

Orbit Online Booking Tool User Guide 2016

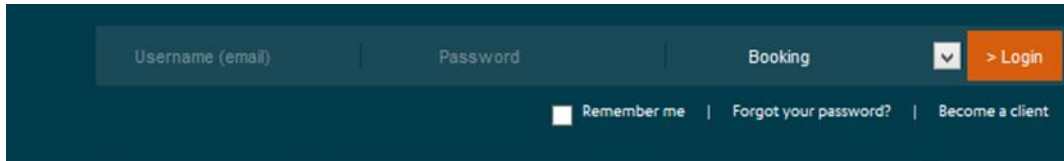


Login at: www.orbit.co.nz



LOGIN

Click on 'LOGIN' at the top right of the www.orbit.co.nz site to display username & password fields.



Enter your username and password, then click on LOGIN again.

**Orbit recommend that you don't tick 'Remember Me' If you are on Internet Explorer or Firefox.*

**The drop down box always defaults to 'Booking'.*

**Your Procurement Team have Reporting & Information access.*

Travel Arranger Screen- Updating Online Traveller Profile Information: & Information required to use Orbit APP:

To update Traveller Profile Preferences, click on the travellers name before selecting traveller to arrange a trip.

I.e. before clicking on 

You can enter the following information into the online passenger profile: **Mobile Number, Email, Date of Birth, Passport Details (for Tasman trips), Window or Aisle seat request, Special Meal request** (N/A domestic, & only when a Tasman carrier offers this as part of their in-flight service), **Frequent Flyer Number, Hotel, Car loyalty numbers.**

***Please note for travellers to use the Orbit APP** – the following information must be in the Orbit Online Traveller Profile:

-Traveller email address

-Traveller mobile phone

-Traveller Date of Birth

Click SAVE, Click CLOSE. Once changes are saved, this information remains in the online traveller profile regardless of who books their travel through the Online Booking Tool. **See next 2 slides for further instructions.*

***The Orbit APP is available for download.**

To download in the APP Store: Search 'Orbit' and the APP will display.

To download in the Google Play/Android APP store: Search 'Orbit Travel' and the APP will display.

Tip: take a note of your APP registration password, in case you need to unlock your APP (Orbit do not hold these passwords).



Traveller Profile Maintenance fields & Passport fields

Example of Traveller Profile maintenance screen:

Enter Traveller Mobile Phone number, so that airline can contact passenger in the event of a disrupt/schedule change.

Phone Number Format must be as follows to flow into the Airline Reservation: **Examples:** +64-21-1234567 or +64-3-1234567

There must be '+' at the beginning and '-' in-between country code and area code only.

Close Save

Traveller Information

Name: [First Name] [Last Name]
Title: [Title]
Gender: [Gender]
Date of Birth: [Date]
[Update Travel Preferences](#)

Contact

Home Phone: [Phone]
Mobile Phone 1: [Phone]
Mobile Phone 2: [Phone]
Office Phone: [Phone]
Mobile Phone: [Phone]
Fax: [Phone]
Emergency Contact Name: [Name]
Emergency Contact Number: [Phone]
Email: [Email]
Email 2: [Email]

Define Addresses

Address 1
Address Type: [Dropdown]
Name: [Text]
Company Name: [Text]
Street Line 1: [Text]
Street Line 2: [Text]
City: [Text]
State/Province/Zipcode: [Text]
Country: [Dropdown]

Address 2
Address Type: [Dropdown]
Name: [Text]
Company Name: [Text]

1. Select which Passport is to be used 1, 2 or both.
2. Enter Citizen name exactly as shown in passport, in this format:
Surname/Firstname middlename middlename Title
3. Enter Passport Number.
4. Use drop down box to enter dates, and enter year XXXX

* See over page to enter Frequent Flyer numbers and preferences

Passports

Passport Needed: Use None [Dropdown]

Passport 1

Citizen Name: [Text]
Number: [Text]
Expiration: [Date Picker]
Country of Citizenship: [Text] [Search Icon]

Passport 2

Citizen Name: [Text]
Number: [Text]
Expiration: [Date Picker]
Country of Citizenship: [Text] [Search Icon]

Seat preference, Meal preference, Frequent Flyer details, Hotel, Car loyalty programmes

- Select seat preference, (optional),
 - Select meal preference (optional),
 - Enter Frequent Flyer details- click on magnifying glass to search airline code, enter number in adjacent field.
- Do the same to enter any hotel loyalty programme details or car loyalty programme details.


Once information is entered, click SAVE, click CLOSE.

You will be returned to the Arranger screen.



Air Travel Preferences


Departure Location	<input type="text" value="DUD"/>
Please note that this departure location will appear every time y	
Seat Preference	<input type="text" value="No preference"/>
Meal Preference	<input type="text" value="No special meal"/>
Frequent Flyer	Airline Code and Loyalty Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Travel Arranger Screen

1. Once logged in you will be transferred to the Travel Arranger Screen below.
2. **Search for Traveller**, then **click on icon** beside Traveller like this one: 
3. **Click on Arrange Trip.**


[home](#) [review](#) [arranger](#) [profile](#) [admin](#) [Help](#) [Service Tools](#)

 **arrange new trips**  **view/search trips**

 **Warning:** The number of results exceeds 100. Please refine your search criteria. (15514)

Arrange trips for travellers

Guest

Traveller	Community
Guest	Otago 

Search travellers

Community:

First name:

Last name:

Login Name:

E-mail:

You may use the wildcard (*) in these fields to expand your search criteria.

Search

Traveller	Log In	Community	E-mail:
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My selection

Selected traveller(s)
Please select a traveller

Template
No template selected.

Arrange trip

Flight Search

4. Check the '**From**' location, and the '**To**' location by using drop down arrows.
5. **Enter Outbound and Inbound dates** by clicking on the calendar icon.
6. *Option to change time window if required.*
7. Click on **Search**.

The screenshot displays the Orbit flight search interface. At the top, there is a navigation bar with links: home, book, review, arranger, profile, admin, Help, and Service Tools. Below this is a secondary bar with icons for air, hotel, car, more services, and trip summary. A 'Mini Itinerary' section on the left shows 'Air' as 'in progress'. The main search area includes a progress bar: Search > Availability > Summary > Finish > Confirm. A note states: 'When searching, if you know there are direct flights between the cities you are searching then you can tick the Direct flight box to speed up the search. If you would like ALL day availability extend the search window to 12 hours'. The search form has three radio buttons: Round-trip (selected), One-Way, and Multi-Destination. The 'From' field is 'Dunedin, International (DU)' and the 'To' field is 'Auckland, Auckland Internat'. The 'Outbound' date is 'Tue, Jan 12, 2016' at '7:00 AM'. The 'Inbound' date is '13. Jan' at '6:00 PM'. The 'Time window (hours)' is set to '4'. There is a checkbox for 'Direct and/or non-stop itineraries only'. The 'Selected traveller(s)' is 'Ms Guest Guest' and the 'Trip reason' is 'Business'. A 'More options (class, preferred airline, ...)' link is at the bottom left, and a red 'search' button is at the bottom right.

