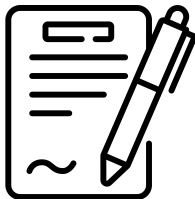


USER STORY # SFR 152

Guidelines



MODULE _____

Registration & Logistics
Improvements

User Story

Email Notifications and in-app notifications to be triggered to Hotel and Transport booking Teams for requests in which any changes are made to the existing flight reservation. Additionally, booking request status for Accommodation and Transport Booking will be automatically updates to **Change Request** by the system.

Preconditions

1. Stakeholder is created(Record Type = "Partner").
2. Membership Details is added and it's active.
3. Stakeholder is submitted and approved.
4. Stakeholder has assigned participants(nominees and members).
5. Registered Participant has active "Transportation Required" and "Accommodation Required" check-boxes on "Registration Details" page.

| | | | |
|------------------------------|-------------------------------------|------------------------------|-------------------------------------|
| Transportation Required | <input checked="" type="checkbox"/> | Transport | Metro |
| Air Ticket Required | <input checked="" type="checkbox"/> | Booked By | Agency / WGS |
| * Flight Class | Economy | Airport Service | N/A |
| * Air Ticket Payment Method | By Company | * Air Ticket Company name | Test Organization |
| Lounge | Guest Lounge | Protocol Welcoming | <input type="checkbox"/> |
| Valet | N/A | Self Drive/Venue Parking | Park & Ride |
| Lanyard | Standard | Accommodation Required | <input checked="" type="checkbox"/> |
| Accommodation | Best Fare | Room Type | Non Suite |
| Accommodation Payment Method | By Company | * Accommodation Company name | Demo Test 1 Wael |
| Seating | Regular | | |

6. Participant has created "Accommodation", "Flight", "Transport" requests

Registrations > REG - 30354

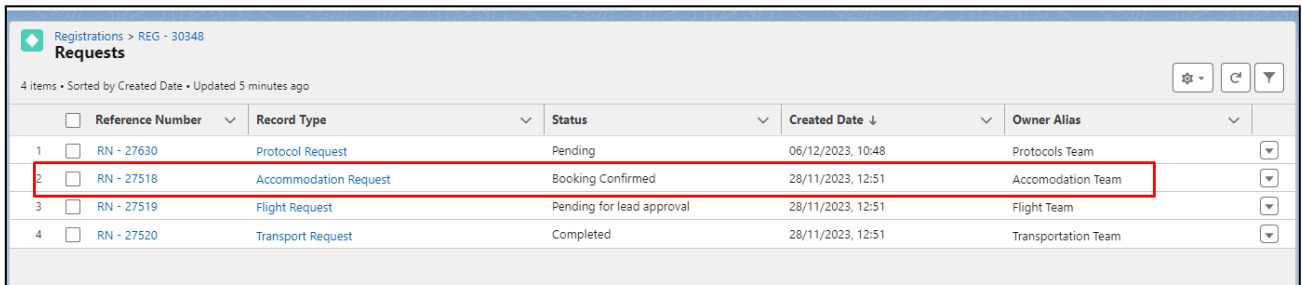
Requests

ns • Sorted by Created Date • Updated 3 minutes ago

| <input type="checkbox"/> | Reference Number | Record Type | Status | Created Date | Owner Alias |
|--------------------------|------------------|-----------------------|--------------------------------------|-------------------|---------------------|
| <input type="checkbox"/> | RN - 27652 | Accommodation Request | Pending | 13/12/2023, 16:46 | Accommodation Team |
| <input type="checkbox"/> | RN - 27653 | Flight Request | Pending for update of flight options | 13/12/2023, 16:46 | Flight Team |
| <input type="checkbox"/> | RN - 27654 | Transport Request | Pending | 13/12/2023, 16:46 | Transportation Team |
| <input type="checkbox"/> | RN - 27655 | Visa Request | Pending | 13/12/2023, 16:46 | Visa Team |

