

Travel Management System : Locations

Description

1. [Travel Management System](#)
2. [Travel Management System \(TMS\) Main Settings](#)
3. Locations

Locations (and [Divisions](#), if applicable) are the basic structure of a cytric System. They constitute the first Company hierarchy level, whereas Divisions constitute a second subjacent hierarchy level. Locations are not limited to company-specific physical locations. According to the Company"s requirements, they may be logical company units, even present at the same physical location.

Locations connect a cytric User to a specific travel agency and many system settings across the Travel Management System. A travel agency may be assigned to several Locations/Divisions as fulfilling agency.







The term 'Location' may be changed to any company-specific term under [Communication Services](#) ('Replacements of Standard Texts in cytric' > 'General Replacements' > 'Names / Links' > 'Name for Location').

Table of contents

- [Overview of stored Locations](#)
 - [Locations to be shown in the Travel Arranger Dashboard™](#)
 - [Display on Personal Portal™ and Travel Arranger Dashboard™](#)
- [Creating and editing Locations](#)
- [Cube Channel™ assignments](#)
- [Display of Location Addresses in the cytric User Profile](#)
 - [The 'Hide this Location \(and its Divisions\) from User Profile and Booking Workflows' option](#)

Overview of stored Locations

The overview of existing Locations of the system shows the most important information of each Location:

Locations			+ Add	≡
Name ⇅	External Reference ⇅	Hidden ⇅		
Advanced Research Clemensstr. 9, Frankfurt am Main, 60487, DE		No		
General Development 10 Downing Street, London, SW1A 2AA, GB		No		
Special Prototypes Azopardo 579, Buenos Aires, C1107ADG, AR		No		

Locations to be shown in the Travel Arranger Dashboard™

The cytric Administrator can allow for certain Locations to be used as 'Other Locations' on the [Personal Portal](#) and [Travel Arranger Dashboard](#). Thus, single bookings can be made for a Location without the need to reassign the Traveler"s User Profile to that Location.

☒ Locations to be shown in the Travel Arranger Dashboard(tm)

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Your Selection:

3 items selected

Start typing to filter:

Location: *

☒ Advanced Research, Frankfurt am Main

☒ General Development, London

☒ Special Prototypes, Buenos Aires

Select: [None](#) | [Show only selected \(3\)](#)

Save

Display on Personal Portal™ and Travel Arranger Dashboard™

Selected travellers

R

Smart, Robert (You)

×

A1, Advanced Research

To start a booking, please specify the following:

Location

Advanced Research

▼

Locations of Selected Travellers

Advanced Research

Other Locations

General Development

Special Prototypes

Search for travellers

Division

A1

▼

Location

▼

Creating and editing Locations

New Locations may be set up by using the ‘Add’ button, which opens a page to store information for the new Location. Existing Locations may be edited by clicking on the pen symbol in the overview.

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The Location address may be used as Business, Billing or Delivery address in the User Profile. This selection will be valid for all users of this Location.

Location	
Name:*	Advanced Research
External Reference:	
Street:*	Clemensstr. 9
ZIP Code:*	60487
City:*	Frankfurt am Main
State:	Hessen
Country:*	Germany - DE
Time Zone:	GMT+01:00 Europe/Berlin (CET/Central European Time ▾)
Telephone:*	00496976805450
Telefax:	00496976805100
eMail Address:*	noreply@cytric.net
Tax ID:	
Contact:	Robert Smart
Customer Number at Travel Agency	169902
Travel Agency Team Number	
Currency:	Use default currency ▾

The cytric Administrator may store address and contact information as well as identifiers for the travel agency (customer and team number). Furthermore, a default currency may be defined for the display of prices and fares for all cytric users who will be assigned to that Location.

The [time zone](#) preference is only used if no [time zone preference is allowed at User level](#) and the cytric User is not assigned to any [Division](#).

Cube Channel™ assignments

Cube Channel™ assignments must be defined in the [Travel Agency Settings](#).

