

2019

2019

Ethiopian

Business Transformation



Employee Ticket Benefit Management

System

User Guide manual

Contents

1. User Guide for Ethiopian Ticket Benefit Management System	3
1.1 Overview	3
1.2. Top Right Navigation Menu	3
1.3. Functionalities Displayed on the Left Menu	4
2. Profile	4
2.1. Employee and family profile list.....	4
2.2. Employee and Family Detail Profile	5
2.3. Employee and Family Profile Update	5
3. Employee Vacation Detail/ Available only for active employees.....	6
4. Ticket Allotment.....	6
5. Book a Flight.....	7
5.1. Passenger, Benefit Type and Payment Option	7
6. My Booking Detail	12
6.1. Refund process.....	12
6.1.1. Refund fully unutilized Ticket which issued payroll payment.....	13
6.1.2. Refund partially utilized and Ticket which issued Cash/Mobile banking payment	13
6.2. Ticket Rebooking.....	14
7. Flight Review	18
8. Cost Report	19
8.1. Employee Monthly Ticket Cost Report	19
9. Change Password	21

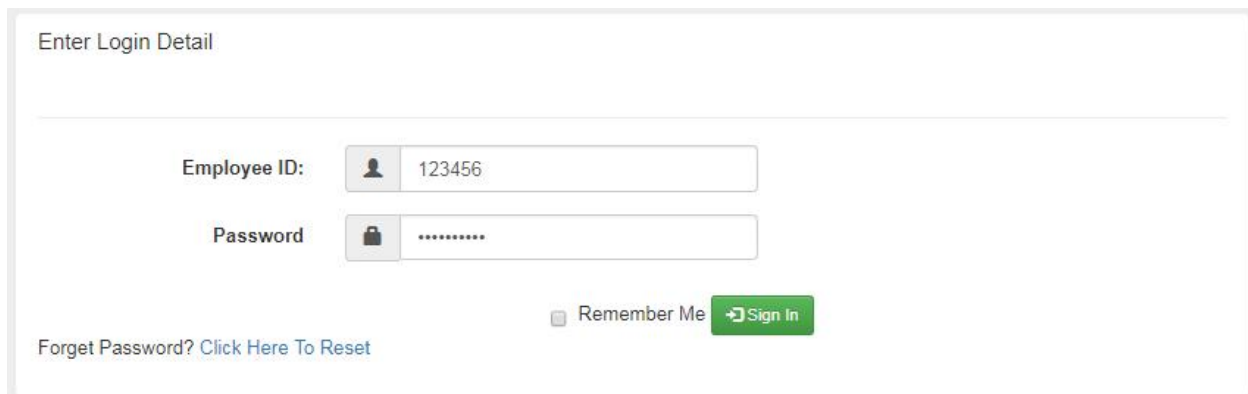
1. User Guide for Ethiopian Ticket Benefit Management System

1.1 Overview

This document is prepared to easily introduce Ethiopian Airlines self-service System. It clearly shows how an employee can access the ticket benefit system over the internet from any place without the need to visit Central Pass Bureau.

Logging to the system

Go to the URL Address <https://estafftravel.ethiopianairlines.com> and enter employee Id, private password and press login.



The screenshot shows a login interface titled "Enter Login Detail". It contains two input fields: "Employee ID:" with a person icon and the value "123456", and "Password" with a lock icon and masked characters "*****". Below the password field is a checkbox labeled "Remember Me" and a green "Sign In" button. At the bottom left, there is a link "Forget Password? Click Here To Reset".

For wrong ID / password entry, the system displays warning message “**Incorrect Username and /or password**”. If this message is repetitive, please contact your system administrator using Ext. 8888 or ServiceDesk@ethiopianairlines.com.

After successfully login in to the system there are the left menu and main body content. In the left menu there exist a tab for different functionalities and the detail will be on the main body.

