



# TUTORIAL SISTEM BT03

# INPUT DATA BOOKERS

**PASSENGER DATABASE** ✕

Search  Create New Passenger  Chosen Passenger

**\* Title**  
MR ⓘ

**\* First name and middle name (if any)** ✓  
First Name  
As on Identity Card or Passport without title and punctuation

**Last name** ✓  
Last name  
As on Identity Card or Passport without title and punctuation

**\* Nationality**  
Indonesia

**\* Birth Date** ✓  
Birth Date

**Contact Email Address** ✓  
Email Address  
Example: email@example.com

Passport KTP SIM Other

**KTP**

Identity Number ✓  
Identity Number

Identity First Name ✓  
Identity First Name

Identity Last Name ✓  
Identity Last Name

Expired Date ✓ 🗑️  
Lifetime

Country of Issued ✓ 🗑️  
Country of Issued

#1 Phone  
Phone Id  
62

Phone Number ✓ 🗑️  
Phone Number

Add phone +

Add Frequent Flyer +

Create New Passenger

- Yang wajib di isi :
- First Name & Last Name
  - Birth Date
  - Contact Email Address
  - Identity Number
  - Identity First Name & Last Name
  - Expired Date
  - Country of Issued
  - PHONE NUMBER

✉ PASSENGER DATABASE



Search  Create New Passenger  Chosen Passenger

\* Title



\* First name and middle name (if any)

