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Travel Management System: Divisions

Description

- 1. Travel Management System
- 2. Travel Management System (TMS) Main Settings
- 3. Divisions

Divisions are, together with <u>Locations</u>, part of the basic structure of a cytric System. They constitute the second Company hierarchy level, whereas Locations are the first level.

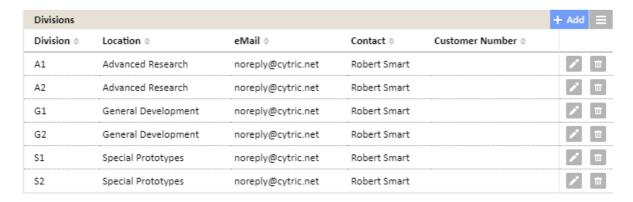
The term 'Division' may be changed to any company-specific term under <u>Communication Services</u> ('Replacements of Standard Texts in cytric' > 'General Replacements' > 'Names / Links' > 'Name for Division').

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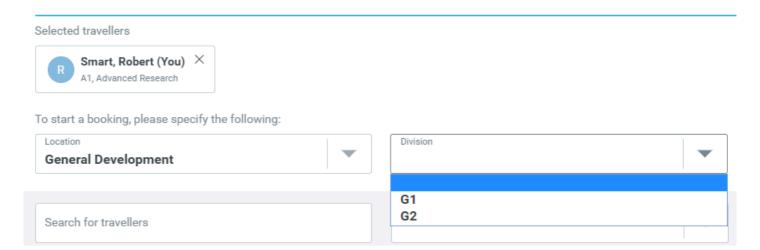
- Overview of stored Divisions
 - <u>Display on Personal Portal™</u> and <u>Travel Arranger Dashboard™</u>
- Creating and editing Divisions
- Display of Division Addresses in the User Profile

Overview of stored Divisions

The overview of existing Divisions of the system shows the most important information of each Division:



Display on Personal Portal™ and Travel Arranger Dashboard™



Creating and editing Divisions

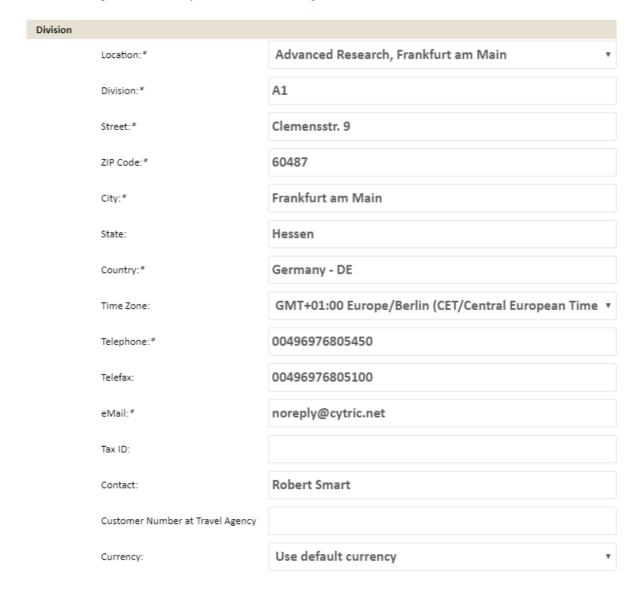
New Divisions may be set up by using the 'Add' button, which opens a page to store information for the new Division. Existing Divisions may be edited by clicking on the pen symbol in the overview.

It is possible to store an address on Division level. Format and functionality are the same as for Location level. For existing and new cytric Systems, the Location address will be used as a default address for all Divisions of that Location, and the Location address will be displayed in the cytric User Profile.

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The <u>time zone</u> preference is only used if no <u>time zone preference is allowed at User level</u>.



Display of Division Addresses in the User Profile

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

- Location defines that the Location"s address will be used as a default for new User Profiles assigned to the Division, but can be overwritten by the cytric User. The address may be changed manually in the User Profile.
- No defines that the Division"s address is not pre-filled in any cytric User Profiles assigned to the Division.
- Set defines that the Division"s address will be used for existing as well as new User Profiles assigned to the Division. The address cannot be changed manually in the User Profile.
- Free defines that the Division"s address will be used as a default for new User Profiles assigned to the Division, but can be overwritten by the cytric User. The address may be changed manually in the User Profile.

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Important:

Please note that the following settings may influence equivalent settings defined under 'Personal Data' in the 'User Profile Administration'. Any settings stored for a Division have a higher priority than the same settings for a Location. 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. Tip: 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 Division Address in the User Profile				
Address	Location	No	Set	Free
As Business Address	•			
As Billing Address	•			
As Delivery Address				
As Car Delivery Address	•			
As Car Collection Address				\circ



Related pages

- Locations
- My User Profile
- Communication Services
- Personal Preferences Page Administration
- <u>Time zones in cytric</u>