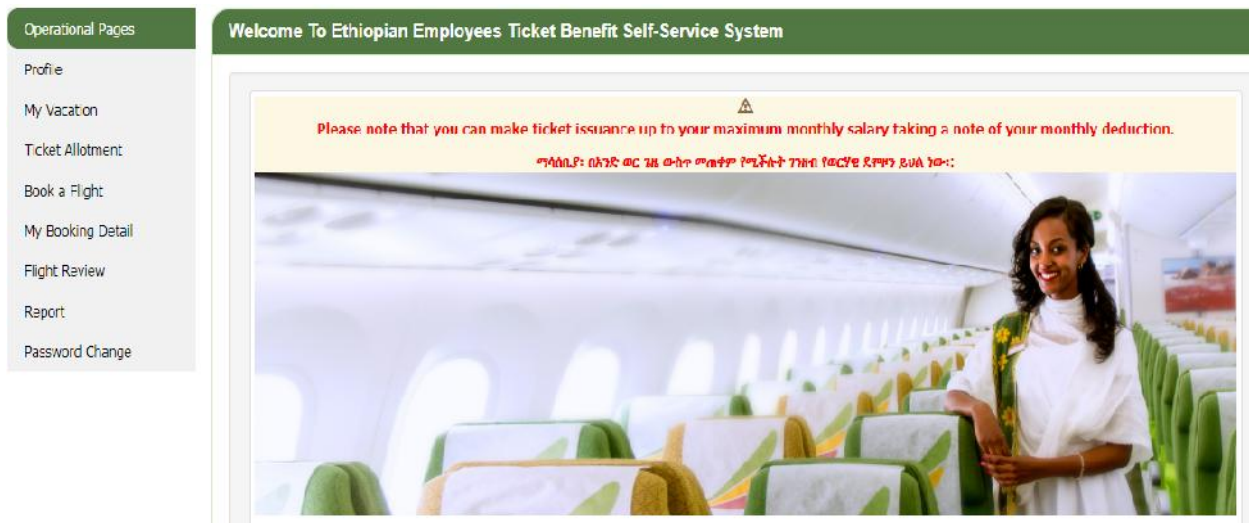
1.2. Top Right Navigation Menu

This page shows top right navigation menu which consists of home, current user Employee Id, Help and Logout.



1.3. Functionalities Displayed on the Left Menu

The left menu have specific functions including **Profile**, **My vacation**, **Ticket Allotment**, **Book a Flight**, **My Booking Detail**, **Flight Review** and **Password Change**.



2. Profile

2.1. Employee and family profile list

The user can see or manage own and family profile

Ethiopian Airlines
The New Spirit Of Africa

Home Current User 14674 Help Logout

Information Service Ethiopian Holidays

Operational Pages

Profile
My Vacation
Ticket Allowance
Book
My Booking Detail
Booking Request
Show Payed Booking
Clearance Validation
Travel Request Approval
Password Change
Information
Contact Us

When the Employee Press Profile he/she will see his/her and his /her family List

Id	FirstName	LastName	Gender	PhoneNumber	Email	
14674	BETELHEM	ABEBE	Female	+251222300001	fbhut@ethiopianairlines.com	Detail Update
146740101	MEHARSNE	LEHMA	Male			Detail Update
146740401	BROOK	YOHANES	Male	+24444444	esayiasg@et.com	Detail Update
146740501	DESALEGN	ABEBE	Male			Detail Update
146740601	ALMAZ	MANYAZENAL	Female			Detail Update

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A STAR ALLIANCE MEMBER

2.2. Employee and Family Detail Profile

When you click “Update” link from Employee and Family Profile List, you can see and update Travel document, e-mail, and telephone information.

Operational Pages

Profile
My Vacation
Ticket Allowment
Book
My Booking Detail
Report
Clearance Validation
Travel Request Approval
Refund Approval
Password Change
Information
Contact Us

EPHRATA Detail

EmployeeId: 00013962
MiddleName: EJSRAT
PhoneNumber: 251911239469
Nationality: Select Nationality

FamilyId: 000139620301
Last Name: BEZUAYENE
Email: MERON@ETHIOPIANAIRLINES.COM

FirstName: EPHRATA
Gender: F
BirthDate: 11/23/2003

Save

Back to List
Add Document

Traveler Document List

Traveler Id	Document Type	Document No	Issuing Country	Expiry Date	Detail
73798	Passport	EP00000000	ET	1/1/2019 12:00:00 AM	Update

2.3. Employee and Family Profile Update

If the employee makes any change on the profile, the change should be saved by clicking the **save** button.

