

# UNSW SERKO® ONLINE

## SHARE MY TRIP

Share My Trip

Web Address: <https://unsw.serko.travel/Login/unsw>

### BOOKING PAGE

From the Booking page select the booking you wish to share travel details with another SERKO® Online Traveller.

#### Notes:-

1. Select 'Apply Filters' to alter the bookings displayed.
2. To display the booking click on the booking ID or PNR

HOME **BOOKING** MY PROFILE ADMIN Tracey Test Logout ?

Welcome, Tracey Test

Bookings - I made with Current status. Apply Filters...

ID #	PNR	Travellers	Description	Contains	Travel From	Travel To	Status Type	Total
81	YJFLRS	Mr Chris Test	SYD-BNE-SYD	✈️ 🚗 🚚	Tue 20 Mar	Sat 24 Mar	🕒 🌐	\$1,368.63
80	YIORJO	Ms Tracey Test	SYD-MEL-SYD	✈️ 🚗 🚚	Tue 20 Mar	Thu 22 Mar	🕒 🌐	\$686.82
78	8HZB45	Mr Elizabeth Test	SYD-BNE-SYD	✈️	Wed 7 Mar	Fri 9 Mar	🕒 🌐	\$327.70
76	8H3JTV	Ms Tracey Test	SYD-MEL-SYD	✈️	Thu 29 Mar	Sat 31 Mar	🕒 🌐	\$327.70
74	8H2TMR	Ms Tracey Test	SYD-MEL-SYD	✈️	Mon 19 Mar	Wed 21 Mar	🕒 🌐	\$371.70

Total Bookings: 5

### MORE ACTIONS

From within the More Actions drop down select 'Share: With SERKO® Online Traveller'

HOME **BOOKING** MY PROFILE ADMIN Tracey Test Logout ?

SERKO® Reference: 81, Amadeus Reference: YJFLRS [Back to Booking List](#)

Status Pending

Print Email Cancel

**Booking Details**

Traveller(s)	Mr Chris Test	Air Total	
Date	20 Mar 2012 to 24 Mar 2012	Car Total	
Policy	Australia - Main Cities	Hotel Total	
Kind of trip	Domestic	Other	
Contains	✈️ 🚗 🚚	Expenses	
School/Centre/Dept	School Of Business - TMC Voyager	Trip Total	?
Last Ticketing Date	26 Jan 2012		

**More Actions...**

- Clone
- Add To Calendar
- Create New 'Quick Booking'
- Create New 'Custom Booking'
- Share:
  - With SERKO® Online Traveller**
  - Other
- Add:
  - Car
  - Hotel

### SHARE BOOKING

Enter either the Traveller Name or Email Address and select 'Search'.

Select the required Traveller.

Select 'Send Email'

#### Share Booking

Search for a Traveller to share your booking with by either their Name or Email address.

Traveller Name

Traveller Email Address

---

Name ▲ ▼      Email ▲ ▼

<input checked="" type="radio"/>	Ms Tracey Test	traceys@serkoonline.com
<input type="radio"/>	Mr Peter Test	traceys@serkoonline.com
<input type="radio"/>	Mr Chris Test	traceys@serkoonline.com
<input type="radio"/>	Mr John Test	johnc@serkoonline.com
<input type="radio"/>	Ms Jane Test	joanep@serkoonline.com

First Prev 1 **2** Next Last (Page 1 of 2) Total Travellers: 8

### RECEIVE A SHARED BOOKING

When a Traveller has shared their booking with you, you will receive an email advising their booking details.

Subject: Shared SERKO Booking 81

Hi there, Tracey Test has asked to share Booking 81 with you. Please login to SERKO Online to use this booking.

1. Flight: QF502 SYD/BNE 20Mar @ 06:35 Arr 07:05.
2. Car: Avis Rent-A-Car p/up Brisbane 20/Mar 07:05 d/off Brisbane 24/Mar.
3. Hotel: The Manor Apartment Hotel chkin 20/Mar 08:00 chkout 24/Mar.
4. Flight: QF545 BNE/SYD 24Mar @ 16:25 Arr 19:00.

Regards, Your SERKO Online Team.

## VIEW A SHARED BOOKING

On the Home Page a link will be displayed 'View shared bookings'

**Note:** The numeric displayed after the link is the current number of bookings shared with you.

ID #	PNR	Travellers	Description	Contains	Travel From	Travel To	Status Type	Total
<a href="#">74</a>	<a href="#">8H2TMR</a>	Ms Tracey Test	SYD-MEL-SYD	✈	19 Mar 2012	21 Mar 2012	⌚	\$371.70
<a href="#">80</a>	<a href="#">YIORJO</a>	Ms Tracey Test	SYD-MEL-SYD	✈🚗	20 Mar 2012	22 Mar 2012	⌚	\$686.82
<a href="#">76</a>	<a href="#">8H3JTV</a>	Ms Tracey Test	SYD-MEL-SYD	✈	29 Mar 2012	31 Mar 2012	⌚	\$327.70

Total Bookings: 3

[View all your bookings\(3\)](#) [View shared bookings\(2\)](#) [View on hold bookings\(1\)](#)

[Make a Quick Booking](#) [Request Custom Booking](#)

Upon selecting the 'View shared bookings' link, the bookings shared with you will be displayed.

To create a booking from a Shared Booking select 'Book.'

**Notes:**

- Should the airline, class of travel, hotel rate or car type for the original booking not be available you will be placed in the relevant screen to select an alternative option.
- Selecting 'Book' will copy the original booking and remove the booking from your Shared Booking list.

To remove a Shared Booking from your list select 'Ignore'.

To exit the Shared Booking list without auctioning any booking select 'Close'.

**Shared Bookings**

To create a booking from a shared booking click 'Book'. To remove a shared booking request from your list click 'Ignore'.

ID#	Traveller	Description	Contains	Travel From	Travel To	
78	Mr Elizabeth Test	SYD-BNE-SYD	✈	7 Mar 2012	9 Mar 2012	<a href="#">Book</a> <a href="#">Ignore</a>
81	Mr Chris Test	SYD-BNE-SYD	✈🚗	20 Mar 2012	24 Mar 2012	<a href="#">Book</a> <a href="#">Ignore</a>

Total shared bookings: 2

**On Hold Bookings**

To resume an on hold booking click 'Resume'. To remove a on hold booking from your list click 'Cancel'.

ID#	Traveller	Description	Contains	Travel From	Travel To	
12	Ms Tracey Test	SYD/MEL/SYD	✈	28 Mar 2012	30 Mar 2012	<a href="#">Resume</a> <a href="#">Cancel</a>

Total on hold bookings: 1

[Close](#)