

# CETAS

COMPLETE Enabled Travel Authorization System



## About CETAS

COMPLETE Enabled Travel Authorization System (CETAS) is a powerful and flexible pre-trip authorization platform built on the COMPLETE foundation.

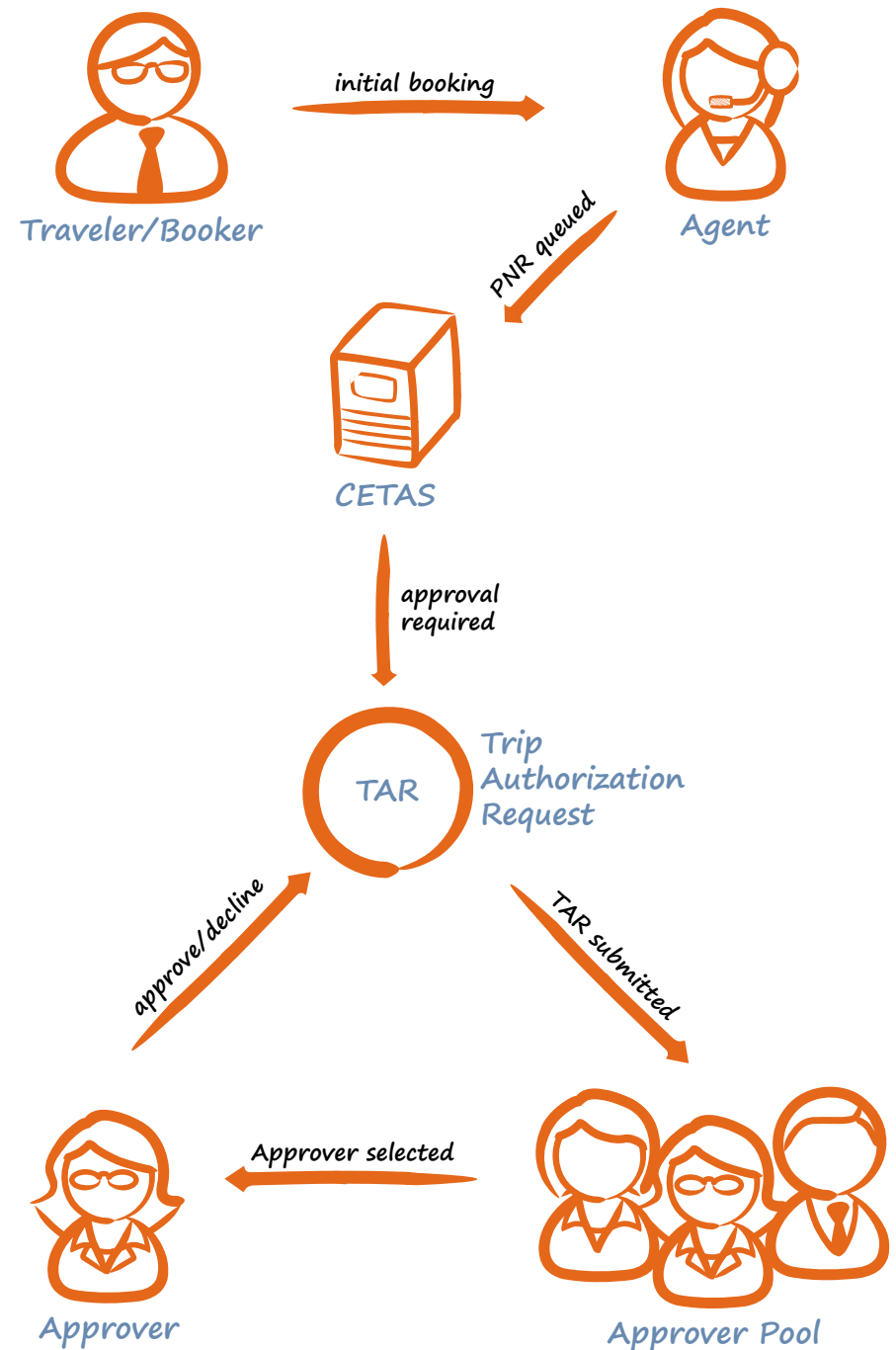
CETAS' basic functionality is used by travelers, approvers, bookers and travel agents to:

- Submit trips for authorization
- Approve or decline those trips
- View trips requiring authorization based on company travel policies
- Communicate between the interested parties

CETAS can determine whether authorization is needed for a given passenger and itinerary, if travel has already been approved or declined, or whether changes to the itinerary warrant re-approval. CETAS can be used to interact with the GDS and external systems when trips requiring authorization are identified, approved, declined, or require re-approval.

## CETAS Workflow Overview

In the standard CETAS workflow, after travel is booked, the Approver is notified of the **Trip Authorization Request (TAR)** via email if travel policy requires it (due to cost, international travel, etc.). CETAS allows for the designation of a specific Approver or the use of a "pool" of Approvers. Once received, the Approver can either approve or decline the booking. The traveler is then notified of trip approval or denial and any associated reasons or comments. Significant changes to the trip will trigger reapproval and the TAR will be reopened.



## User Roles

Available functionality within CETAS is based on a user's role. Below is a list of the roles and their responsibilities within CETAS.

**Traveler:** The person taking a trip. They will be able to view trip and TAR details as well as send and receive messages from other parties. They can initiate approval for their trips.

**Booker:** A Booker is an optional role for someone who creates or manages itineraries for other travelers. Bookers will be able to operate the CETAS website on behalf of a Traveler and perform Traveler functions.

**Approver:** An Approver will be able to review, approve, and deny trips in addition to communicating with the traveler/booker.

**Agent:** The purpose of this optional role is to allow a user to stay informed as to the status of a particular trip. Agents will receive e-mail notifications when another party (Traveler, Booker, or Authorizer) of the TAR submits a message to the Agent. Agents will be able to follow a link into the TAR, read, and reply to the message.

**TAR Admin:** This administrator role can view, assign, approve or decline any TAR. They are a "super approver" who can manage all TARs in the system.

**Site Admin:** The Site Admin is the top level administrator for a CETAS site. Full administration rights give them the ability to add and delete users, assign user roles, and customize the look and feel of the site as needed.

## TAR View

The complete contents of a TAR will be displayed to any user (the Traveler, Approver, Booker, or Agent) viewing an itinerary with an associated TAR, including the list of travel policy issues and the entire dialog. However, the available buttons will change based on the user's role.

The Comments/Questions dialog can be used to communicate with other parties associated with the TAR. When submitting a message from this dialog, the content of the message will be added to the dialog section of the page, and an e-mail will be sent to the intended recipient of the message.

The screenshot displays the 'TAR View' interface. At the top, there is a blue header bar labeled 'TAR Details'. Below this, a table lists the following information:

TAR ID:	318
Traveler:	Frank Cosgrove
Approver(s):	Jane Smith
Booker:	Bob Anderson
Status:	Submitted, under review
Travel Policy Issues:	1. First Class Booking

Below the table, there is a section titled 'Dialogue:' which contains a list of messages:

- 8 June 10, From Approver **Jane Smith** To Frank Cosgrove  
"Why do you need first Class?"
- 8 June 10, From Traveler **Frank Cosgrove** To Jane Smith  
"I am traveling with a VIP client."
- 8 June 10, From Approver **Jane Smith** To Frank Cosgrove  
"Will you be conducting business on the flight?"

At the bottom of the dialogue section, there are two buttons: 'Send Message' and 'Reassign Approver', both with a dropdown arrow on the left.