If you want to add additional travel document information, click the **Add document** button. After updating all data click **Create**.

For travel document update, first click the **Update** button and amend document information, then click **Save**.

Traveler Document

Add traveler Document

Passport expiry date should be a minimum of six months ahead.

Employee Id/family Id: 00020894

DocumentType --Please Choose--

DocumentNo

IssuingCountry Select Country

ExpiryDate

Create

Back to List

3. Employee Vacation Detail/ Available only for active employees

Active Employee can see their approved vacation number of dates by selecting **My Vacation** for the left side menu.

If Employee has no approved vacation, the message:- **No approved vacation** will be displayed.

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A STAR ALLIANCE MEMBER

Operational Pages

Profile

My Vacation

Ticket Allotment

Book a Flight

My Booking Detail

Flight Review

Report

Password Change

My Vacation

NoOfLeave 1

FromDate 12/31/2018

ToDate 12/31/2018

LeaveType

LeaveSubType

4. Ticket Allotment

Employees can see own and their family Free and Reduced ticket allotment quota by selecting **Ticket Allotment** menu option

Operational Pages

Profile

My Vacation

Ticket Allotment

Book a Flight

My Booking Detail

Traveler Allotement List

My Travel Allotement List

SNo	Full Name	Family ID	Free Quota	Free Travel Type	Reduced Quota	Reduced Travel Type
1		0001	6	Domestic and International	6	Domestic and International
2		000	3	Domestic and International	6	Domestic and International
3		0001	3	Domestic and International	6	Domestic and International

5. Book a Flight

5.1. Passenger, Benefit Type and Payment Option

To book a flight user should select “Book Flight” option from the given option on the operational page. Then, Select you preference from the given options: the specific Name from the “Select Passenger” option; Allotment type (Free or Reduced); Payment option; select one of the three alternative journeys span (one way, round trip or multi city) then the itinerary From and To City including the departure and return date.

The **Add more flights** button is used for adding more flights. **Remove** button can be used to delete added flights.

Then Click **Continue** button to proceed the next step,

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A STAR ALLIANCE MEMBER

Home 00020894 Help Logout

Operational Pages

- Profile
- My Vacation**
- Ticket Allotment
- Book a Flight
- My Booking Detail
- Flight Review
- Report
- Password Change

Booking

Select Passenger: None selected

Allotment Type: Free

Payment Option: Please Select

Positive Ticket: ☐

One Way: ☐ Round Trip: ☒ Multiple Cities: ☐

Departure Airport: Arrival Airport: Departure Date: Return Date:

Add More Flights Remove Continue

If Active Employee doesn't have an approved vacation date the system displays the following message

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Home 00020894 Help Logout

Operational Pages

- Profile
- My Vacation**
- Ticket Allotment
- Book a Flight
- My Booking Detail
- Flight Review
- Report
- Password Change

Booking

Select Passenger: None selected

Allotment Type: Free

Payment Option: Please Select

Positive Ticket: ☐

One Way: ☐ Round Trip: ☒ Multiple Cities: ☐

Departure Airport: Arrival Airport: Departure Date: Return Date:

Add More Flights Remove Continue

Error Message!

Warning! 1. No Approved vacation.

Close

If Employee/Dependent doesn't have ticket quota the system displays the following message

The screenshot shows a web interface for a flight booking system. At the top, there is a navigation bar with links for Home, a user ID (00022096), Help, and Logout. The main content area is titled 'A STAR ALLIANCE' and 'booking'. A modal window titled 'Error Message!' is displayed in the center, containing a yellow warning box that says 'Warning! 1. Sorry, you have insufficient shared quota.' and a 'Close' button. To the right of the modal, there is a yellow box with a red border titled 'Important Info!' that says 'Profile entry is mandatory for successful booking. Please record your and your family profile before trying to book.' Below these, there is a 'Payment Option' dropdown menu set to 'Payroll'. The main booking form includes fields for 'Select Passengers' (None selected), 'One Way' (unchecked), 'Round Trip' (checked), 'Flying From', 'Flying To', 'Multiple Cities' (unchecked), 'Departure Date', and 'Return Date'. There are buttons for 'Add More Eligible', 'Previous', and 'Continue'.