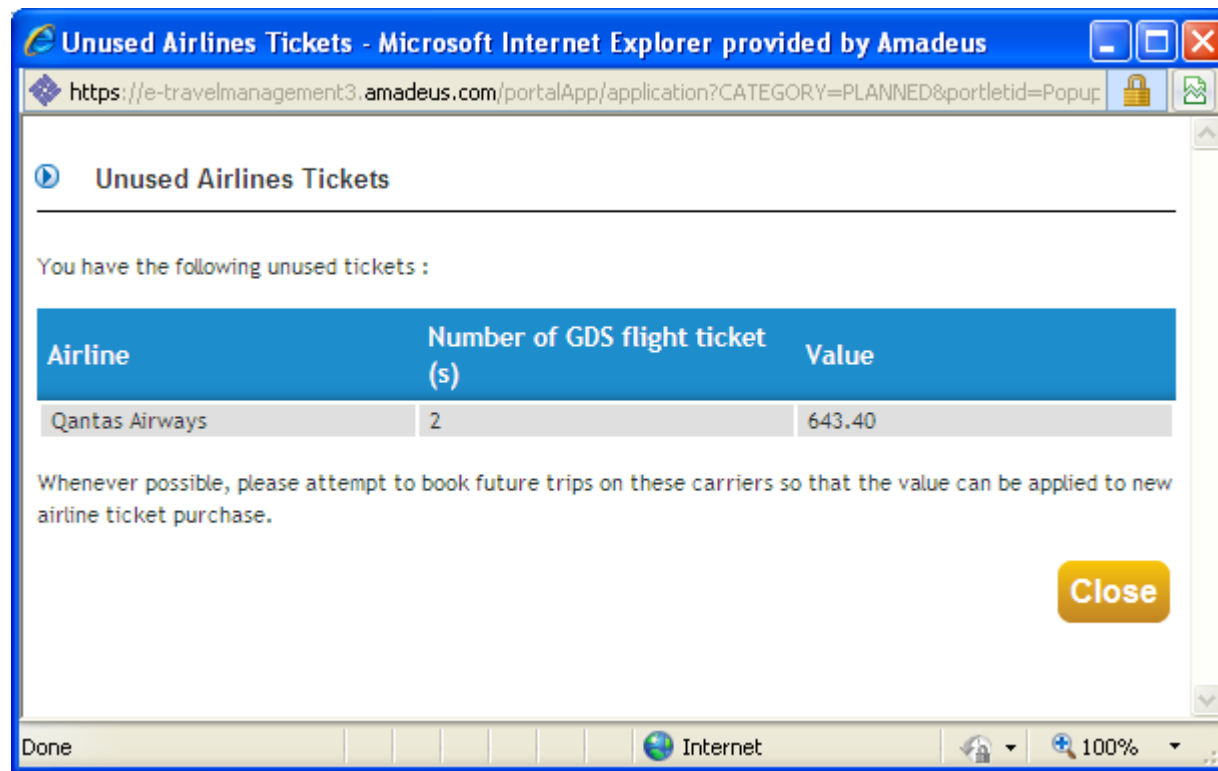
Ticket Credits

If a ticket credit is available for this traveller's booking – you will see a hyperlink like the example in the red box below:



Ticket Credits *continued...*

To view the ticket credit information, click on the hyperlink, and a box like the one below will open showing ticket credit information:



Click CLOSE, to return to flight availability & selection screen. To use a Ticket Credit, you will be asked for method of payment on your final confirmation screen via a drop down box – see next page for example:

Ticket Credits continued-example of drop down box at confirmation screen...

The screenshot shows a travel booking interface with a navigation bar at the top containing links: home, book, review, arranger, profile, admin, Help, and Service Tools. Below the navigation bar are icons for air, hotel, car, more services, and trip summary. A pink banner indicates the user is planning travel for Trent Traveller (Demo no authorisation) and provides a link to return to the Travel Arranging view. The main content area shows a progress bar: Search > Availability > Summary > Finish > Confirm. The 'Summary' step is active. The form includes fields for Trip Name, Trip Reason (set to Australia Domestic), and Trip Reason (detailed description). A section titled 'Trent Traveller' contains a 'Method of Payment' section with a dropdown menu for 'Unused Ticket(s) Bank'. The dropdown is open, showing options: 'No Ticket', 'No Ticket', 'Qantas Airways 521.20 , Expires on Jan 18', and 'Qantas Airways 122.20 , Expires on Jan 20'. Below this is a 'Method of Delivery' section with a dropdown for 'Select Method of Delivery' and a 'Frequent Flyer' section with a field for 'Airline Code and Loyalty Number'.

home book review arranger profile admin Help Service Tools

air hotel car more services trip summary

You are currently planning travel for:
Trent Traveller (Demo no authorisation) [Click here](#) to return to the Travel Arranging view.

Search > Availability > Summary > Finish > Confirm

* Indicates required field(s)

Trip Name

Trip Reason Australia Domestic

Trip Reason (detailed description)

▼ Trent Traveller

Method of Payment

Airline Ticket Payment * Charge Travel...

Unused Ticket(s) Bank

Method of Delivery

Air Details

Select Method of Delivery * Electronic Ticketing...

Frequent Flyer Airline Code and Loyalty Number

*Continue with selecting flights and building trip itinerary until you get to the final screen (like the one above).

What is the best seat for you?



Just a quick visit?
Seat is for you

Taking some luggage?
Seat + bag is for you

Might need to change
the time of your flight
on the day of travel?
Better take **flexitime**

Are you looking for
complete flexibility? Better
take **flexiplus**

Search Results - Outbound

8. Sort by Departure Time, Arrival Time, Provider, or Duration by clicking on the drop down arrows.

9. Select Outbound flight by clicking on desired available fare.

10. *The Inbound flight (return flight) options will then show.*

TIP: View Fare Rules by clicking on the hyperlinks 'Seat Only', 'Seat'+ Bag, 'SemiFlexi', 'Flexi'

Modify Search

From
Dunedin, International (DUI)

To
Auckland, Auckland Internat...

Outbound
Tue, Jan 12, 2016
7:00 AM

Inbound
Wed, Jan 13, 2016
6:00 PM

☐ Direct and/or non-stop only
Time window (hours)
4

More options

Search

[Email this page](#)

Back

Choose your departure and return flights, then select Continue.
All times are local times. Prices in the matrix are calculations. The actual price is shown in the shopping basket, after selection.

[View all details](#) / [hide all details](#)

Outbound		Dunedin (DUD - International) / Auckland (AKL - Auckland International)		Too many results? Apply filters			
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi
Dunedin (DUD) International 6:50 AM	Auckland (AKL) Auckland Interna... 9:40 AM	Air New Zealand 412 ***	2h50m Direct	97.00 NZD ✓	106.82 NZD ✓	126.42 NZD ✓	146.02 NZD ✓
View details							
Dunedin (DUD) International 9:50 AM	Auckland (AKL) Auckland Interna... 11:35 AM	Air New Zealand 672 ***	1h45m Direct	97.00 NZD ✓	106.82 NZD ✓	126.42 NZD ✓	146.02 NZD ✓
View details							
Dunedin (DUD) International 8:20 AM	Auckland (AKL) Auckland Interna... 11:15 AM	Air New Zealand 5016 Air New Zealand 514 ***	2h55m 1 stop CHC	116.61 NZD ✓	126.42 NZD ✓	146.02 NZD ✓	165.61 NZD ✓
View details							
Dunedin (DUD) International 10:25 AM	Auckland (AKL) Auckland Interna... 1:10 PM	Air New Zealand 5052 Air New Zealand 516 ***	2h45m 1 stop CHC	116.61 NZD ✓	126.42 NZD ✓	146.02 NZD ✓	165.61 NZD ✓
View details							

TIP: Email page: 1) select outbound flight, 2) click on 'view all results', 3) click on 'email this page'.

[View all results](#)

Search Results - Inbound




































11. Sort by Departure Time, Arrival Time, Provider, or Duration by clicking on the drop down arrows.

12. Select Inbound flight by clicking on desired available fare.

Note: *The **W** represents a *Web Based Airline*.

*To book a web-based airfare you must enter numbers **0000** in the Security Code field on the final booking page.

*To view JetStar checked baggage & fare rules click on the fare hyperlink:

Outbound				Unidirect (DUN - International) / Auckland (AKL - Auckland International)				Booked on departure - 12 January 2016			
Tuesday, 12 January 2016								Showing 1 out of 4 results			
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi				
Dunedin (DUD) International	Auckland (AKL) Auckland International	 Air New Zealand 412	2500m Direct	97.00 NZD	106.82 NZD	126.42 NZD	146.02 NZD				
6:50 AM	9:40 AM										
View details											
view all results											
Inbound								Auckland (AKL - Auckland International) / Dunedin (DUD - International)		Too many results. Apply filters	
Wednesday, 13 January 2016								Showing 4 out of 4 results			
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi				
Auckland (AKL) Auckland International	Dunedin (DUD) International	 Air New Zealand 673	1500m Direct	116.61 NZD	126.42 NZD	146.02 NZD	165.61 NZD				
3:35 PM	5:25 PM										
View details											
Auckland (AKL) Auckland International	Dunedin (DUD) International	 Jetstar 0285	1500m Direct	89.00 NZD		115.00 NZD	239.00 NZD				
5:50 PM	7:40 PM										
View details											
Auckland (AKL) Auckland International	Dunedin (DUD) International	 Air New Zealand 493	2500m Direct	116.61 NZD	126.42 NZD	146.02 NZD	165.61 NZD				
5:55 PM	8:50 PM										
View details											
Auckland (AKL) Auckland International	Dunedin (DUD) International	 Air New Zealand 521 Air New Zealand 5029	3010m 1 stop CHC	236.76 NZD	248.63 NZD	267.82 NZD	287.04 NZD				
2:00 PM	5:10 PM										
View details											
Auckland (AKL) Auckland International	Dunedin (DUD) International	 Air New Zealand 520 Air New Zealand 5023	3520m 1 stop CHC	185.21 NZD	195.02 NZD	214.61 NZD	234.21 NZD				
3:25 PM	6:45 PM										
View details											
Auckland (AKL) Auckland International	Dunedin (DUD) International	 Air New Zealand 499 Air New Zealand 583	3020m 1 stop CHC	116.61 NZD	126.42 NZD	146.02 NZD	165.61 NZD				
5:30 PM	8:50 PM										
View details											