As on Identity Card or Passport without title and punctuation

Last name

As on Identity Card or Passport without title and punctuation

\* Nationality

\* Birth Date

Contact Email Address

Example: email@example.com

Passport KTP SIM Other

KTP

Identity Number

Identity First Name

Identity Last Name

Expired Date

Country of Issued

#1 Phone  
Phone Id

Phone Number

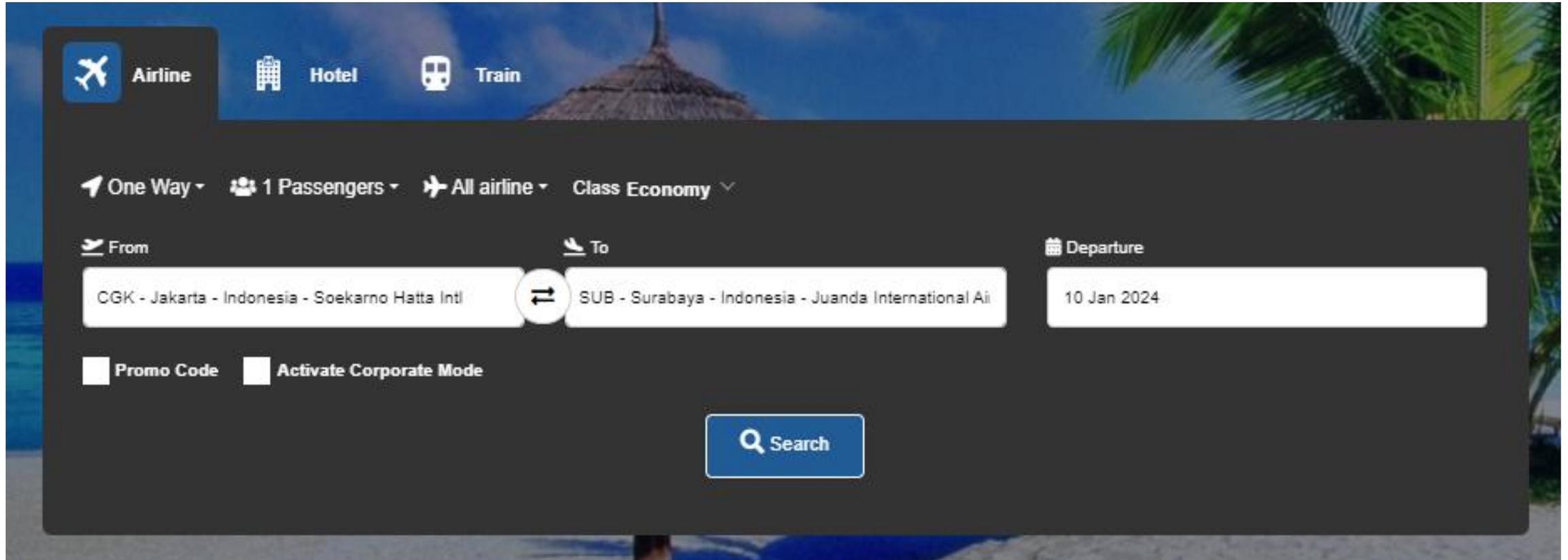


Add phone +

Add Frequent Flyer +

Create New Passenger

# MENU TAMPILAN AWAL SEARCH SCHEDULE



The screenshot shows the search interface for bukatravel.id. At the top, there are navigation tabs for 'Airline', 'Hotel', and 'Train'. The 'Airline' tab is selected. Below the tabs, there are filters for 'One Way', '1 Passengers', 'All airline', and 'Class Economy'. The main search area includes 'From' (CGK - Jakarta - Indonesia - Soekarno Hatta Intl), 'To' (SUB - Surabaya - Indonesia - Juanda International Ai), and 'Departure' (10 Jan 2024). There are also checkboxes for 'Promo Code' and 'Activate Corporate Mode', and a 'Search' button.

**Airline** Hotel Train

One Way - 1 Passengers - All airline - Class Economy

From: CGK - Jakarta - Indonesia - Soekarno Hatta Intl

To: SUB - Surabaya - Indonesia - Juanda International Ai

Departure: 10 Jan 2024

Promo Code  Activate Corporate Mode

Search

Session Time 18m:37s  
Elapsed Time 1m:23s  
alitrainer  
Balance & Credit

Recommendation Flight

Promo code

Sort by

---Sort by---

Filter

Reset

Airline

- Singapore Airlines
- Lion Air
- Batik Air
- Super Jet Air
- Garuda Indonesia
- Citilink

One Way | Jakarta (CGK) → Surabaya (SUB)

10 Jan 2024 1 Adult



Mon, 08 Jan 2024

Tue, 09 Jan 2024

Wed, 10 Jan 2024

Thu, 11 Jan 2024

Fri, 12 Jan 2024

We found 84 flights or try to change rbd to view more flight combinations.