If you are allowed to issue a ticket the flight availability for the given selection will be displayed as shown below, then select your preference flight and click **continue**


A STAR ALLIANCE MEMBER

[Home](#)
[00020894](#)
[Help](#)
[Logout](#)

Operational Pages

- Profile
- My Vacation
- Ticket Allotment
- Book a Flight
- My Booking Detail
- Flight Review
- Report
- Password Change

List of available flights

Show 25 entries
Search:

Item	Is Transit Flight?	Flight Number	Departure Date	Arrival Date	Departure City	Arrival City	Aircraft	Op By
☐ ADD - DJR								
☒ 1	Direct	140	03/01/2019 T 15:20	03/01/2019 T 16:20	ADD	DJR	DHS	ET
☐ 2	Direct	142	03/01/2019 T 13:20	03/01/2019 T 14:20	ADD	DJR	DHS	ET
☐ 3	Direct	144	03/01/2019 T 12:10	03/01/2019 T 13:10	ADD	BJR	DHS	ET
☐ 4	Direct	182	03/01/2019 T 15:30	03/01/2019 T 17:30	ADD	BJR	DHS	ET
☐ 5	Direct	186	03/01/2019 T 08:10	03/01/2019 T 09:10	ADD	BJR	DHS	ET
☐ 6	Direct	188	03/01/2019 T 11:10	03/01/2019 T 12:10	ADD	BJR	DHS	ET
☐ 7	Direct	126	03/01/2019 T 07:10	03/01/2019 T 08:15	ADD	BJR	DHS	ET
☐ 8	Direct	146	03/01/2019 T 18:25	03/01/2019 T 19:30	ADD	BJR	DHS	ET
☐ BJR - ADD								
☒ 9	Direct	141	03/02/2019 T 18:50	03/02/2019 T 17:50	BJR	ADD	DHS	ET
☐ 10	Direct	143	03/02/2019 T 15:00	03/02/2019 T 16:00	BJR	ADD	DHS	ET
☐ 11	Direct	145	03/02/2019 T 13:40	03/02/2019 T 14:40	BJR	ADD	DHS	ET
☐ 12	Direct	187	03/02/2019 T 10:25	03/02/2019 T 11:25	BJR	ADD	DHS	ET
☐ 13	Direct	189	03/02/2019 T 13:10	03/02/2019 T 14:10	BJR	ADD	DHS	ET
☐ 14	Direct	147	03/02/2019 T 20:00	03/02/2019 T 21:05	BJR	ADD	DHS	ET
☐ 15	Direct	126	03/02/2019 T 09:00	03/02/2019 T 11:10	BJR	ADD	DHS	ET

Showing 1 to 17 of 17 entries

Previous
1
Next

Back
Continue

After your flight selection the below pop up window will displayed ; Click **Ok** and **Continue** if you agree, and want to continue with the booking, otherwise click **Back to Booking** to return to the booking page.


A STAR ALLIANCE MEMBER

[Home](#)
[00020894](#)
[Help](#)
[Logout](#)

Operational Pages

- Profile
- My Vacation
- Ticket Allotment
- Book a Flight
- My Booking Detail
- Flight Review
- Report
- Password Change

Passenger

Adult
Title
Last Name
HUNDE

Back to Booking
Continue

Notification Message!

Booking Basic Information

SNo	Passenger ID	Type of Passenger	Allotment to be deducted
1	00020894	Adult	1

* Ticket = ADD~BJR~BJR~ADD~

Back to Booking
Continue

Then, the ticket booking price for the selected sector will displayed



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Home

00020894

Help

Logout

Operational Pages

Profile

My Vacation

Ticket Allotment

Book a Flight

My Booking Detail

Flight Review

Report

Password Change

Booking Summary

Routing of the Travel Request

Booking Summary

Routing Information

Sequence	Departure City	Arrival City	Departure Date	Arrival Date
1	ADD	BJR	3/1/2019 3:20:00 PM	3/1/2019 4:20:00 PM
2	BJR	ADD	3/2/2019 4:50:00 PM	3/2/2019 5:50:00 PM

Information

Passenger Basic Information

SNo	Name	Type of Passenger	Ticket Type	Journey Span	Amount to be deducted
1	MFYNK ABEBE	Adult	Free	Round Trip	1

Total Booking Price is 66 ETB

Agree, Generate PNR

If you agreed with the given price and want to finalize your booking for ticketing click **“Agree, Generate PNR”**, immediately booking confirmation will be forwarded to beneficiary e-mail with the reservation detail.