Seat ONLY

Seat + Bag

Semi Flexi

Flexi

Too many results? Apply filters

Showing 12 out of 12 results

144.2 NZD

Domestic - Seat Only Fares (Seat ONLY)

Travel Class: Economy

Air New Zealand: Seat Fare

Destination Changes : Permitted

Date and Time Changes : Permitted prior to the day of departure only. A change fee plus any applicable fare difference to rebook is applicable. Upgrading to FlexiTime or FlexiPlus is not permitted after original issue.

Cancellations : Non Refundable. Fare can not be held in credit.

Baggage: Carry on Baggage - 1 bag up to 7kg per person. One carry on bag weighing up to 7kg is permitted per person. Checked Baggage is NOT included on this fare.

Frequent Flyer: Airpoint Dollars and Status Points accrual permitted

Seating: Pre-seating is not permitted with this fare type

212.4 NZD

Domestic - Seat Only Fares (Seat ONLY)

Travel Class: Economy

Air New Zealand: Seat Fare

Destination Changes : Permitted

Date and Time Changes : Permitted prior to the day of departure only. A change fee plus any applicable fare difference to rebook is applicable. Upgrading to FlexiTime or FlexiPlus is not permitted after original issue.

Cancellations : Non Refundable. Fare can not be held in credit.

Baggage: Carry on Baggage - 1 bag up to 7kg per person. One carry on bag weighing up to 7kg is permitted per person. Checked Baggage is NOT included on this fare.

Frequent Flyer: Airpoint Dollars and Status Points accrual permitted

Seating: Pre-seating is not permitted with this fare type

163.9 NZD

Domestic - Seat Only Fares (Seat ONLY)

Travel Class: Economy

Air New Zealand: Seat Fare

Destination Changes : Permitted

Date and Time Changes : Permitted prior to the day of departure only. A change fee plus any applicable fare difference to rebook is applicable. Upgrading to FlexiTime or FlexiPlus is not permitted after original issue.

Cancellations : Non Refundable. Fare can not be held in credit.

Baggage: Carry on Baggage - 1 bag up to 7kg per person. One carry on bag weighing up to 7kg is permitted per person. Checked Baggage is NOT included on this fare.

Frequent Flyer: Airpoint Dollars and Status Points accrual permitted

Seating: Pre-seating is not permitted with this fare type

163.9 NZD

Domestic - Seat Only Fares (Seat ONLY)

Travel Class: Economy

Air New Zealand: Seat Fare

Destination Changes : Permitted

Date and Time Changes : Permitted prior to the day of departure only. A change fee plus any applicable fare difference to rebook is applicable. Upgrading to FlexiTime or FlexiPlus is not permitted after original issue.

Cancellations : Non Refundable. Fare can not be held in credit.

Baggage: Carry on Baggage - 1 bag up to 7kg per person. One carry on bag weighing up to 7kg is permitted per person. Checked Baggage is NOT included on this fare.

Frequent Flyer: Airpoint Dollars and Status Points accrual permitted

Seating: Pre-seating is not permitted with this fare type

163.9 NZD

Domestic - Seat Only Fares (Seat ONLY)

Travel Class: Economy

Air New Zealand: Seat Fare

Destination Changes : Permitted

Date and Time Changes : Permitted prior to the day of departure only. A change fee plus any applicable fare difference to rebook is applicable. Upgrading to FlexiTime or FlexiPlus is not permitted after original issue.

Cancellations : Non Refundable. Fare can not be held in credit.

Baggage: Carry on Baggage - 1 bag up to 7kg per person. One carry on bag weighing up to 7kg is permitted per person. Checked Baggage is NOT included on this fare.

Frequent Flyer: Airpoint Dollars and Status Points accrual permitted

Seating: Pre-seating is not permitted with this fare type

Air NZ Domestic Baggage

To view baggage allowances, please click on the hyperlink in the flight search results screen, like the example below:



Air NZ Carry on Baggage – One bag 7kg + one other small personal item (e.g. laptop bag, duty free or handbag which must be able to fit under the seat in front of you)

Notes: - [Air New Zealand are enforcing the linear dimensions more strictly now- see allowances below:](#)

-As a safety precaution, all cabin baggage must be able to fit in the overhead lockers or under the seat in front of you. **Each item should therefore not exceed total linear dimensions** (length + width + height) of 118cm (46.5").

-Business Class, Premium Economy & connecting Business Class customers, Air New Zealand Elite, Gold and Star Alliance Gold customers are permitted to carry two pieces weighing a maximum combined total of 14kgs (30lbs), with one of those items weighing up to 10kgs

To help Air NZ staff recognise your higher cabin baggage allowance, please use your Status name bag tag on your heavier cabin baggage item

To utilise the Air NZ/Otago free of charge Excess Baggage allowance, request via your Consultant (in the 'Notes to Agent Field' in the Orbit Online Confirmation Screen). Please note this request must be received by Orbit with a minimum of 5 business days notice prior to departure to allow Air NZ adequate time for the necessary documentation to be produced). To access the free excess baggage, requests must be made via Orbit (not Air NZ). *Free excess baggage for Otago, is permitted only on Air NZ flights operated by Air NZ aircraft.

JetStar Domestic Baggage Rules:

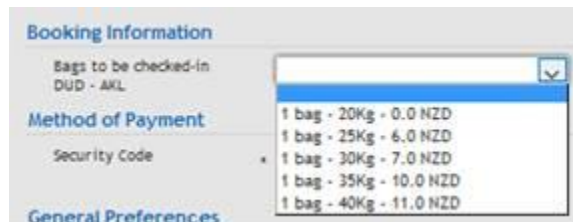


To view JetStar baggage guidelines click on the Orbit Online fare Hyperlink, or see the website link to JetStar baggage guidelines below:

<http://www.jetstar.com/nz/en/planning-and-booking/baggage/checked-baggage>

JetStar Baggage Guidelines:

- For baggage inclusive airfares (*Starter Plus/Semi-Flexi* , *Starter Max/Flexi*), **select your checked-in baggage allowance from the drop down box in Orbit Online Booking Tool:**



Important!

If you don't select your checked-in baggage from the drop-down box, JetStar will assume you have elected not to utilise your checked-baggage allowance option.

**The above-mentioned does not replace JetStar's fare rules, terms or conditions, of which may be subject to change at Airline discretion*

Mini Itinerary shows selection

13. Click **Continue**, or to change your selection – enter details in ‘**Modify Search fields**’ and click on ‘**Search**’

Modify Search

From
Dunedin, International (DUI)

To
Auckland, Auckland Internat

Outbound
Tue, Jan 12, 2016
7:00 AM



Inbound
Wed, Jan 13, 2016
6:00 PM


☐ Direct and/or non-stop only

Time window (hours)
4

[More options](#)

Search

My selection				Clear your selection
Dunedin (DUD) International	Auckland (AKL) Auckland Interna... Terminal D		2h50m Direct	
6:50 AM Tuesday, 12 January 2016	9:40 AM Tuesday, 12 January 2016	Air New Zealand 412 ***		
Negotiated Fare - Corporate fares				
Seat ONLY - Economy Restricted - Purchase Conditions				97.00 NZD
Auckland (AKL) Auckland Interna... Terminal D	Dunedin (DUD) International		2h55m Direct	
5:55 PM Wednesday, 13 January 2016	8:50 PM Wednesday, 13 January 2016	Air New Zealand 463 ***		
Negotiated Fare - Corporate fares				
Seat ONLY - Economy Restricted - Purchase Conditions				116.61 NZD



Total price for your selection:

213.61 NZD

Continue

Seat Selection Request – Air NZ Domestic Fares -Orbit Online, & Offline bookings via Orbit-

The new Air NZ domestic fare structure seat *request* will only allow HVC travellers (Koru, Gold, Elite) to request a seat *prior* to ticketing.