Select All to Copy

Departure | Jakarta (CGK) → Surabaya (SUB) | 10 Jan 2024

 Citilink  
QG 252  
Detail

06:00  
Wed, 10 Jan 2024  
CGK

Direct  
1h 30m

07:30  
Wed, 10 Jan 2024  
SUB

IDR 1,109,561  
3 seats left

Class F

Choose

 Citilink  
QG 716  
Detail

11:30  
Wed, 10 Jan 2024  
CGK

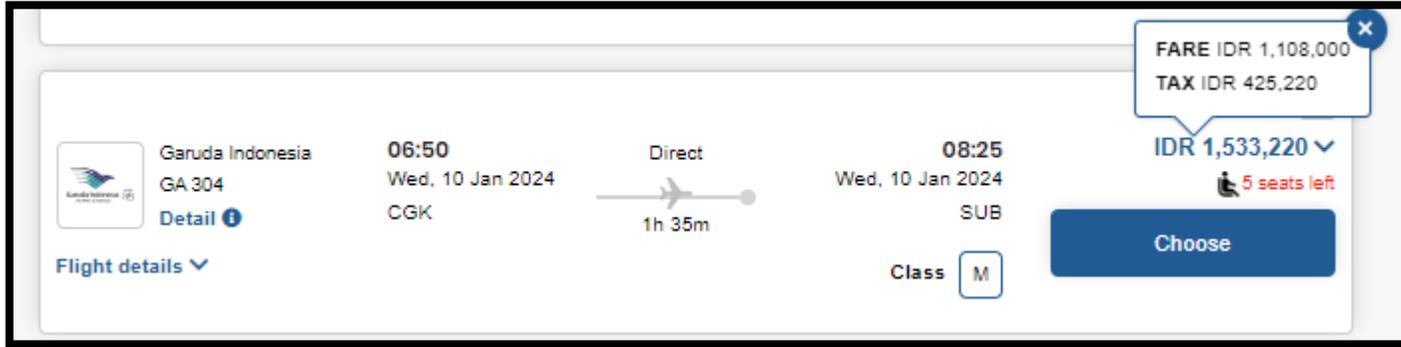
Direct  
1h 25m

12:55  
Wed, 10 Jan 2024  
SUB

IDR 1,109,561  
9 seats left

Class F

Choose



Garuda Indonesia  
GA 304  
Detail ⓘ

06:50  
Wed, 10 Jan 2024  
CGK

Direct  
1h 35m

08:25  
Wed, 10 Jan 2024  
SUB

Class **M**

FARE IDR 1,108,000  
TAX IDR 425,220  
IDR 1,533,220  
5 seats left

Choose

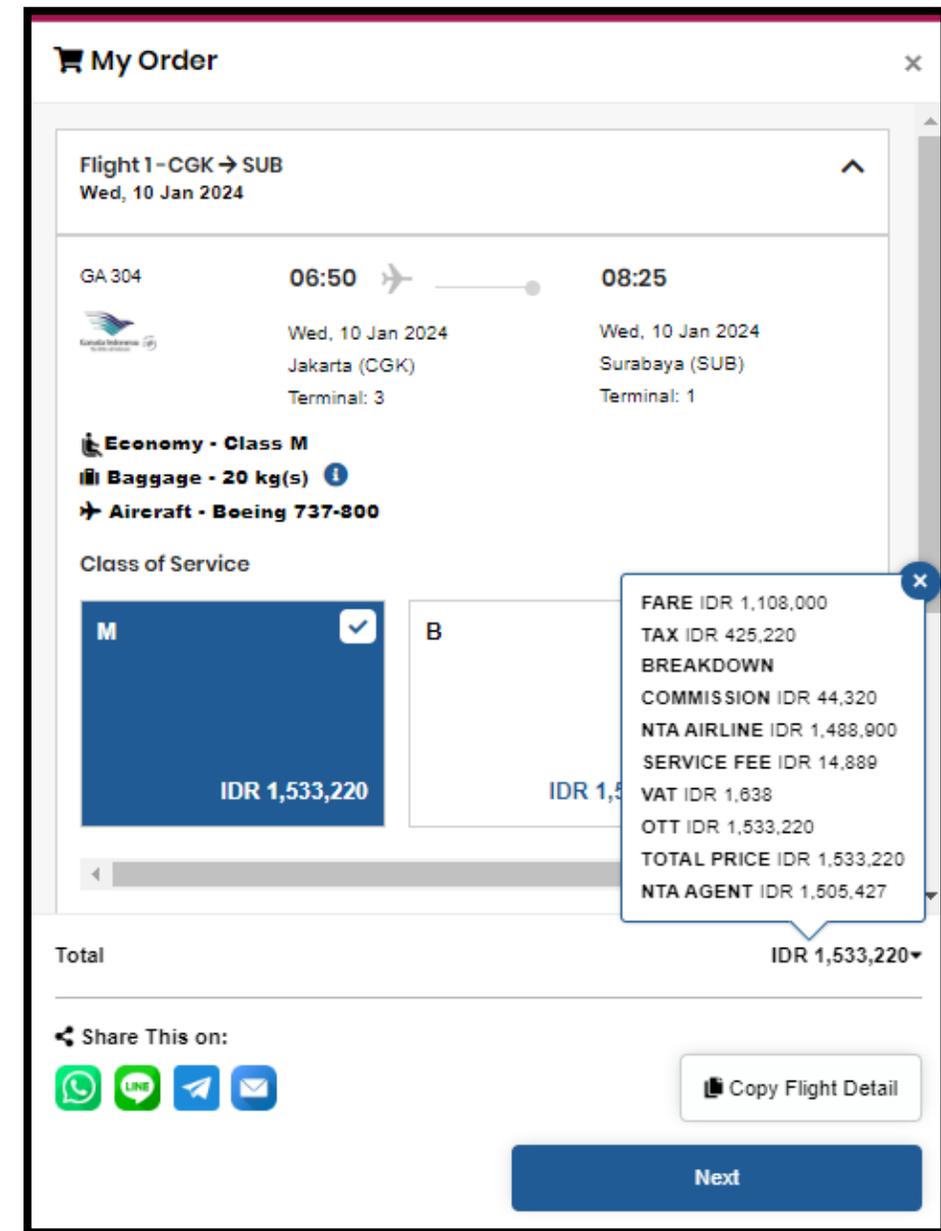
## TAMPILAN HARGA PADA PENCARIAN AWAL

= BASIC FARE + TAXES AIRLINES

### Catatan :

Untuk Airlines yang nilai komisinya Persentase ( % ) maka tampilan Awal adalah Harga On The Ticket

Hasil setelah Booking Perhitungan =  
NTA Airlines + Service Fee + VAT 11% dari Service Fee



My Order

Flight 1 - CGK → SUB  
Wed, 10 Jan 2024

GA 304  
06:50 → 08:25  
Wed, 10 Jan 2024  
Jakarta (CGK)  
Terminal: 3

Wed, 10 Jan 2024  
Surabaya (SUB)  