Travel Agency / GDS
Travel (S)Mart / Amadeus / Flight Bookings
Travel (S)Mart / Amadeus / cytric Travel Wizzard(tm)
Travel (S)Mart / Amadeus / Hire Car Bookings
Travel (S)Mart / Amadeus / Hotel Bookings

Display of Location Addresses in the cytric User Profile

In this section, the cytric Administrator may define if the Location"s address should be displayed in the cytric User Profile for all Location address types available in cytric. The Location"s address can be used as business address, billing address or delivery address as well as the address for Car delivery and Car collection.

- ‘No’ defines that the Location"s address is not pre-filled in any cytric User Profiles assigned to the Location. By selecting this option, any [pre-filled QuickProfile address](#) (of any type whatsoever) will be automatically used upon QuickProfile creation, but can be overwritten by the cytric User.

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- **‘Set’** defines that the Location"s address will be used for existing as well as new User Profiles assigned to the Location. The address **cannot** be changed manually in the User Profile. [Pre-filled QuickProfile address](#) are ignored upon QuickProfile creation.
 - **‘Free’** defines that the Location"s address will be used as a default for new User Profiles assigned to the Location but can be overwritten by the cytric User. The address may be changed manually in the User Profile. [Pre-filled QuickProfile address](#) are ignored upon QuickProfile creation.

To overwrite an address in existing User Profiles once and define the Location"s address as an automatic default for new User Profiles, first select the option ‘Set’, save the setting, then change the setting to ‘Free’ and save again.

Important:

Please note that the following settings may influence equivalent settings defined under 'Personal Data' in the 'User Profile Administration'. The settings stored for the Location are applied with a higher priority. Select 'Set' to use the address for existing as for newly created profiles. The address can thereafter not be changed manually in the User Profile. Select 'Free' to use the address as a template for newly created profiles. This template may be overwritten when the User Profile is created. To once overwrite addresses in existing User Profiles and to continue to use the address automatically for newly created profiles, select 'Set' first and save this setting, change to 'Free' thereafter and save this setting.

Display the Location Address in the User Profile

Address	No	Set	Free
As Business Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
As Billing Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
As Delivery Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
As Car Delivery Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
As Car Collection Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

☐ Hide this Location (and its Divisions) from User Profile and Booking Workflows

Save

The ‘Hide this Location (and its Divisions) from User Profile and Booking Workflows’ option

The cytric Administrator has the option to set up locations in the TMS which should not be displayed to normal cytric users. This option allows for all relevant settings for Locations to be configured in the System before these Locations are available for selection to cytric users.

Adding cytric Users to a hidden Location is not permitted. Bookings for hidden Locations are not permitted.

[Cytric Companions](#) and cytric Web Services (cWS) fully support ‘hidden’ Locations. ‘Hidden’ Locations are not displayed to cytric users on the following pages:

- [Personal Portal](#)
- [Travel Arranger Dashboard](#)
- Find users ([Cytric Start Page](#) > ‘Administration of User Profiles’ > ‘Edit User Data’ or ‘[Edit User Access Rights](#)’)
- Section ‘Edit and Save Personal Data’ (in the [cytric User Profile](#))

As soon as all settings for a Location are configured, the cytric Administrator can deactivate the check box ‘Hide this Location (and its Divisions) from User Profile and Booking Workflows’ to make the Location visible and therefore selectable for normal cytric users.

When hiding an existing Location, all users assigned to that Location **must** be moved to another Location first. This can be done manually, via the cytric Companion for Profile Synchronization (cCPS) or via [.csv upload](#).

Related pages

- [Divisions](#)
 - [Personal Portal\(tm\)](#)
 - [Travel Arranger Dashboard\(tm\)](#)
 - [Travel Agency Settings](#)
 - [My User Profile](#)
 - [Communication Services](#)
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- [Cytric Companions](#)
 - [cytric Web Services \(cWS\)](#)
 - [cytric Companion for Profile Synchronization \(cCPS\)](#)
 - [Import User Data](#)
 - [User Profile and QuickProfile Settings by Location and Division](#)
 - [Personal Preferences Page Administration](#)
 - [Time zones in cytric](#)
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