The Seat Selection function in Orbit Online has been turned off while Orbit & Air NZ work on an updated Seat Selection solution for the booking tool. If you require a particular seat – please contact your Orbit Consultant. *Please note there may be an additional charge for this.

If your traveller has already loaded their *window* or *aisle* seat preference in their Orbit Online Booking Tool Profile, this request will automatically flow through to the Airline reservation.

Finalise Trip, or add hotel

14. Seat Selection is currently turned off – *Orbit will update you when this functionality has been updated.*

15. If no accommodation and no rental car are required, **tick** terms & conditions boxes. Click Finalise Trip. (Or; to add accommodation, see next page)

[Add Hotel](#) [Add Car](#) [Add Service](#)

[View all details](#) / [Hide all details](#)

General Information

213.62 NZD [Purchase Conditions](#) [Modify](#) [Remove](#)

Dunedin (DUD) International	Auckland (AKL) Auckland International Terminal D	air New Zealand 412	Economy Restricted Seat selection	2h50m 1 Stop
6:50 AM Tuesday, 12 January 2016	9:40 AM Tuesday, 12 January 2016			
Auckland (AKL) Auckland International Terminal D	Dunedin (DUD) International	air New Zealand 463	Economy Restricted Seat selection	2h55m 1 Stop
5:55 PM Wednesday, 13 January 2016	8:50 PM Wednesday, 13 January 2016			

[View details](#)

Lowest priced flight: 186.00 NZD
Lowest priced flight in selected cabin: 186.00 NZD

Total Trip Price: **213.62 NZD***

*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.
[Additional baggage charges](#) may apply.

Last day to ticket: Wednesday, 19 August 2015

☐ I agree to the [Purchase Conditions](#) relating to the airfare(s)
☐ Your Negotiated Transaction Fee will be added to the final invoice.

[Delete Trip](#) [Finalise Trip](#)

***if booking JetStar, you will be prompted to enter a security code, enter: 0000 (numeric)**

Search Accommodation

16. To search accommodation options - click on '*Add Hotel*'.



Add Hotel



Add Car

Search Fields

**Destination and dates automatically pre populate into hotel search fields*
17. Click on 'Search' to continue.

The screenshot displays the Orbit hotel search interface. At the top, a navigation bar includes links for home, book, review, arranger, profile, and admin, along with Help and Service Tools. Below this, a secondary bar features icons for air, hotel, car, more services, and trip summary. The main content area is divided into several sections:

- Mini Itinerary:** Shows a flight from DUD to AKL (departing Jan 12, 6:50 AM, arriving Jan 12, 9:40 AM) and a return flight from AKL to DUD (departing Jan 13, 5:55 PM, arriving Jan 13, 8:50 PM). Below this, a 'Hotel' section is marked 'in progress' with a 'Back to trip summary' link.
- Trip Template:** Includes a 'Save template as:' field and a 'Save' button.
- Search Progress:** A breadcrumb trail reads 'Search > Availability > Summary > Finish > Confirm'. A 'Micro Calendar' link is also present.
- Location Section:** Labeled 'Mandatory fields', it contains:
 - Location:** A dropdown menu showing 'Auckland (AKL)'.
 - Country:** A dropdown menu showing 'New Zealand'.
 - Radius:** A dropdown menu showing '25 km'.
 - Check-in:** A date picker showing 'Tue, Jan 12, 2016'.
 - Check-out:** A date picker showing 'Wed, Jan 13, 2016'.
 - Stay:** A dropdown menu showing '1 night(s)'.
 - Room occupancy:** A dropdown menu showing '1 adult'.
 - Trip reason:** A dropdown menu showing 'Business'.
 - Hotel name:** An empty text input field.
- More options:** A link to expand search results.
- Search Button:** A prominent red button labeled 'Search'.
- Footer:** A link to 'Request proposal from a travel agent' and a copyright notice: '© 2015 Amadeus IT Group S.A. All Rights Reserved. Travel Policy Privacy Statement Session Info'.

Search Results

**Search results will display available accommodation options.*

The screenshot displays a hotel search interface. On the left, a 'Modify Search' sidebar contains filters for Location (Auckland (AKL)), Country (New Zealand), Check-in Date (Tue, Jan 12, 2016), Check-out Date (Wed, Jan 13, 2016), Stay (1 night(s)), Room occupancy (1 adult), and Hotel name. A 'Search' button is located below these filters. Below the search filters is a 'Trip Template' section with a 'Save' button. The main content area shows search results for the dates Tuesday, 12 January 2016 - Wednesday, 13 January 2016. It includes a 'Lowest rate offered: 106 NZD' and a 'My shortlist (0)' button. The results are sorted by 'Select from list' and show a distance of 'km'. Four hotels are listed: 1. Copthorne Hotel Auckland City (2.6 km from city centre, lowest rate 106 NZD). 2. Quality Hotel Parnell (2.3 km from city centre, lowest rate 122.4 NZD). 3. Best Western Newmarket Inn (2.3 km from city centre, lowest rate 123.25 NZD). 4. Best Western Ika Pioneer Motor (11.8 km from city centre, lowest rate 125.8 NZD). Each hotel listing includes a photo, a star rating, a brief description, a list of rate plans (Orbit Rate, Government Rate, Stags University Preferred Rate), address, phone number, fax number, and a 'Select hotel' button.

Search Filters:

- Location: Auckland (AKL)
- Country: New Zealand
- Check-in Date: Tue, Jan 12, 2016
- Check-out Date: Wed, Jan 13, 2016
- Stay: 1 night(s)
- Room occupancy: 1 adult
- Hotel name:

Search Results:

Lowest rate offered: 106 NZD

My shortlist (0)

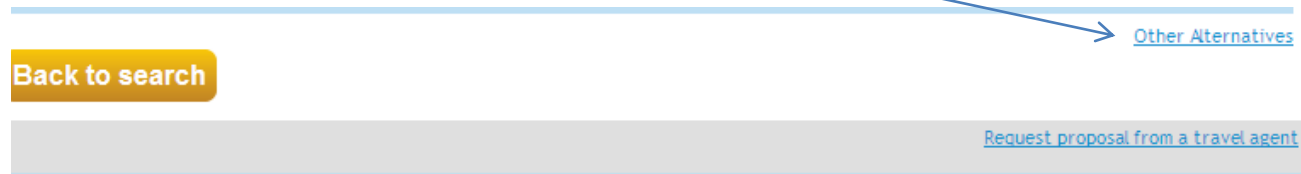
sort by: Select from list Distance in: km

Hotels:

- Copthorne Hotel Auckland City** (2.6 km from city centre)
 - Includes the following rate plans:
 - Orbit Rate
 - Government Rate
 - Stags University Preferred Rate
 - 180 AUCKLAND AVENUE AUCKLAND
 - voice: 64 9 379 8509 fax: 64 9 379 8582
 - Rooms available from 106 NZD
- Quality Hotel Parnell** (2.3 km from city centre)
 - Includes the following rate plans:
 - Orbit Rate
 - Corporate Rate
 - Government Rate
 - 10-20 OLADSTONE ROAD PARNELL AUCKLAND
 - voice: 64 9 3033799 fax: 64 9 3773309
 - Rooms available from 122.4 NZD
- Best Western Newmarket Inn Ika** (2.3 km from city centre)
 - Includes the following rate plans:
 - Orbit Rate
 - Government Rate
 - Stags University Preferred Rate
 - 112 GREAT SOUTH ROAD NEWMARKET AUCKLAND
 - voice: 64 9 8205929 fax: 64 9 8245718
 - Rooms available from 123.25 NZD
- Best Western Ika Pioneer Motor** (11.8 km from city centre)
 - Includes the following rate plans:
 - Orbit Rate
 - Government Rate
 - Stags University Preferred Rate
 - 209 HEBBRODE ROAD MANGERE
 - voice: 64 9 2787782 fax: 64 9 2787782
 - Rooms available from 125.8 NZD

Expanding Search Results

18. To further expand search results, including *'out of policy'* hotels, **click on 'Other Alternatives'** at the bottom of the screen



Select Hotel

19. Click on Select Hotel.

**Copthorne Hotel Auckland City**
Millennium Copthorne

[Add to my shortlist](#)
2.0 km from city centre



Includes the following rate plans:

- Orbit Rate
- Government Rate
- Otago University Preferred Rate

150 ANZAC AVENUE
AUCKLAND

voice: 64 9 379 8509
fax: 64 9 379 8582

Lowest
Rooms available from
106 NZD
[Select hotel](#)

Hotel Rate Type Guide:

Hotel cancellation policy: *'Deposit'*

- Full deposit is not refundable even if the booking is cancelled or modified.