Terminal: 1

**Economy - Class M**  
Baggage - 20 kg(s) ⓘ  
Aircraft - Boeing 737-800

Class of Service

**M** ✓ **B**

IDR 1,533,220

FARE IDR 1,108,000  
TAX IDR 425,220  
BREAKDOWN  
COMMISSION IDR 44,320  
NTA AIRLINE IDR 1,488,900  
SERVICE FEE IDR 14,889  
VAT IDR 1,638  
OTT IDR 1,533,220  
TOTAL PRICE IDR 1,533,220  
NTA AGENT IDR 1,505,427

Total IDR 1,533,220

Share This on:  


Copy Flight Detail

Next

Departure | Jakarta (CGK) → Surabaya (SUB) | 10 Jan 2024

**Citilink** QG 252  
Detail ⓘ

06:00 Wed, 10 Jan 2024 CGK  
Direct 1h 30m  
07:30 Wed, 10 Jan 2024 SUB  
Class **F**

FARE IDR 744,000  
TAX IDR 365,561  
**IDR 1,109,561** ✓  
3 seats left

Choose

TAMPILAN HARGA PADA PENCARIAN AWAL  
= BASIC FARE + TAXES AIRLINES

**Catatan :**  
Untuk Airlines yang nilai komisinya Persentase ( % ) maka tampilan Awal adalah Harga On The Ticket

Hasil setelah Booking Perhitungan =  
NTA Airlines + Service Fee + VAT 11% dari Service Fee

**My Order**

Flight 1 - CGK → SUB  
Wed, 10 Jan 2024

QG 252 06:00 → 07:30  
**Citilink** Wed, 10 Jan 2024 Wed, 10 Jan 2024  
Jakarta (CGK) Surabaya (SUB)  
Terminal: - Terminal: -

