

Travel Management System : Divisions

Description

1. [Travel Management System](#)
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3. Divisions

Divisions are, together with [Locations](#), 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 [Communication Services](#) ('Replacements of Standard Texts in cytric' > 'General Replacements' > 'Names / Links' > 'Name for Division').

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Overview of stored Divisions

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

Divisions					+ Add	≡
Division ⇅	Location ⇅	eMail ⇅	Contact ⇅	Customer Number ⇅		
A1	Advanced Research	noreply@cytric.net	Robert Smart			
A2	Advanced Research	noreply@cytric.net	Robert Smart			
G1	General Development	noreply@cytric.net	Robert Smart			
G2	General Development	noreply@cytric.net	Robert Smart			
S1	Special Prototypes	noreply@cytric.net	Robert Smart			
S2	Special Prototypes	noreply@cytric.net	Robert Smart			

Display on Personal Portal™ and Travel Arranger Dashboard™

Selected travellers

 **Smart, Robert (You)** ×
A1, Advanced Research

To start a booking, please specify the following:

Location

General Development

▼

Division

▼

G1

G2

Search for travellers

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](#).

The [time zone](#) preference is only used if no [time zone preference is allowed at User level](#).

Division	
Location:*	Advanced Research, Frankfurt am Main ▼
Division:*	A1
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:*	noreply@cytric.net
Tax ID:	
Contact:	Robert Smart
Customer Number at Travel Agency	
Currency:	Use default currency ▼

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.

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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As Billing Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As Delivery Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As Car Delivery Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As Car Collection Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

Related pages

- [Locations](#)
- [My User Profile](#)
- [Communication Services](#)
- [Personal Preferences Page Administration](#)
- [Time zones in cytric](#)