Hotel cancellation policy: *'Hold'*

- No cancellation charge applies if the booking is cancelled before the date shown

Hotel cancellation policy: *'Guarantee'*

- No cancellation charge applies prior to the date & time shown. Please note that hotels still may have a one night charge in place upon cancellation.

TIP: click on the *'Conditions'* hyperlink to view hotel rate rules.

128.5 NZD

Conditions

Book Hotel

20. Click on Book, to select *room type & room rate*.






Finalise Trip – or, continue & add Rental Car

**Selected Hotel is now added to the Travellers itinerary.*

21. To add a car, click on the 'ADD CAR' icon at the top of the screen.

[Add Car](#)

If you don't require a rental car, finalise the booking request by ticking the **terms & conditions boxes, then click **FINALISE TRIP***

[Add hotel](#)
[Add car](#)
[Add Service](#)

[View all details](#) / [Hide all details](#)





✚


General Information

✈️

213.62 NZD

[Purchase Conditions](#)
[Modify](#)
[Remove](#)

Dunedin (DUD) International 6:50 AM Tuesday, 12 January 2016	Auckland (AKL) Auckland International Terminal D 9:40 AM Tuesday, 12 January 2016	 Air New Zealand 413	Economy Restricted  Seat selection	2h50m 1 Stop
Auckland (AKL) Auckland International Terminal D 5:55 PM Wednesday, 13 January 2016	Dunedin (DUD) International 8:50 PM Wednesday, 13 January 2016	 Air New Zealand 463	Economy Restricted  Seat selection	2h55m 1 Stop

 View details

Lowest priced flight: 196.00 NZD
Lowest priced flight in selected cabin: 196.00 NZD

🏠

106.00 NZD

[Purchase Conditions](#)
[Remove](#)

[Add another room at this location](#)


Auckland - Courthouse Hotel Auckland City

Check-in


Tuesday, 12 January 2016

Check-Out

Wednesday, 13 January 2016



Millennium Courthouse

 View details

Lowest nightly rate offered: 106.00 NZD

Total Trip Price: **319.62 NZD**

☐ I agree to the [Purchase Conditions](#) relating to the airfare(s)
☐ your negotiated Transaction Fee will be added to the final invoice.
☐ I agree to the hotel [Purchase Conditions](#)

*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.
[Additional booking charges](#) may apply.

Last day to ticket: Wednesday, 19 August 2015

Delete Trip

Finalise Trip

Request proposal from a travel agent

[Request proposal from a travel agen](#)

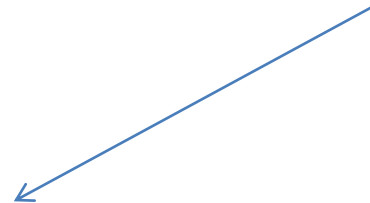
Rental Car Search



[Add Hotel](#)



[Add Car](#)



Rental Car Search Fields

**search criteria flows through from the original search details you entered at the beginning/air search...*

22. To change search criteria, **click on drop down boxes.**

23. Otherwise **click on Search** to continue.

*Please note that that car companies are generally closed from 2am – 6am, depending on the airport.

*Most city depots close at 5pm or earlier, - the car needs to be picked up or dropped off before closing time. To request a later time, please enter in the Notes to Agent field (final confirmation screen) and Orbit will put a request through to the car company.

To change the drop off/ pick-up times, use the drop down boxes under 'Date and Time'

The screenshot shows a web form for rental car search. It is divided into two main sections: 'Pick-up' and 'Drop-off'. The 'Pick-up' section has a 'Location' field with 'Auckland, New Zealand' and 'AKL' entered, a 'Location Type' dropdown set to 'Airport Locations', and a 'Date and Time' section with 'Tue, Jan 12, 2016' and '10:00 AM'. The 'Drop-off' section has a 'Location' field with 'Same as pick-up location', a 'Location Type' dropdown set to 'Same as pick-up type', and a 'Date and Time' section with 'Wed, Jan 13, 2016' and '4:00 PM'. Below these sections is a 'Trip reason' dropdown set to 'Business'. At the bottom left is a 'More options' link, and at the bottom right is a red 'search' button. The background features a faint image of a car.

Field	Pick-up	Drop-off
Location	Auckland, New Zealand AKL	Same as pick-up location
Location Type	Airport Locations	Same as pick-up type
Date and Time	Tue, Jan 12, 2016 10:00 AM	Wed, Jan 13, 2016 4:00 PM
Trip reason	Business	

[More options](#) search

Rental Car Insurance

<http://www.otago.ac.nz/administration/policies/otago003226.html>

'Rental Vehicle Insurance'

'In all instances where a vehicle is hired outside New Zealand, it is essential the traveller purchases comprehensive vehicle insurance from the vehicle hirer. As not all hire contracts are structured the same, the employee must ask the hire company to confirm that the insurance cover includes vehicle damage, third party, and public liability cover.'

It is often possible to pay an increased premium in order to reduce the excess applying to rental vehicle insurance. The University has insurance to cover such excesses up to \$5,000 (NZ dollars), so there is no advantage in paying extra to secure an excess below this amount.

University procedures advise that **there is no need to purchase rental vehicle insurance in New Zealand as the University's Motor Vehicle Policy provides comprehensive cover.**

Search Results, Selecting Vehicle

24. Select required vehicle option, or you can expand selection by clicking on Other Alternatives, at bottom of screen.

25. To select vehicle, Click ADD TO TRIP PLAN.

Legend: Preferred option In policy Out of policy

Option	Car Company	Information	Daily Car Rate	Estimated Total Price	Free Km	Extra per Km	Location
<input checked="" type="radio"/>	Thrifty	Economy, 2-4 Door, Automatic transmission, Air Conditioning	37.00 NZD * University Preferred Rate	111.32 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Thrifty	Compact, 2-4 Door, Automatic transmission, Air Conditioning	47.00 NZD * University Preferred Rate	141.79 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Thrifty	Intermediate, 2-4 Door, Automatic transmission, Air Conditioning	54.00 NZD * University Preferred Rate	165.23 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Thrifty	Fullsize, 2-4 Door, Automatic transmission, Air Conditioning	60.00 NZD * University Preferred Rate	182.80 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Economy, 4-5 Door, Manual transmission, Air Conditioning	40.60 NZD * University Preferred Rate	117.53 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Compact, 4-5 Door, Automatic transmission, Air Conditioning	44.70 NZD * University Preferred Rate	129.26 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Compact, 4-5 Door, Manual transmission, Air Conditioning	44.70 NZD * University Preferred Rate	129.26 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Intermediate, 4-5 Door, Automatic transmission, Air Conditioning	53.80 NZD * University Preferred Rate	154.79 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Fullsize, 4-5 Door, Automatic transmission, Air Conditioning	59.90 NZD * University Preferred Rate	172.27 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Intermediate, Sport Utility Vehicle, Automatic transmission, Air Conditioning	60.90 NZD * University Preferred Rate	175.72 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Premium, Wagon/ Estate, Automatic transmission, Air Conditioning	68.00 NZD * University Preferred Rate	195.50 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Standard Van, Passenger Van, Automatic transmission, Air Conditioning	83.20 NZD * University Preferred Rate	239.66 NZD *	Unlimited	-	Terminal
<input type="radio"/>	Hertz	Premium, Sport Utility Vehicle,	91.40 NZD *				

[Other Alternatives](#)

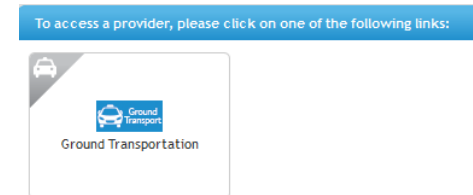
Add to trip plan

Ground Transport-Taxis, Shuttles

Click on More Services to pre book a taxi or shuttle:

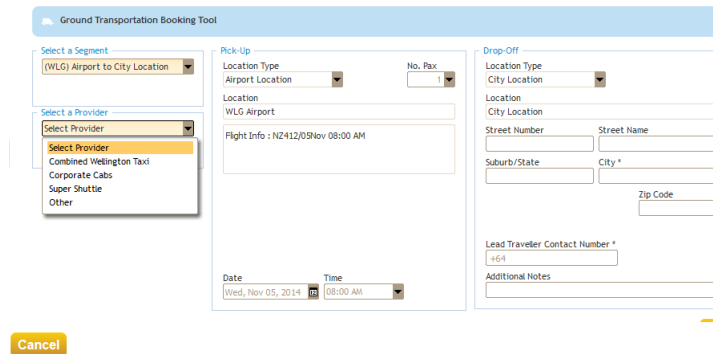


The following icon will appear. Click on the icon to add Ground Transportation requirements.