Then, The PNR will be generated and the following pop up message will appear requesting for ticket issuance. If you are sure of travelling and agreed to generate a ticket click the **Generate Ticket** button for ticket issuance.

Notification Message!

Information

- PNR for this booking is: BJOYCL

Generate Ticket

Close

Upon successful ticket issuance, the following message will be displayed.

Generate Ticket

Ticketing

Your ticket is generated and sent to your email successfully. Please check your email to get your ticket.

Ticket will be issued and forwarded to the beneficiary email address maintained in the beneficiary profile (in this system).

6. My Booking Detail

Under booking detail you will get your Pending and History Booking List. If you want to see your Booking & Ticketing History detail Click Detail and you can continue your booking, if you have any interrupted booking before ticket generation.

Operational Pages

- Profile
- My Vacation
- Ticket Allotment
- Book a Flight
- My Booking Detail
- Flight Review
- Password Change

Booking List

Your and your family Booking List

Booking List - Pending and History

Show entries Search:

Booking List:

Item	ID Number	Ticket Type	Booking Status	Total Price	PNR	Booking Date	Detail	Action
1	UUU20894	Free	Book Pending	65		2/28/2019 4:40:48 PM	Detail	Continue Booking
1	00020894	Free	Ticket Issued	33	NNNNNA	2/18/2019 5:54:07 PM	Detail	Auto Ticket Amount
1	00020894	Free	Full Refunded	65	AENRZC	2/18/2019 12:10:56 PM	Detail	Full Refunded
1	UUU20894	Free	Full Refunded	137	M/V/C/V/I	2/18/2019 12:01:10 PM	Detail	Full Refunded

6.1. Refund process

For unutilized ticket amount refund request there are to available option on my booking detail the under Action Column: **1. Auto Ticket Refund** and **2. Ticket Refund**

6.1.1. Refund fully unutilized Ticket which issued payroll payment

Auto Ticket Refund: If the ticket issued with payroll payment option and full unutilized **Auto Ticket Refund** option will be available on my booking detail.

Item	ID Number	Ticket Type	Booking Status	Total Price	PNR	Booking Date	Detail	Action
2	00020894	Free	TicketIssued	33	NNINWA	2/18/2019 5:54:07 PM	Detail	Auto Ticket Refund

If there is more than one ticket under the given PNR, the following pop up window will be displayed.

Booking Detail									
Passenger Information									
SNo	Full Name	Passenger Type	Price per Passenger	Payment Option	Ticket Number	Ticket Issue Date	Merchant Order	Status	Action
1	LEYKUN MIHIRET	Adult	66	Payrol	0712123023804	2/25/2019 3:43:23 PM		Refunded	
2	MIHIRET TENAW	Adult	0	Payrol	0712123023806	2/25/2019 3:43:23 PM		Refunded	
3	WUBSHAW WORKINEH	Infant	0	Payrol	0712123023807	2/25/2019 3:43:23 PM		TicketIssued	Auto Ticket Refund

Booking Routing				
No.	From	To	Departure Date	Arrival Date
1	ADD	AXU	3/13/2019 3:00:00 PM	3/13/2019 4:20:00 PM

Refunded.

If you want to refund your unutilized ticket amount, click **Auto Ticket Refund**. Then the following pop up window will be displayed for your confirmation, then click **Yes**. As a result, the given refund amount will be reimbursed for you on your coming month salary

Confirmation

Do you really want to Request Refund? It will automatically refund ticket!

Yes

No

6.1.2. Refund partially utilized and Ticket which issued Cash/Mobile banking payment

Ticket Refund: for partially utilized ticket and, for the ticket issued with Bank to Cash/Mobile banking option **Ticket Refund** option will be available.