**Economy - Class F**  
Aircraft - Airbus A320

Class of Service

<b>F</b>	<b>E</b>
<b>F</b>	<b>E</b>
<b>IDR 1,109,561</b>	<b>IDR 1,109,561</b>

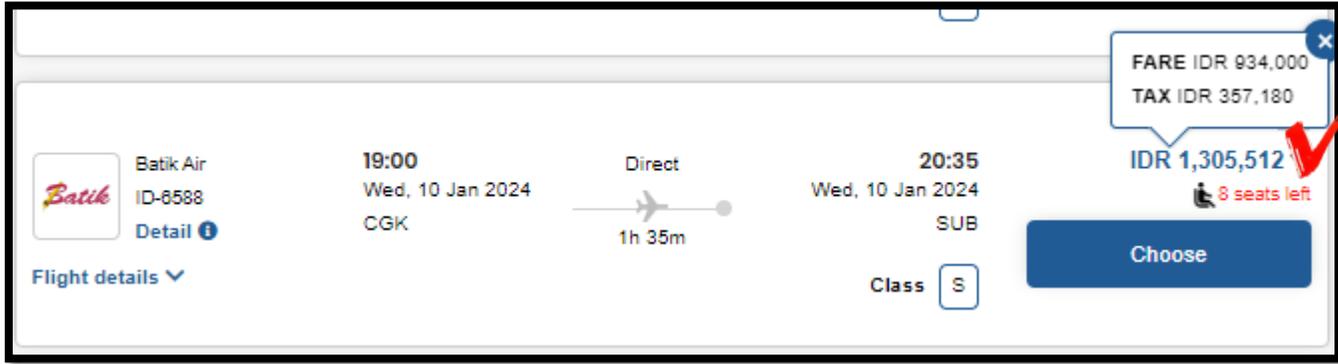
FARE IDR 744,000  
TAX IDR 365,561  
BREAKDOWN  
COMMISSION IDR 14,880  
NTA AIRLINE IDR 1,094,681  
SERVICE FEE IDR 10,947  
VAT IDR 1,204  
OTT IDR 1,109,561  
TOTAL PRICE IDR 1,109,561  
NTA AGENT IDR 1,106,832

Total **IDR 1,109,561**

Share This on:  
   

