First steps
Travel managers and the bahn.business online portal
- The travel manager's role
- Creating booking centres with bookers
1. The travel manager's role

As the travel manager for the bahn.corporate portal, you are the key administrative figure at your company.

- You decide what information to include first in the portal, and you have the option of modifying your portal's structure to suit your company's specific booking activities.

- If necessary, you can virtually "replicate" your company by including locations, units or projects. At a later date, you can assess all ticket booking activities in the entire company.

- We have written this document to provide you with support during the important first steps when you are creating booking centres with the relevant bookers.
2. Creating bookers

"Administration" in the main navigation (1) is the starting point for the numerous portal customisation options.

- Select "Register users" (2).

- The following page gives you the option of registering other portal users as travel managers, bookers or self-bookers (3).

- Select "Register booker" (4) if you want someone to be able to book tickets for employees and manage the credit cards assigned to the teams or units for which they are responsible.

The travel manager is mainly involved in administrative activities, while the bookers take care of actually booking journeys.
3. Creating booking centres and booker log-in details

Before you add the booker and their specific data, create their booking centre first. This will provide you with a clearer overview of orders and spending at a later date.

- Depending on your company’s structures, give the booking centre an unambiguous, logical name, e.g. "Sales agents in South unit".

- Then input the booker along with their personal details. Give them a **username and password** and make a note of this information.

- Send the new booker their user details so that they can use the portal independently.

- Click "Activate registration".
4. Sending log-in data to new bookers

The system now displays a summary. Check all of the information you have entered. Use the "Change details" button if you want to modify anything.

- Click "Proceed" (1) and the system automatically sends the self-booker an e-mail containing a log-in link (1). Their user name and password are valid immediately.

- Now, this booker can handle all of the travel reservation activities for which they are responsible (e.g. "Sales agents in South unit") in their specific booking centre.

- You can register as many bookers as are required by the specific booking centre. If necessary, you can also create other booking centres (2), e.g. "Sales agents in North unit".