Item	ID Number	Ticket Type	Booking Status	Total Price	PNR	Booking Date	Detail	Action
1	00027453	Free	TicketIssued	302	HZAWN	3/01/2019 10:33:54	Detail	Ticket Refund

If you want to refund the given ticket amount, click **Ticket Refund**. Then the following pop up window will be displayed for your confirmation, then click **Yes**.

Confirmation

Do you really want to Request Refund? It will automatically change the ticket status to Refund Request!

Yes No

The ticket refund requests will be automatically submitted to central pass bureau, and employees need to go in person and process the refund request at Central Pass Bureau for such Cash/mobile payment ticket and partially used ticket Refund Request process.

6.2. Ticket Rebooking

To change your ticket flight date, flight number and to rebook your reservation to the same sector, first click on “**My Booking Detail**”



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Operational Pages

Profile
My Vacation
Ticket Allotment
Book a Flight
My Booking Detail
Flight Review
Password Change
CheckPNR

Welcome To Ethiopian Employees Ticket Benefit Self-Service System



Then, for the unutilized ticket an action button called “**Re Book A Ticket**” will be shown under the Action column.

To rebook your ticket click on **“Re Book A Ticket”**

Your and yours family Booking List

Booking List - Pending and History

Show 10 entries

Search:

Booking List

Item	ID Number	Ticket Type	Booking Status	Total Price	PNR	Booking Date	Detail	Action
1	00027453	Free	TicketIssued	33	ZWZTPG	9/16/2019 10:53:50 AM	Detail	Auto Ticket Refund Re Book A ticket
1	00027453	Free	TicketIssued	3690	ZVPLJU	9/16/2019 9:53:07 AM	Detail	Auto Ticket Refund Re Book A ticket

Once you clicked on the **“Re Book A Ticket”** button, the below confirmation pop up window will be displayed. Click **“Yes”** if you really want to rebook your ticket.

Confirmation

Do you really want to Rebook this Ticket?

Yes

No

Then, the below page will displayed. You are only allowed to change the **Departure** or **Return Date** of your ticket.

Please Note that: For Active Employees Rebooking only allowed with the approved vacation date range.

Re Booking

Passenger

LEYKUN MIHIRET

Allotment Type

Free

Payment Option

Payrol

RoundTrip

☒

Departure Airport

ADD

Arrival Airport

MOX

Departure Date

9/19/2019 12:00:00 AM

Return Date

9/21/2019 12:00:00 AM

Continue

Then, Select the specific **Departure** or **Return Date** which you want rebook on and then click on “**Continue**”.

Re Booking

Passenger

LEYKUN MIHIRET

Allotment Type

Free

Payment Option

Payrol

RoundTrip

☒

Departure Airport

ADD

Arrival Airport

MOX

<

September 2019

>

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

09/27/2019

Continue

When you clicked on the “**Continue**” button the below flight availability page will displayed. Select your flight preference from the given options and click on “**Continue**” button.

List of available flights

Show entries

Search:

Item	Is Transit Flight?	Flight Number	Departure Date	Arrival Date	Departure City	Arrival City	Aircraft	Op By
☐ ADD - MQX								
☒ 1	Direct	100	09/24/2019 T 07:00	09/24/2019 T 08:10	ADD	MQX	738	ET
☐ 2	Direct	112	09/24/2019 T 07:15	09/24/2019 T 08:40	ADD	MQX	DH8	ET
☐ 3	Direct	160	09/24/2019 T 08:00	09/24/2019 T 09:25	ADD	MQX	DH8	ET
☐ 4	Direct	106	09/24/2019 T 10:55	09/24/2019 T 12:20	ADD	MQX	DH8	ET
☐ 5	Direct	102	09/24/2019 T 12:20	09/24/2019 T 13:45	ADD	MQX	DH8	ET
☐ 6	Direct	104	09/24/2019 T 15:40	09/24/2019 T 17:05	ADD	MQX	DH8	ET
☐ 7	Direct	180	09/24/2019 T 16:10	09/24/2019 T 17:35	ADD	MQX	DH8	ET
☐ 8	Direct	108	09/24/2019 T 18:10	09/24/2019 T 19:30	ADD	MQX	DH8	ET
☐ 9	Direct	148	09/24/2019 T 19:05	09/24/2019 T 20:30	ADD	MQX	DH8	ET
☐ MQX - ADD								
☒ 10	Direct	101	09/27/2019 T 08:50	09/27/2019 T 10:00	MQX	ADD	73W	ET
☐ 11	Direct	161	09/27/2019 T 10:10	09/27/2019 T 11:35	MQX	ADD	DH8	ET
☐ 12	Direct	107	09/27/2019 T 12:50	09/27/2019 T 14:15	MQX	ADD	DH8	ET
☐ 13	Direct	103	09/27/2019 T 14:15	09/27/2019 T 15:40	MQX	ADD	DH8	ET
☐ 14	Direct	105	09/27/2019 T 17:30	09/27/2019 T 18:55	MQX	ADD	DH8	ET
☐ 15	Direct	181	09/27/2019 T 18:05	09/27/2019 T 19:30	MQX	ADD	DH8	ET

Showing 1 to 19 of 19 entries

Previous Next

Finally, you will get the below rebooking confirmation page and you will get the updated booking detail via your email.

Routing of the Rebooking Request

Your reservation has successfully rebooked. The new PNR for your booking is: **MXPALA**. Please check your email to get your confirmation.

Routing Information

Sequence	Departure City	Arrival City	Departure Date	Arrival Date	Old Departure Date	Old Arrival Date	Old Flight Number	Flight Number
1	ADD	MQX	9/24/2019 12:00:00 AM	9/24/2019 12:00:00 AM	9/24/2019 12:00:00 AM	9/24/2019 12:00:00 AM	100	100
2	MQX	ADD	9/27/2019 12:00:00 AM	9/27/2019 12:00:00 AM	9/27/2019 12:00:00 AM	9/27/2019 12:00:00 AM	101	101

Passenger Basic Information

SNo	Name	Type of Passenger	Ticket Type	Journey Span	PNR	Old PNR	Last Rebooking Date
1	LEYKUN MIHRET	Adult	Free	RoundTrip	MXPALA	TRCUBE	9/16/2019 4:03:51 PM

7. Flight Review

To see the flight information and the number of booked passenger and the list of staff priority booked on the specific flight, select **Flight Review** the left operational page.

Enter the flight number, departure & arrival city, and Departure date. Then click the **Search** option

Flight Info

Flight Number

602

Departure Airport

Addis Ababa (ADD), Ethiopia, Africa

Arrival Airport

Dubai (DXB), UAE, Asia

Departure Date

03/04/2019

Search

Then you will get the overall flight information (Number of Business & Economy class passengers, and the List of staff priority list on both Business & Economy class on the given flight) as is shown below will be displayed.

L 1602 Flight Status


(ET) 602
ADD to DXB

Status:
Scheduled
Last change to status more than 3 hours ago

DEPARTURE
Scheduled Departure:
2019-03-04 T 1030

ARRIVAL
Scheduled Arrival:
--- 1515

Flight Capacity: **Economy : 365 / Business 28**
Ticketed: **Economy : 132 / Business 4**
Available: **Economy : 233 / Business 24**
Gate: **15**
Aircraft Tail No: **ATX**

General Flight Notes:
• If your flight status is *In Air* or the flight is *Full* try to rebook again please.

StandBy List

ET Business Class

Checkin	Name	Seat
1	DAWIT.TAKELE	
2	DAWIT.TAKELE	
Below Lists are Not-Prioritized		
1	HANA.	