Copy Flight Detail

Next



FARE IDR 934,000  
TAX IDR 357,180  
**IDR 1,305,512**  
8 seats left

Choose

### TAMPILAN HARGA PADA PENCARIAN AWAL

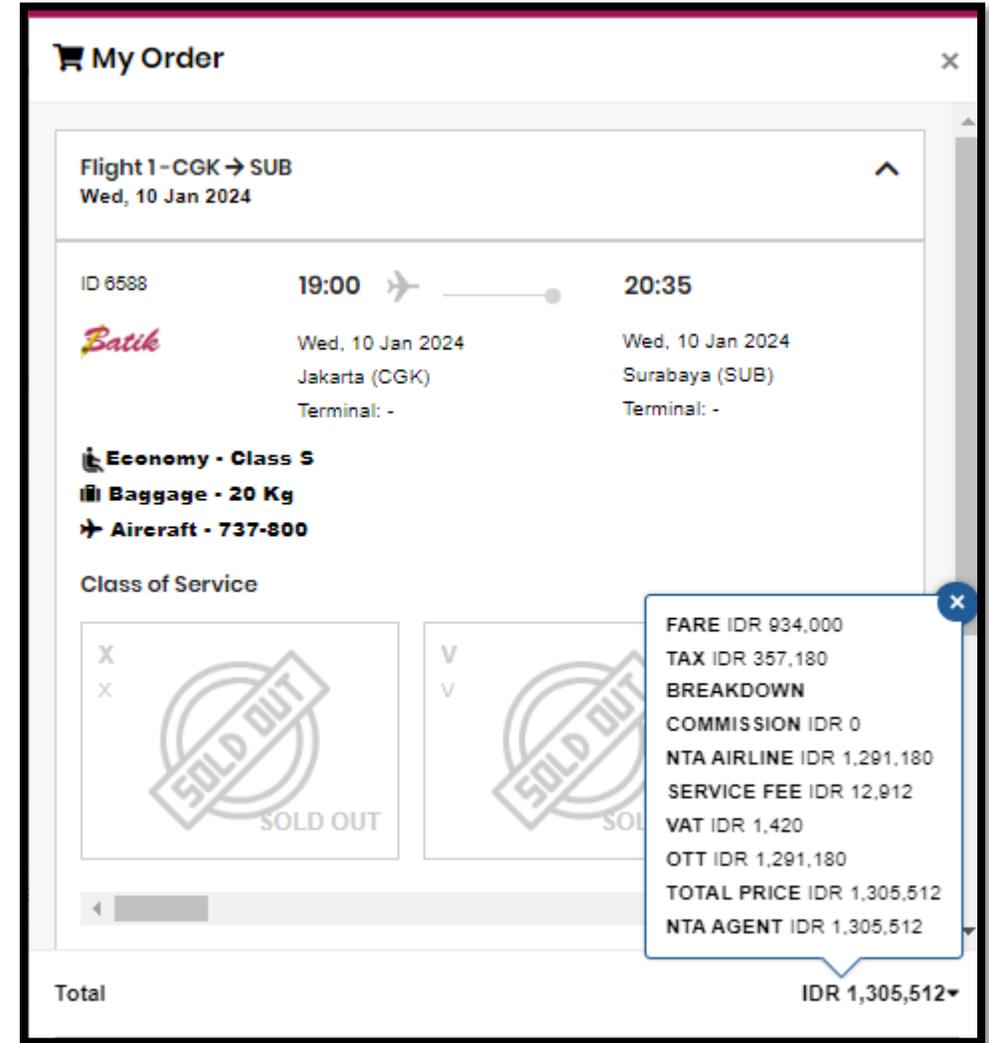
BASIC FARE + TAXES AIRLINES + SF Bukatravel.id + VAT 11% dari SF Bukatravel.id

#### Catatan :

Untuk Airlines yang nilai komisinya Baru diketahui setelah Booking dan tidak ada komisinya, maka tampilan Awal adalah Harga On The Ticket + Service Fee BT + VAT 11% dari SF BT

Hasil setelah Booking Perhitungan =

NTA Airlines + Service Fee + VAT 11% dari Service Fee



My Order

Flight 1 - CGK → SUB  
Wed, 10 Jan 2024

ID 6588 19:00 → 20:35  
Wed, 10 Jan 2024 Wed, 10 Jan 2024  
Jakarta (CGK) Surabaya (SUB)  
Terminal: - Terminal: -

**Economy - Class S**  
Baggage - 20 Kg  
Aircraft - 737-800

Class of Service

FARE IDR 934,000  
TAX IDR 357,180  
BREAKDOWN  
COMMISSION IDR 0  
NTA AIRLINE IDR 1,291,180  
SERVICE FEE IDR 12,912  
VAT IDR 1,420  
OTT IDR 1,291,180  
TOTAL PRICE IDR 1,305,512  
NTA AGENT IDR 1,305,512

Total IDR 1,305,512

Contoh Reservasi pada Lion Air



**Notification** 

Pastikan Nama Penumpang sesuai dengan Kartu Identitas / Passport

Close

Nama Booker sebaiknya Nama PIC Agent & Bisa diisi secara manual / ketik ulang atau Jika sudah di save dapat dicari pada Search Box

**Booker**

Filter

By Customer Name  Search

 Using this means you can't change title, first name, and last name

**Q We found 7 customer(s) with name like "alita"**

**#1.**

 **MRS ALITA TRINANDIA**  
Customer of Agent: BT TRAINEE  
Birth Date: not filled in  
Nationality: Indonesia  
Email: bdo@twe.co.id  
Mobile: 02 - 8128888373

Identity: Ktp - 3173864775412856  
Ktp - 3173864775412856 Image  
No Image!