A screen like the one below will display:

- Select segment you require Ground Transport booked for.
- Select cab or shuttle or other.
- Complete remaining fields (number of passengers, drop off address, Traveller Contact Number, and any additional notes/requirements).

A screenshot of the "Ground Transportation Booking Tool" form. It has a light blue header. The form is divided into three main sections: "Select a Segment", "Pick-Up", and "Drop-Off".
- "Select a Segment": A dropdown menu showing "(WLG) Airport to City Location".
- "Pick-Up":
 - "Location Type": A dropdown menu showing "Airport Location".
 - "City Location": A text input field.
 - "Location": A text input field showing "WLG Airport".
 - "Flight Info": A text input field showing "NZ412/09Nov 08:00 AM".
 - "No. Pax": A dropdown menu showing "1".
 - "Date": A date picker showing "Wed, Nov 05, 2014".
 - "Time": A time picker showing "08:00 AM".
- "Drop-Off":
 - "Location Type": A dropdown menu.
 - "City Location": A text input field.
 - "Location": A text input field.
 - "City Location": A text input field.
 - "Street Number": A text input field.
 - "Street Name": A text input field.
 - "Suburb/State": A text input field.
 - "City *": A text input field.
 - "Zip Code": A text input field.
 - "Lead Traveller Contact Number *": A text input field showing "+64".
 - "Additional Notes": A text input field.
At the bottom left of the form is a yellow "Cancel" button.

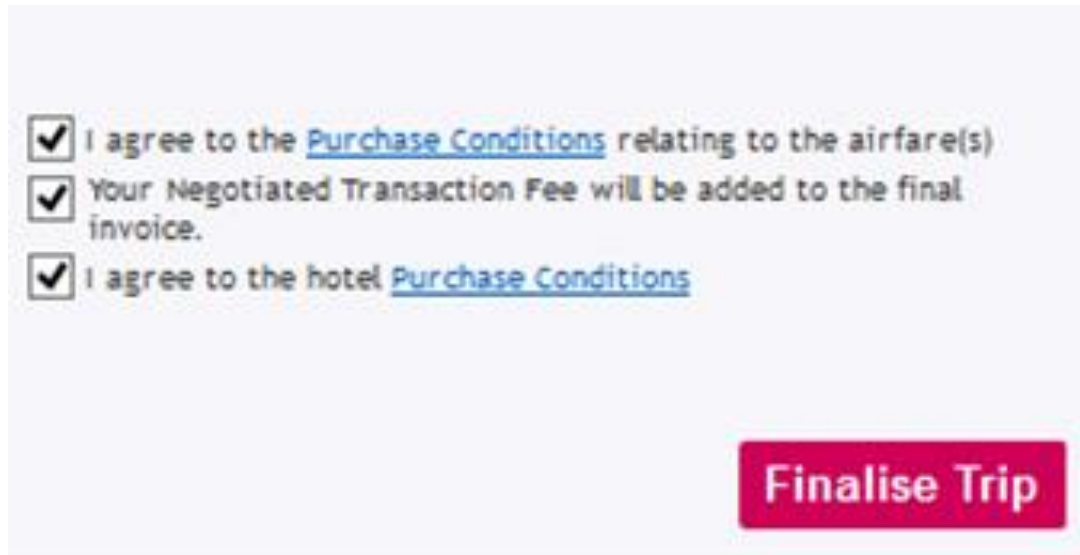
-Once you have finished adding Ground Transport Requirements, click on 'Confirm':



*Alternatively you can enter your taxi or shuttle request in the Agent Notes section in the final confirmation screen.

To Finalise Selections

26. To finalise Flights, Hotel & Car selections, tick ***terms & conditions*** boxes, then click **FINALISE TRIP**.



☒ I agree to the [Purchase Conditions](#) relating to the airfare(s)

☒ Your Negotiated Transaction Fee will be added to the final invoice.

☒ I agree to the hotel [Purchase Conditions](#)

Finalise Trip

Confirm Booking

27. Enter your approval codes. (e.g. **mandatory** GL or PL number, and optional Purchase Order Number)-see next slide for format examples.

28. If you haven't used the Ground Transport option, you can still request a Shuttle or Taxi by entering your requirements in the **Note to Agent** fields. **Agent intervention attracts the Consultant Assistance Transaction Fee.*

29. **FINAL STEP:** To confirm your booking – click CONFIRM. ***Your booking is now made.***

*You will receive an email confirming your booking has been made.

*A PDF Itinerary will be emailed to the Travel Arranger once the flights have been E-ticketed.

-If booking a JetStar checked baggage fare, please select your checked bag requirements from the drop-down box

-Enter Security code 0000

Booking Information

Bags to be checked-in
DUD - AKL

Method of Payment

Security Code

General Preferences

Method of Payment

Security Code

Trip Name

Trip Reason

Trip Reason (detailed description)

Note to Agent

Note 1:

Note 2:

Note 3:

Note to the Car company

Note to Hotel 1

Full Charge to Orbit DUD

Room and Meal Charge Back to

▼ Guest Guest

General Preferences

Air Travel Preferences

Frequent Flyer

Airline Code and Loyalty Number

Custom Fields

GL Code

PL Code

Purchase Order

In order to complete your booking, please click Confirm to send for final processing.

Back

Confirm

Note: the Frequent Flyer fields only display for the Guest Traveller option.

*For named travellers, frequent flyer number can be entered and saved into their Orbit Online Profile by clicking on their name hyperlink at the beginning of the booking process. Once saved into their named profile, the frequent flyer then flows into all bookings.

Traveller

[Katrina Testine](#)

[Rene Testine](#)

Cost Codes Format Examples:

GL Code Format: GL10XXC01335100

PL Code Format: PL10161505PBP335100

* A GL or PL Number is mandatory.

* **For Orbit Online Bookings** a Purchase Order Number is optional, **and is free text** (no set format for Orbit Online).

* **For Offline Bookings** (through an Orbit Consultant) the new PO Number format is: 10-AA-12345 **and is mandatory**.
i.e. Numeric, Numeric, Alpha, Alpha, Numeric, Numeric, Numeric, Numeric, Numeric.

Confirmation, Ticketing Timeframes, Itinerary

Once booking has been confirmed in Orbit Online, you will receive an email detailing booking information and airfare ticketing timeframes.

Once airfare has been e-ticketed, a PDF Itinerary including e-tickets will be emailed to you.

If you have any questions, please contact your Consultant Megan Caughey:

mcaughey@orbit.co.nz



DDI: 03 467 7457

To view planned & past trips in your Orbit Online Calendar: Adding accommodation or rental car, ground transport to existing booking:




Click on '**view/search trips**' under the '**Arranger**' menu tab to display planned or past trips under your login:


Calendar View		Table View			
First Name	Last Name	Trip Name	Departs	Status / Reference	
Test	Booking	Test booking1 Dunedin to Auckland	28. Jun 9:55 AM	Confirmed 6BHBVW	

To add accommodation, rental car, ground transport, or modify trip, click on Magnifying Glass icon to open itinerary. If airfare has already been ticketed, for airfare changes, contact your consultant to arrange (fare rules apply).