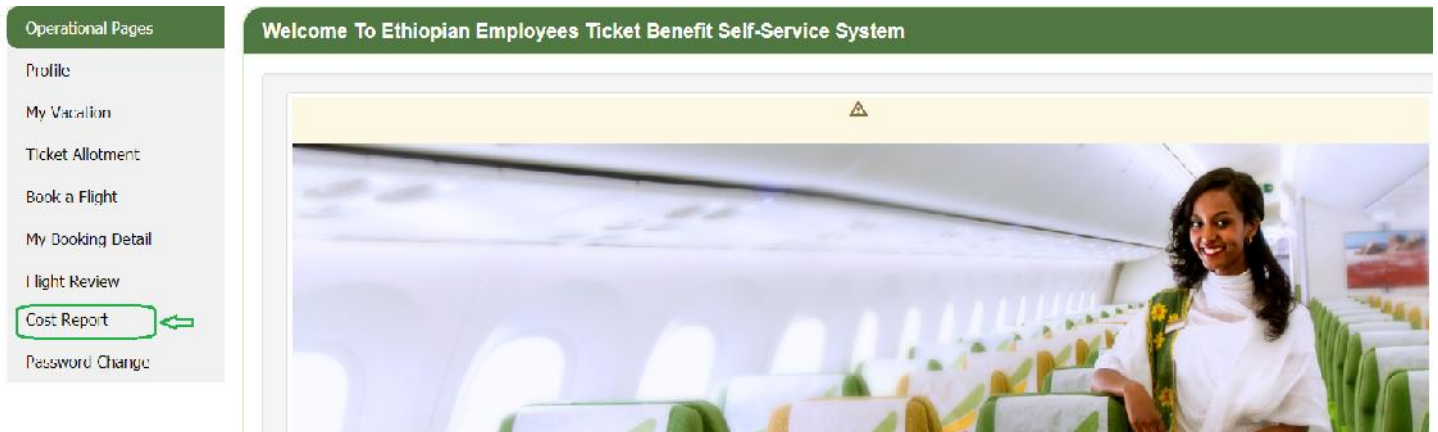
ET Economy Class

Checkin	Name	Seat
1	BETELHEM.AYALEW	
2	KIDUS.DAWIT	
3	CHRISTIAN.MESFIN	
4	WUBALEM.ASFAW	
Below Lists are Not Prioritized		

8. Cost Report

8.1. Employee Monthly Ticket Cost Report

To see your monthly payroll ticket deduction and refund amount, **Select “Cost Report”** from the left operational page.



When you select “**Cost Report**” the below page will displayed.

Employee Monthly Ticket Cost Report

Select Month

Net Deduction

You have no Deduction in this month!

Net Refund

You have no Refund in this month!

Choose the specific Month from the given month options tab and **click** on “**Search**” button.

Employee Monthly Ticket Cost Report

Select Month

08/2019

Search

Net Deduction

2019

You have no

Net Refund

You have no

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Once select the specific month and clicked on the search option, you will get the **Net payroll ticket Deduction** and **Net ticket Refund Amount** on the selected specific month if there is any.

Then to see the detail ticket information for the given Total Booking Price for the selected month **click** on **View Detail**.

Employee Monthly Ticket Cost Report				
Select Month 08/2019 Search				
Net Deduction				
EmployeeId	TicketIssueDateFrom	TicketIssueDateTo	TotalBookingPrice	
00027453	2019 08 01 12:00:00 AM	2019 08 31 12:00:00 AM	1024	View Detail
Net Refund				
EmployeeId	TicketIssueDateFrom	TicketIssueDateTo	TotalBookingPrice	
00027453	2019-08-01 12:00:00 AM	2019-08-31 12:00:00 AM	-945	View Detail

As it shown below for the sample, you will get the detail ticket and amount information when you clicked on the **View Detail** button.

Employee Ticket cost details

Details

EmployeeId	TicketNumber	Status	PNR	Price
00027453	0712124696400	Refunded	TCDORP	33
00027453	0712124691991	Refunded	TSYBPE	66
00027453	0712124692358	Refunded	YIGCKR	66
00027453	0712124697253	Refunded	UPOJGH	66
00027453	0712124787507	Refunded	YRSMIB	66
00027453	0712124709211	TicketIssued	EHZVZX	79
00027453	0712124854414	Refunded	XIIFQYY	79
00027453	0712124714492	Refunded	IFWQIU	569

TotalBookingPrice

1024

View Detail

TotalBookingPrice

-945

View Detail

Close

9. Change Password

If you want change your system login password, select Change Password

Employee ID:

00020894

Old Password:

Password

Password:

NewPassword

Confirm New Password

Confirm Password

Change