Choose

**Booker Information**

Clear X Search

\* Title

\* First name and middle name (if any)  Last Name

As on Identity Card or Passport without title and punctuation

\* Nationality  \* Contact Email Address

Example: email@example.com

\* Contact Person for Urgent Situation  
(Must be filled with booker's mobile on first registration)

02  Phone Number

Example: 812345678

# INPUT DATA PENUMPANG

**Adult 1**

Make this to Contact Person

\* Title  
MRS

\* First name and middle name (if any)  
PITA

Last Name  
PUSPITA

As on Identity Card or Passport without title and punctuation

\* Nationality  
Indonesia

\* Birth Date  
16 Jun 1992

Behaviors

Solo Traveller:

Group Traveller:

Nama Penumpang Bisa diisi secara manual / ketik ulang atau Jika sudah di save dapat dicari pada Search Box.

Disarankan Data Penumpang di save agar mempermudah reservasi dikemudian hari

**Adult - 1**

By Customer Name  
puspita

⚠ Using this means you can't change title, first name, and last name

Q We found 5 user(s) with name like " puspita "

#1.

 **MRS PITA PUSPITA**  
Customer of Agent: BT TRAINEE  
Birth Date: 16 Jun 1992  
Nationality: Indonesia  
Email: INFO@TWC.CO.ID  
Mobile: 62 - 8789232394

Identity:  
Passport - A343224

Passport - A343224 Image  
No Image!

Do you book this trip for you?

Yes  No

Passenger Data

- 1. Caution: the name of the passenger must be right and appropriate with international passport, and domestic route can match with KTP/Passport/SIM
- 2. Passenger data can't be changed after the passing of this page

 **Please Review Your Booking**  
Prices may changes at any time

**Flight Detail**

Departure  
Batik Air (ID6588) 19:00 Wed, 10 Jan 2024 Jakarta (CGK) Terminal: -  
→  
20:35 Wed, 10 Jan 2024 Surabaya (SUB) Terminal: -  
Baggage: 20 Kg

**Contact Person**

MRS ALITA TRINANDIA  
Email: bdo@tvo.co.id  
Phone: 62 - 81288886373

**Passengers** [Edit](#)

Passenger #1  
MRS PITA PUSPITA **Adult**  
Birth Date: 16 Jun 1992

**Seat & SSR**  
CGK → SUB ( Wed, 10 Jan 2024 - 19:00 )  
• (Included) Baggage: 20 Kg

**Request**

+ Baggage / Meal / Medical 

**Price Detail**

Flight #1  
CGK → SUB, Wed, 10 Jan 2024 [Detail](#)

Adult  
1x Fare @ IDR 934,000 IDR 934,000  
Tax & Charges IDR 371,512  
Subtotal IDR 1,305,512

Ancillary Fee IDR 0  
Total IDR 1,305,512

Share this on:  
    [Copy](#)

**Voucher**

[Check](#)

\* this code will be use if issued

[Hold Booking](#) [Issued Booking](#)

Pada Tahap ini :

- Harga masih belum actual ( Karena NTA didapat setelah status booked)
- Bisa Add SSR ( Ancillary )
- Jika Tiket yang di Booking untuk Hari H maka dapat dilakukan langsung Klik Issued Booking

**Please Review Your Booking**  
Prices may changes at any time

Your booking has been successfully Booked. Please proceed to payment or review your booking again.

+ New Reservation   Sync Status   Sync Reprice

**Order Number: AL.23120406311**

PNR	Status	Price Guarantee Timelimit	Expired Timelimit
EXXWTG	Booked	07 Dec 2023 13:00 GMT+7	07 Dec 2023 13:00 GMT+7

Agent: BT TRAINEE  
Booked by: Alita Trainer      Booked Date: 04 Dec 2023 13:00 GMT+7