These are the elements of a TAR as seen on the previous page:

- **TAR ID:** The unique number used to identify this TAR
- **Traveler:** The Traveler name or e-mail address
- **Travel Policy Issues:** A list of variants from the configured policy rules for this trip - “(none)” will be displayed if no variants were found
- **Dialogue:** A date/time sorted list of comments and questions that have been submitted by the individuals associated with the TAR
- **Approver(s):** If there is only one Approver this will display the Approver’s name or e-mail address; otherwise this will display the pool of potential Approvers
- **Status:** The current status of the TAR

## ■ Mobile CETAS/CETAS Apps

CETAS can be accessed from any mobile device (iPhone, Blackberry, Pocket PC, Android or Windows Mobile SmartPhone) with Internet access. Users can purchase the iPhone app separately or utilize the mobile version of the web site. Both options provide ease of use and readability for a smaller device.



## ■ CETAS Customization

In addition to the configuration of policy rules, many visual components of CETAS can easily be changed. Site colors, logos and emails can be customized to provide the branding required to strengthen your identity with your customers.

## ■ CETAS Summary

CETAS offers a host of benefits to business-savvy customers looking to control costs and implement processes to audit travel policy adherence:

- Configure authorization criteria
- Implement travel policy terms
- Report on policy issues
- Configure approver lists
- Receive traveler-initiated vs. auto-generated TARs
- Monitor trip details post authorization
- Configure CETAS sites so that each customer has a unique look and feel
- View status or authorize travel via mobile devices

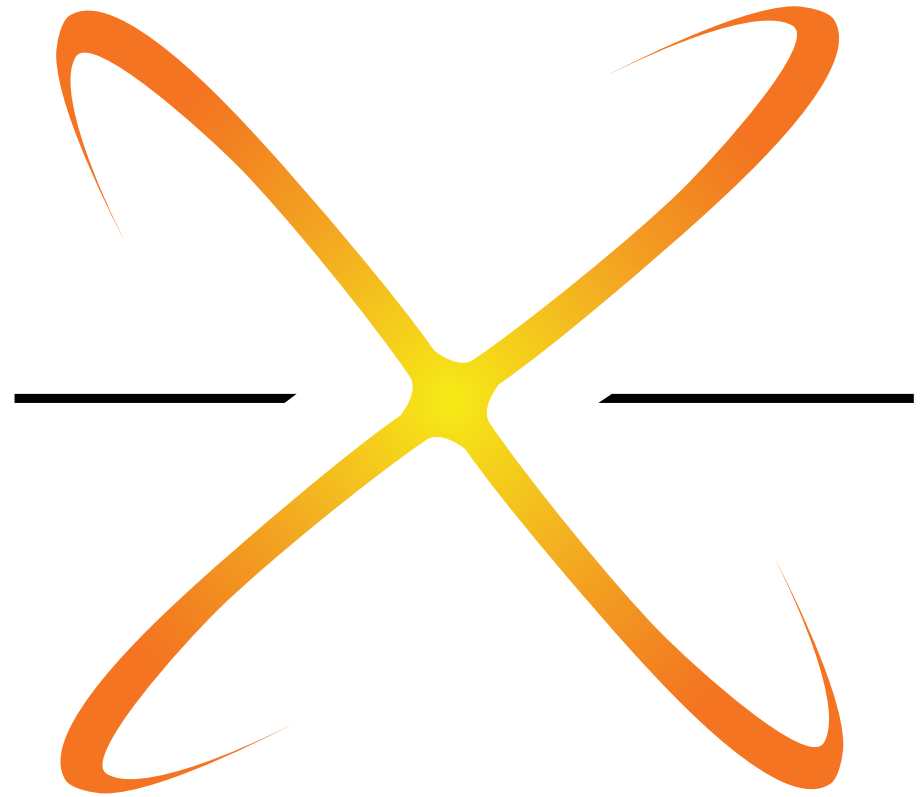
CETAS is available as a standalone application or as an add-on for COMPLETEAT users. CETAS uses your company’s policies and standards from COMPLETEAT for its business logic and configuration settings.

The result is a tightly integrated, efficiently administered, perfectly automated solution for pre-trip travel authorization.

## ■ CETAS Demos

Please contact us at 972-612-7121 or [sales@gdsx.com](mailto:sales@gdsx.com) to get additional information regarding CETAS or to arrange a demo.

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