2	0	10,700	5,350	3,030	13,730	6,865	Carrier-Wise
AMD-BOM	2	0	8,200	4,100	3,196	11,396	5,698	Carrier-Wise
BOM-JAI	2	0	7,850	3,925	3,514	11,364	5,682	Carrier-Wise
BOM-CCU	1	0	7,650	7,650	3,664	11,314	11,314	Carrier-Wise
BOM-MAA	1	0	5,200	5,200	2,597	7,797	7,797	Carrier-Wise
BLR-HYD	2	0	5,380	2,690	2,255	7,635	3,818	Carrier-Wise

Sector | Total tickets issued | Total Fare & Average Fare

1. To view Routing based report, you can select the Air Routes report from the drop down menu under Sales report

2. You can view the report for a specified date range or you can also use Air Filters and view specific report

3. This report will give details about the Sectors that you used during the selected time period and also the Average Fare for that Sector

4. You can download the report by clicking on the "Download Excel" button for future reference

My Accounts : Sales Report
C. Detailed Air

Reporting Criteria

Report Type	Detailed Air
Air Filters	-- Type -- / -- Cabin -- / -- Carrier --	← **Air Filters**
Get Only Summary	☐
Date Filter	01/10/2014 to 22/10/2014 ○ Generation Date ● Booking/Process Date	**Select report date range**
Amendments	☐ Include Amendments ☐ Only Amendments

[**View Report**] **Click "View Report" to generate report**

[**Download Excel**] **Click "Download Excel" to download report as an excel file**

Detailed Air Report: 50 records found

Cart/ Cost Cent.	Amendment	Gen Dt/ Book Dt	Emp. Code/ Band Code/ Dept. Code/ Loc. Code	Tour Code	Pax Type	Traveller	Booked by	Supervisor(s)	Approved by	Type	Airline	Flight	Sector	CI	Travel Dt	Base/ A.Tax/ S.Tax/ Comm./ Mgmt.	Net Amt.	Meal /Seat Chrg.
ATO01YDH5Z3 F.C.A.L		01/10/2014 01/10/2014	0 0 0		Adult	MUKESH YADAV	unset			Dom	Indigo	6E-342	BOM-LKO	F	01/10/2014	12,199 3,492 0 0 0	15,691	
ATO01YDPMHJ F.C.A.L		01/10/2014 01/10/2014	0 0 0		Adult	MUKESH YADAV	unset			Dom	Go Air	G8-396	LKO-BOM	O	02/10/2014	5,050 2,678 0 0 0	7,728	
ATO01YQFA9H FAL		04/10/2014 04/10/2014	0		Adult	PRATIK CHANGEDE	unset			Dom	SpiceJet	SG-152	BOM-BLR	W	08/10/2014	2,430 3,096	5,526	

Entire Travel Details i.e. Passenger name, booking date, booking reference no, travel date, airlines etc…

1. To view Detailed Air Travel Report, you can select the Detailed Air report from the drop down menu under Sales report

2. You can view the report for a specified date range or you can also use Air Filters and view specific report

3. This report will give the entire travel details booked during the specified date range, details like Booking Reference No., Booking Date, Passenger Name, Booked By, Travel Date, Airlines, Sector, Fares etc…

4. You can download the report by clicking on the "Download Excel" button for future reference

My Accounts : Sales Report
D.   Missed Savings

Reporting Criteria

Report Type	Missed Savings ▼
Date Filter	01/10/2014 to 22/10/2014 ○ Generation Date ● Booking/Process Date

Select report date range

[View Report] Click "View Report" to generate report

[Download Excel] Click "Download Excel" to download report as an excel file

Missed Savings Report: 50 records found

Cart/ Book Dt/ Cost Cent.	Travellers	Emp. Codes	Band Codes	Dept. Codes	Loc. Codes	Type/ Sector	Ticketed	T.Amt	Lowest	L.Amt	Reason	(Missed)/ Realised
ATO01YDH5Z3 01/10/2014 F.C.A.L	MUKESH YADAV	0	0	0	0	Domestic BOM - LKO	INR 15691, 6E-342 [F] 14:25 01-Oct	15,691	INR 15691, 6E-342 [F] 14:25 01-Oct	15,691	Lowest Selected	0
									INR 18330, 9W-307 [K] 11:35 01-Oct,			

Issued ticket details / Ticketed Amount / Lowest available fare at the time of booking / Reason for not selecting cheapest fare / Missed Saving

									01-Oct			
ATO01YDPMHJ 01/10/2014 F.C.A.L	MUKESH YADAV	0	0	0	Domestic LKO - BOM	INR 7728, G8-396 [O] 17:30 02-Oct	7,728	INR 6666, G8-398 [S] 12:05 02-Oct	6,666	Penalty/Refund restriction	-1,062	
								INR 7728, G8-398 [O] 12:05 02-Oct				
								INR 7728, G8-396 [O] 17:30 02-Oct				
ATO01YQFA9H 04/10/2014 FAL	PRATIK CHANGEDE	0	0	0	Domestic BOM - BLR,BLR - BOM	INR 5526, SG-152 [W] 07:35 08-Oct, INR 6910, AI-608 [U] [private] 21:20 08-Oct	12,436	INR 5436, SG-152 [W] 07:35 08-Oct, INR 3817, G8-322 [S] 05:45 08-Oct	9,253	Personal preference	-3,183	
								INR 5436, SG-524 [W] 15:45 08-Oct,				