[Add Hotel](#) [Add Car](#)

[View all details / Hide all details](#)

Test Booking (6BHBVW) 

 **194.00 NZD** [Purchase Conditions](#)


Confirmed
Confirmation Number: 888JQH
[Modify](#)

Dunedin (DUD)
International

9:55 AM
Saturday, June 28, 2014

Auckland (AKL)
Auckland International
Terminal D

11:40 AM
Saturday, June 28, 2014

 [Air New Zealand 672](#)

Economy Restricted
[Seat selection](#)

1h45m
Direct

[View details](#)

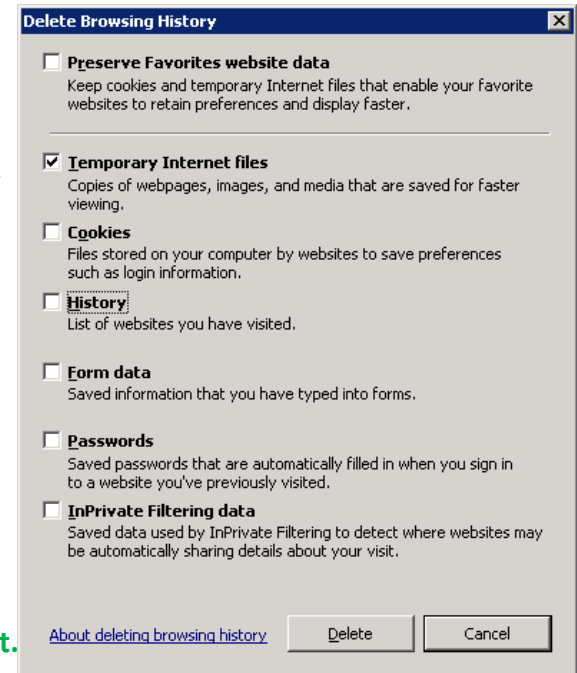
Message as below will display in Orbit Online, as well as receiving a trip confirmation email.

Your trip has been sent to an agent for processing.
Please print or make a note of the trip reservation number.

Trouble Shooting

Should you be having any difficulties using the Orbit Online Booking Tool:

- Please clear the cache on your PC:
This will not affect a users favourites or browser history.
In your internet browser toolbar, select **Tools**,
Delete Browsing History and tick
Temporary Internet files, click on **DELETE**.
- If you are on *Internet Explorer or Firefox*, do not tick 'remember me' when logging in (this may effect your login access).
- MAC Users: If a white box appears in flight search/results screen, click on **CLEAR SELECTION** & continue from there.



If clearing Temporary Internet files doesn't improve performance, please see the next page for instructions on how to send a copy of your Session ID to Orbit.

Alternatively please contact:

Katrina Russell E: katrinar@orbit.co.nz

Megan Caughey E: mcaughey@orbit.co.nz

Rene' Bakker E: reneb@orbit.co.nz

If you are still experiencing issues - please check which Internet browser you are using & contact your IT Support Desk:

The following browsers provide the best performance:

- *Internet Explorer version 8 to 9,
- *Mozilla Firefox version 3.x or higher,
- *Google Chrome.

Click on the **Session ID *hyperlink*** at the bottom of your screen,
send a screen copy of the Session Information page to Orbit
E: mcaughey@orbit.co.nz or katrinar@orbit.co.nz



Email Flight Search Results Guide:

- Select Outbound flight.
- Click on 'VIEW ALL RESULTS'

/


[Email this page](#)

Back

Choose your departure and return flights, then select Continue.

All times are local times. Prices in the matrix are calculations. The actual price is shown in the shopping basket, after selection.

[View all details](#) / [Hide all details](#)

Outbound		Dunedin (DUD - International) / Auckland (AKL - Auckland International) Thursday, September 11, 2014			Too many results? Apply filters  Showing 1 out of 5 results		
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi
Dunedin (DUD) International 6:50 AM  View details	Auckland (AKL) Auckland Internat... 9:35 AM	 Air New Zealand 412 ***	2h45m Direct	189.00 NZD 	199.00 NZD 	219.00 NZD 	239.00 NZD 
 View all results							



Email Flight Search Results Guide, continued...

-Click on 'EMAIL THIS PAGE'

[Email this page](#)

Back Choose your departure and return flights, then select Continue.
All times are local times. Prices in the matrix are calculations. The actual price is shown in the shopping basket, after selection.

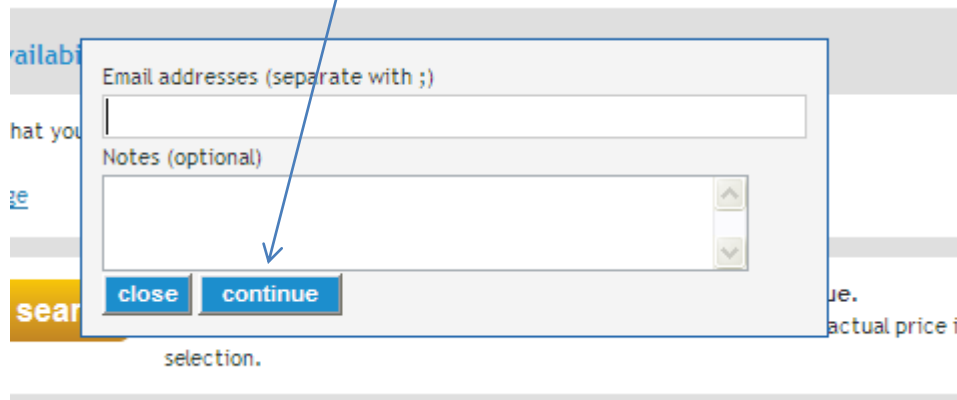
[View all details](#) / [Hide all details](#)

Outbound	Dunedin (DUD - International) / Auckland (AKL - Auckland International) Thursday, September 11, 2014			Too many results? Apply filters  Showing 1 out of 5 results			
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi
Dunedin (DUD) International 6:50 AM + View details	Auckland (AKL) Auckland Internat... 9:35 AM	 Air New Zealand 412 ***	2h45m Direct	189.00 NZD 	199.00 NZD 	219.00 NZD 	239.00 NZD 

[View all results](#)

Email Flight Search Results Guide, continued...

- Enter recipient email address
- Enter any covering notes you wish to accompany the email
- Click 'CONTINUE' to send email, or click 'CLOSE' to cancel email



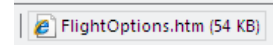
The screenshot shows a web interface with a modal dialog box for sending an email. The dialog box has a title bar and contains the following elements:

- A text input field labeled "Email addresses (separate with ;)" with a blue arrow pointing to it from the text "Enter recipient email address".
- A text area labeled "Notes (optional)" with a blue arrow pointing to it from the text "Enter any covering notes you wish to accompany the email".
- Two buttons at the bottom: "close" and "continue". A blue arrow points from the text "Click 'CONTINUE' to send email, or click 'CLOSE' to cancel email" to the "continue" button.

Background text visible in the screenshot includes "available", "hat you", "ge", "search", "selection.", "ue.", and "actual price i".

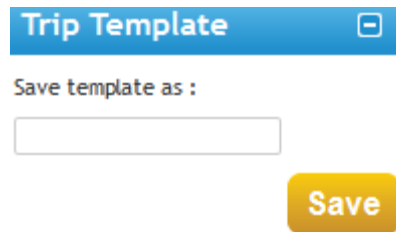
Email Flight Search Results Guide, continued...

- Recipient receives email with attachment
- Click on attachment, this will open the copied internet page (flight options). *Note: this is a screen copy & not a live internet page*



Trip Templates - Guide:

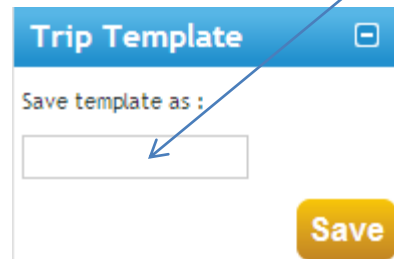
-To set up & save a *Trip Template*, once you have selected the flights, a 'Trip Template' box will appear on the left side of the screen.



The image shows a user interface for saving a trip template. It consists of a blue header bar with the text "Trip Template" and a close button (a square with a minus sign). Below the header, the text "Save template as :" is followed by a white text input field. To the right of the input field is a yellow button with the word "Save" in black text.

Trip Templates – Guide, continued...