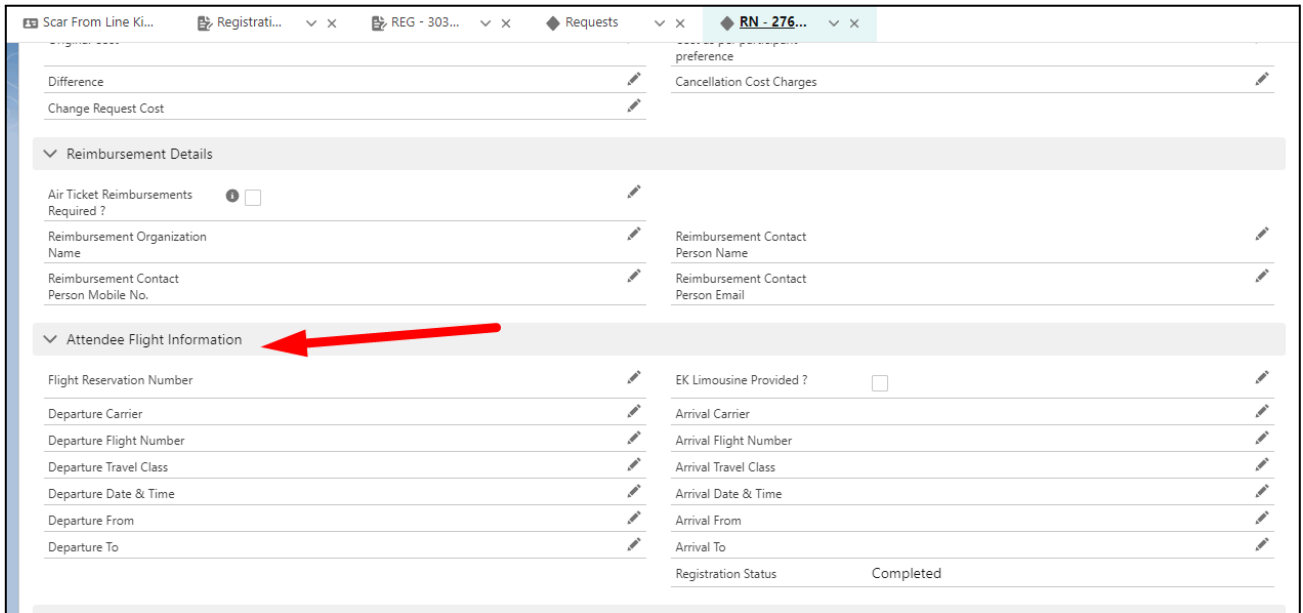
How it work

1. Go to the Contact page of the New Registered Participant and open the “Request” list view.



| | Reference Number | Record Type | Status | Created Date | Owner Alias |
|---|------------------|-----------------------|---------------------------|-------------------|---------------------|
| 1 | RN - 27630 | Protocol Request | Pending | 06/12/2023, 10:48 | Protocols Team |
| 2 | RN - 27518 | Accommodation Request | Booking Confirmed | 28/11/2023, 12:51 | Accommodation Team |
| 3 | RN - 27519 | Flight Request | Pending for lead approval | 28/11/2023, 12:51 | Flight Team |
| 4 | RN - 27520 | Transport Request | Completed | 28/11/2023, 12:51 | Transportation Team |

2. Open the “Flight” request and scroll down to the “Attendee Flight Information” section.



Scar From Line Ki... Registrati... REG - 303... Requests RN - 276...

Difference

Change Request Cost

Reimbursement Details

Air Ticket Reimbursements Required ? ☐

Reimbursement Organization Name

Reimbursement Contact Person Mobile No.

Reimbursement Contact Person Name

Reimbursement Contact Person Email

Attendee Flight Information

Flight Reservation Number

Departure Carrier

Departure Flight Number

Departure Travel Class

Departure Date & Time

Departure From

Departure To

EK Limousine Provided ? ☐

Arrival Carrier

Arrival Flight Number

Arrival Travel Class

Arrival Date & Time

Arrival From

Arrival To

Registration Status Completed

3. Update any field of the “Attendee Flight Information” section and Save changes.
You can update next fields:

- Flight Reservation Number
- Departure Carrier
- Departure Flight Number
- Departure Travel Class
- Departure Date & Time
- Departure From
- Departure To
- Arrival Carrier
- Arrival Flight Number
- Arrival Flight Class
- Arrival Date & Time
- Arrival From
- Arrival To

Note: The feature doesn't work when you change the "EK Limousine Probided?" check-box.

Attendee Flight Information

Flight Reservation Number: A23424536

Departure Carrier:

Departure Flight Number:

Departure Travel Class: --None--

Departure Date & Time: Date: , Time:

Departure From:

Departure To:

EK Limousine Provided ? ☐

Arrival Carrier:

Arrival Flight Number:

Arrival Travel Class: --None--

Arrival Date & Time: Date: , Time:

Arrival From:

Arrival To:

Registration Status: Completed
This field is calculated upon save

System Information

Airport Team Status: Airport Arrival

Cancel Save

Dev Team: 13/12/2023, 17:21

4. Open the Accommodation and Transport requests.

Expected result

The status is changed to the "Change Request" of the "Accommodation" and "Transport" requests when field values are changed in the "Attendee Flight Information" section.

Registrations > REG - 30354

Requests

4 items • Sorted by Created Date • Updated an hour ago

| | <input type="checkbox"/> Reference Number | Record Type | Status |
|---|---|-----------------------|--------------------------------------|
| 1 | <input type="checkbox"/> RN - 27652 | Accommodation Request | Change Request |
| 2 | <input type="checkbox"/> RN - 27653 | Flight Request | Pending for update of flight options |
| 3 | <input type="checkbox"/> RN - 27654 | Transport Request | Change Request |
| 4 | <input type="checkbox"/> RN - 27655 | Visa Request | Pending |

Transport and Accommodation Teams receive a email notification:

Public Messages

neethu.koshy

GO





| From | Subject | Received |
|--|--|----------|
| <input type="checkbox"/> World Government Summit | Sandbox: World Government Summit - Transport Request Changed | minute |
| <input type="checkbox"/> World Government Summit | Sandbox: World Government Summit - Accommodation Request Changed | 2 min |