1. To view details of the missed savings, you can select the Missed Savings report from the drop down menu under Sales report

2. You can view the report for a specified date range

3. This report will give you details of the savings that you missed on a particular flight booking. It will give you details like issued ticket details, ticketed fare, lowest available fare at the time of booking, reason for not selecting the lowest fare and the savings that was missed in that booking

4. You can download the report by clicking on the "Download Excel" button for future reference

My Accounts : Sales Report
E.   Planned Trips

Reporting Criteria

Report Type	Planned Trips ▼		
Air Filters	-- Type -- ▼	-- Cabin -- ▼	-- Carrier -- ▼
User Filters	-- Location -- ▼	-- Department -- ▼	-- Band -- ▼

Air / User Filters

Date Filter	22/10/2014 to 31/03/2015	○ Generation Date ○ Booking/Process Date ◉ Trave	Select report date range
Amendments	☐ Include Amendments		

[View Report]   Click "View Report" to generate report

[Download Excel]   Click "Download Excel" to download report as an excel file

Planned Trips Report: 38 records found

Cart	Travel Dt	Sector	Traveller	Emp. Code	Band Code	Dept. Code	Loc. Code	Gross Amt
ATO0202C6ID	22/10/2014	BOM-BLR	PRABHULA KUMAR					5,973
ATO01ZS4XCF	25/10/2014	BOM-DEL	RAJESH DIXIT					7,876
ATO02045RQV	25/10/2014	BOM-HYD	SHAILESH TALWAR					5,133
ATO0202C6ID	26/10/2014	BLR-BOM	PRABHULA KUMAR					9,652
ATO02045RQV	27/10/2014	HYD-BOM	SHAILESH TALWAR					6,895
ATO01ZHJJUO	28/10/2014	HYD-COK	RAVI MATHUR					6,416
ATO01ZS4XCF	28/10/2014	DEL-BOM	RAJESH DIXIT					8,167
ATO01Z6AU5C	29/10/2014	BOM-COK	MALOY					9,107
ATO01ZPDNS2	29/10/2014							7,547
ATO01ZHE08C	30/10/2014							5,291
ATO01Z201XJ	30/10/2014	BOM-JAI	GANTISMAIL					5,973
ATO01ZHKXMX	30/10/2014	BOM-BLR	SANGEETA KORGAOKAR					6,025
ATO01ZHKXMX	30/10/2014	BLR-MAA	SANGEETA KORGAOKAR					1,478
ATO01ZHE08C	01/11/2014	JAI-BOM	MUFIDA CHISTTY					5,840
ATO020QNV0K	01/11/2014	COK-BOM	MALOY CHAKRAVORTHY					3,499
ATO01ZPDNS2	01/11/2014	COK-BOM	SATISH TONAPI					10,006
ATO01ZHKXMX	01/11/2014	MAA-BOM	SANGEETA KORGAOKAR					10,042

Details of future trips booked i.e. booking reference number, travel date, sector, traveller name and fare

1. To view details of your future trips, you can select the Planned Trips report from the drop down menu under Sales report

2. You can view the report for specified future date range or you can also use Air & User Filters to view specific report

3. This report will give you details of the trips that have been booked for future travel. It will give you details like booking reference number, travel date, sector, traveller name and fare

4. You can download the report by clicking on the "Download Excel" button for future reference

Fare Calendar :

Awarded "Best Travel Portal" on 14 OCT 2015 By India Travel Awards.

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Fare Calendar
Fare Alert
Booking Calendar

AIRFARES

Domestic International

One-Way Return

Leaving from   Going to
Mumbai   ▼   New Delhi   ▼

Departure Month   January   ▼

Departure Year   2016   ▼

Get Fares

Select the Sector & Month you want to view the Fare and click Get Fares

Click on Fare Calendar

1. Take the cursor to Flights, it will give you an option for Fare Calendar
2. Clicking on Fare Calendar will take you to the next page where you can select the Sector & Month for which you want to View the Lowest Fares.