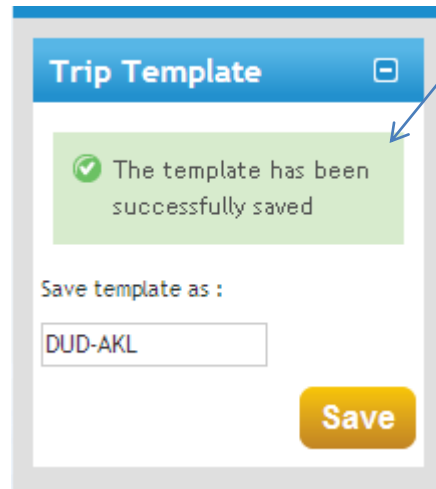
-Enter the name of your Trip Template, and click SAVE.



A screenshot of a 'Trip Template' save dialog. The dialog has a blue header bar with the text 'Trip Template' and a close button icon. Below the header, the text 'Save template as :' is followed by an empty text input field. To the right of the input field is a yellow 'Save' button. Two blue arrows point from the text '-Enter the name of your Trip Template, and click SAVE.' to the input field and the 'Save' button respectively.

Trip Templates – Guide, continued...

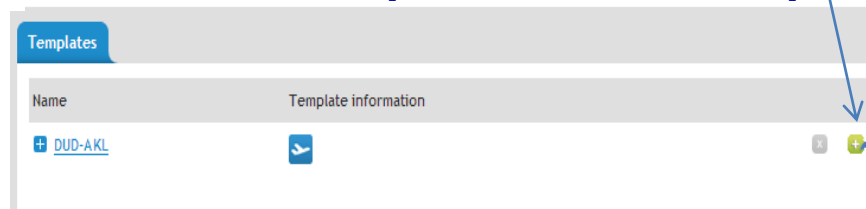
-Message confirms template saved



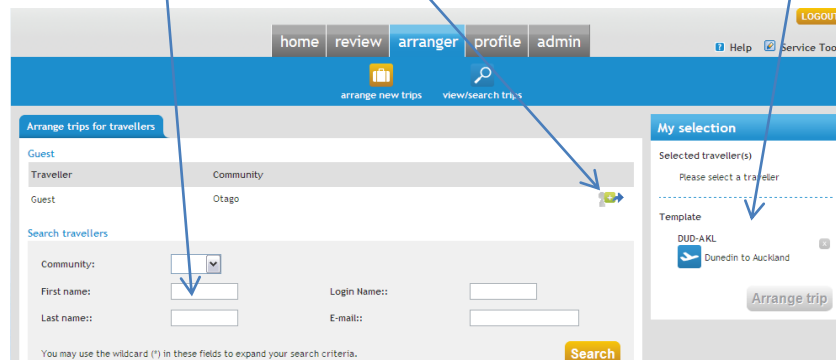
The image shows a 'Trip Template' dialog box with a blue header bar containing the title 'Trip Template' and a close button. Below the header, a green message box with a checkmark icon contains the text 'The template has been successfully saved'. Underneath this, the text 'Save template as :' is followed by a text input field containing 'DUD-AKL'. A yellow 'Save' button is located at the bottom right of the dialog. A blue arrow points from the text '-Message confirms template saved' to the green message box.

Using Trip Templates – Guide:

- Trip template will now show in the first ARRANGER screen when you log on.
- Click on the  to use this template to book a trip



- Selected Trip Template will appear in 'My Selection' box.
- Search/select traveller or guest



Using Trip Templates – Guide, continued...

My selection

Selected traveller(s)

★ Guest (Otago)

Template

DUD-AKL
Dunedin to Auckland

Arrange trip

-Click on 'ARRANGE TRIP'

-Update dates, times as required, click CONTINUE

Traveller : Guest Guest

Repeat Trip: Provide new departure dates. Please deselect any segments you do not wish to repeat.

Trip Reason: Business

Flight	
<input checked="" type="checkbox"/>	Dunedin (DUD) to Wellington (WLG) Wellington (WLG) to Auckland (AKL)
	August 09 6:00 AM Air New Zealand Economy Restricted
Flight	
<input checked="" type="checkbox"/>	Auckland (AKL) to Christchurch (CHC) Christchurch (CHC) to Dunedin (DUD)
	August 09 5:00 PM Air New Zealand Economy Restricted

If you choose a direct booking your flight departure time will reflect that of the original flight number.

☐ Search by fare ☒ Direct

Back

Continue

Using Trip Templates – Guide:

STANDARD 28 Result(s) NZD 213.00 Web Search 0 Result(s) All Results 28 Result(s) NZD 213.00

1. Filter matrix

Filter down your results by selecting a row, column or cell below. Or, scroll down to see all results.

[Clear your selection](#)

Duration (Total)	3+ Hours	4+ Hours	5+ Hours	6+ Hours	7+ Hours
Airlines					
Air New Zealand	314.85	281.43+	246.42+	227.23+	213.00+

2. Select a trip

Select one of the trips below or use the Filter matrix to narrow down your results.




[View all details](#) / [Hide all details](#) Page 1/2 >>

Itineraries	Departure Time	Arrival Time	Provider	Duration	Class	Policy	Price
Dunedin (DUD - International) / Auckland (AKL - Auckland) Monday, September 9, 2013 Auckland (AKL - Auckland) / Dunedin (DUD - International) Tuesday, September 10, 2013							Showing 28 out of 28 results
Dunedin (DUD) International 9:55 AM	Auckland (AKL) Auckland 11:40 AM	Air New Zealand 672 ***	1h45m Direct	314.85 NZD			Select Purchase conditions
Show options with this flight							
Auckland (AKL) Auckland 2:30 PM	Dunedin (DUD) International 4:25 PM	Air New Zealand 673 ***	1h55m Direct				
Show options with this flight							
View details Economy Restricted.							
Dunedin (DUD) International 9:55 AM	Auckland (AKL) Auckland 11:40 AM	Air New Zealand 672 ***	1h45m Direct	295.65 NZD			

Trusted sites

-Use the filter matrix for sorting search results
-Select flight

Using Trip Templates – Guide:

246.42 NZD Purchase Conditions Modify Delete				
 Air New Zealand 672 E	9. Sep	Dunedin (DUD - International) Auckland (AKL - Auckland)	Economy Restricted Seat(s)	9:55 AM - 11:40 AM
 Air New Zealand 535 E	10. Sep	Auckland (AKL - Auckland) Christchurch (CHC - Christchurch)	Economy Restricted Seat(s)	2:40 PM - 4:00 PM
 Air New Zealand 5365 E	10. Sep	Christchurch (CHC - Christchurch) Dunedin (DUD - International)	Economy Restricted Seat(s)	5:00 PM - 6:00 PM
View details				
Lowest priced flight: 213.00 NZD				
Lowest priced flight in selected cabin: 213.00 NZD				

-Flight selection shows.
-Tick boxes, and FINALISE TRIP

Total Trip Price: 246.42 NZD *

*The estimated total price may not reflect fluctuations in exchange rates used at time of payment.

[Additional baggage charges](#) may apply.

Last day to ticket: Friday, August 16, 2013

- ☐ I agree to the [Purchase Conditions](#) relating to the airfare(s)
☐ Your Negotiated Transaction Fee will be added to the final invoice.

Delete Trip

Finalise Trip

Multi Destination – Guide:

Round-trip One-Way **Multi-Destination** Mandatory fields

From
Dunedin, International (DUD) ▼
Flight date and time
Wed, Jun 12, 2013 7:00 AM ▼

To
Melbourne, Melbourne Airpor ▼

From
Melbourne, Melbourne Airpor ▼
Flight date and time
Wed, Jun 12, 2013 7:00 AM ▼

To
Hobart, International (HBA) ▼

From
Hobart, International (HBA) ▼
Flight date and time
Wed, Jun 12, 2013 7:00 AM ▼

To
Melbourne, Melbourne Airpor ▼

+ Add destination - Remove destination

Time window (hours)
4 ▼

Selected traveller(s)
Guest Guest

Direct and/or non-stop itineraries only ⓘ

Trip reason *
Business ▼

+ More options (class, preferred airline, ...)

search

- Select Multi Destination
- To add destinations, click on +

Questions?

For help using Orbit Online or Orbit Online Bookings, contact:

Megan Caughey – Orbit Online, Domestic & Trans-Tasman Consultant

E: mcaughey@orbit.co.nz

DDI: (3) 467 7457

For new Logins, Training, or disabling Logins, contact:

Katrina Russell – Business Development Manager

E: katrinar@orbit.co.nz

DDI: (3) 471 5464

Or; Phone the Orbit Dunedin Office (3) 471 9456

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