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Fare Calendar :

ATLAS
TOURS & TRAVELS PVT. LTD.

| Flight | Hotel | My Account ▼ |

SEARCH BEST AIRFARES

○ Domestic   ○ International

○ One-Way   ○ Return

Leaving from: Mumbai ▼
Going to: New Delhi ▼
Departure Month: February ▼
Departure Year: 2016 ▼

Get Fares

◄ **Best fares in February - 2016** ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 February 3,119	2 3,119	3 2,856	4 2,880	5 2,880	6 2,852
7 2,880	8 3,081	9 2,880	10 2,880	11 2,880	12 2,879	13 2,880
14 2,879	15 2,880	16 3,081	17 3,074	18 2,880	19 2,880	20 2,880
21 2,880	22 2,870	23 3,074	24 3,078	25 2,880	26 2,879	27 3,012
28 3,077	29 2,880					

1. Once you select the Sector & Month and click on Get Fares, it will display the lowest fares available for the selected month

Fare Alert :

Click on Booking Calendar

Select the Sector & Date you want to receive the Fare Alert & click Set Alert

1. Take the cursor to Flights, it will give you an option for Fare Alert

2. Clicking on Fare Alert will take you to the next page where you can select the Sector & Date for which you want to receive Daily / Bi-Weekly / Weekly Fare Alert

Booking Calendar :

Click on Booking Calendar

Select month you want to view your bookings and click Show Calendar

1. Take the cursor to Flights, it will give you an option for Booking Calendar

2. Clicking on Booking Calendar will take you to the next page where you can select the Month you want to view your bookings for as shown above

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Booking Calendar :

Air Booking Calendar

| Calendar Month | 2014-Oct ▼ | Show Calendar |

2014-Oct : 82 records found

Wed	Thu	Fri	Sat	Sun	Mon	Tue
01	**02**	**03**	**04**	**05**	**06**	**07**
ATO01YC4XWW G8 BOM-DEL 07:50 Mr FAUZAN ALAVI ALAVI ATO01YAOQKY G8 BOM-LKO 09:30 Mr MUKESH YADAV ATO01YDH5Z3 6E BOM-LKO 14:25 Mr MUKESH YADAV ATO01Y0VK00 SG DEL-BOM 17:20 Mr SUHAIL BATATAWALA ATO01XY0768 9W RPR-BOM 19:35 Mr JAYDIP MULIK	ATO01YAOQKY 6E LKO-BOM 08:00 Mr MUKESH YADAV ATO01YDPMHJ G8 LKO-BOM 17:30 Mr MUKESH YADAV ATO01XZDM3G S2 DEL-BOM 18:25 Mr NEELKAMAL TIWARI			ATO01YBGSB6 6E DEL-LKO 11:40 Mrs KHALIDA KHATOON Mr FAUZAN ALAVI Ms AMBREEN FATIMA	ATO01YBUL4N AI DEL-BOM 19:00 Mr AMARPREET SINGH SIDHU	ATO01Y9W57P 9W HYD-BOM 09:25 Mr RAVI MTHUR ATO01Y9W57P 9W BOM-CCJ 11:50 Mr RAVI MTHUR ATO01YA0F79 9W BOM-CCJ 11:50 Mr MALOY CHAKRAVORTHY
08	**09**	**10**	**11**	**12**	**13**	**14**
ATO01YQFA9H SG BOM-BLR 07:35 Mr PRATIK CHANGEDE ATO01YQL051 G8 BOM-DEL 09:45 Ms DIVYA CHHABRA ATO01YV1VZ7 G8 DEL-BOM 19:25 Ms DIVYA CHHABRA ATO01YWBFGV SG BOM-DEL 21:10 Mr AMARPREET SINGH SIDHU ATO01YQFA9H AI BLR-BOM 21:20 Mr PRATIK CHANGEDE	ATO01YX777X 6E BLR-HYD 08:15 Mr RAVI PILLAI ATO01YX777X 6E HYD-VTZ 11:35 Mr RAVI PILLAI ATO01YA0F79 SG COK-BOM 18:35 Mr MALOY CHAKRAVORTHY	ATO01YZSB3Q S2 COK-BLR 16:05 Mr RAVI MATHUR ATO01YZSB3Q S2 BLR-HYD 18:30 Mr RAVI MATHUR	ATO01YX777X 6E VTZ-BLR 15:35 Mr RAVI PILLAI	ATO01Z1ZMIT 9W BOM-IXU 17:40 Mr S SHIRSAT	ATO01YZYFHX 9W BOM-IXU 05:35 Mr SUNIL NALAVADE ATO01YZRV5Q G8 BOM-DEL 07:50 Mr C K NAIK ATO01YZWSO9 G8 BOM-DEL 07:50 Mr SUNIL PATEL ATO01Z1VEV9 G8 BOM-DEL 07:50 Mr SHAUKAT FAROOQI ATO01YZWA3H G8 BOM-DEL 07:50 Mr C K NAIK ATO01YZS3JN G8 BOM-DEL 07:50 Mr SUNIL PATEL ATO01YYQIHW G8 BOM-LKO 09:30 Mr G MARIAPPAN	ATO01YZS3JN G8 LKO-BOM 17:30 Mr SUNIL PATEL ATO01YZRV5Q G8 LKO-BOM 17:30 Mr C K NAIK ATO01Z6U78E G8 DEL-BOM 19:25 Mr AFZAL AZIZ CONTRACTOR Mr NASSER SHAIKH ATO01Z7IMXV G8 DEL-BOM 19:25 Mr KRISHNAKUMAR NAIR Mr KRISHNAMOORTHY NARAYANASAMY

1. Once you select the Month and click on Show Calendar, it will display all the bookings made for the selected month

2. To view / modify any particular booking you can select the same by clicking on the Booking Reference Number

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24 x 7

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Thank You.