---

**Flight Detail**

PNR: EXXWTG  
Flight #1

S



Batik Air 6588

19:00  
10 Jan 2024  
Soekarno Hatta Intl - Jakarta (CGK)  
Terminal: -

→

20:35  
10 Jan 2024  
Juanda International Airport - Surabaya (SUB)  
Terminal: -

Class : Economy Class (S)

20 Kg for 1 person

---

**Booker**

MRS ALITA TRINANDIA  
Email: bdo@twc.co.id  
Phone: 62 - 81288886373

**Contact Person**

MRS ALITA TRINANDIA  
Email: bdo@twc.co.id  
Phone: 62 - 81288886373

---

**List of Passenger**

Passenger #1

MRS PITA PUSPITA   **Adult**  
Birth Date: 16 Jun 1992  
Ticket Number:

**Seat & SSR**

CGK → SUB ( 10 Jan 2024 19:00 )  
• (Included)    Baggage: 20 Kg

**Price Detail**

PNR: EXXWTG  
MRS PITA PUSPITA (Adult)      IDR 1,291,180

**Grand Total**      **IDR 1,291,180**

---

**Print**

Force get new printout

 Print Form

 Print Form (Price)

---

**Voucher**

\* this code will be use if issued

... booking again.

**Price Detail**

PNR: EXXWTG  
MRS PITA PUSPITA (Adult)

**Grand Total**      **IDR 1,291,180**

FARE 934,000  
TAX 357,180  
BREAKDOWN  
COMMISSION 27,700  
NTA AIRLINE 1,263,480  
SERVICE FEE 12,635  
VAT 1,390  
OTT 1,291,180  
TOTAL PRICE 1,291,180  
NTA AGENT 1,277,505  
COMMISSION HO 14,025  
CHANNEL UP SELL 0

Ini adalah hasil Reservasi, harga yang tampil sudah Actual =  
NTA AIRLINES + SERVICE FEE + VAT 11%  
=====  
NTA Agent = Total Pembayaran ke Bukatravel.id / Dana yang terpotong

Pada Tahap ini, Reservasi akan masuk ke menu :  
My Reservation

# MENU UPSELL BT03

Contoh jika ingin melakukan Mark Up / Upsell ke Customer

### Reprice Change

**Pricing**

Passenger ✓

#1  
Type: Upsell  
Pax Type: ADT  
Price (number or percentage): 100,000 ✓

**Calculate** ✓

**Result Pricing**

PITA PUSPITA	100,000	1,391,180
--------------	---------	-----------

**Set Upsell Downsell** ✓

### Price Detail

PNR: EXXWTG  
MRS PITA PUSPITA (Adult) IDR 1,391,180

**Grand Total** IDR 1,391,180

**Print**

Force get new printout

**Print Form**

**Print Form (Price)**

**Voucher**

Input Voucher Code **Check**

\* this code will be use if issued

**Cancel Booking**

**Issued Booking**

**Price Detail**

PNR: EXXWTG  
MRS PITA PUSPITA (Adult) IDR 1,391,180

**Grand Total** IDR 1,391,180

**Price Detail**

FARE 934,000  
TAX 357,180  
BREAKDOWN  
COMMISSION 127,700  
NTA AIRLINE 1,163,480  
SERVICE FEE 12,635  
VAT 1,390  
OTT 1,291,180  
TOTAL PRICE 1,391,180  
NTA AGENT 1,277,505  
COMMISSION HO 14,025  
CHANNEL UP SELL 100,000 ✓

booking again.

### Price Detail

PNR: EXXWTG  
MRS PITA PUSPITA (Adult)

**Grand Total** IDR 1,291,180 ✓

**Price Detail**

FARE 934,000  
TAX 357,180  
BREAKDOWN  
COMMISSION 27,700  
NTA AIRLINE 1,263,480  
SERVICE FEE 12,635  
VAT 1,390  
OTT 1,291,180  
TOTAL PRICE 1,291,180  
NTA AGENT 1,277,505  
COMMISSION HO 14,025  
CHANNEL UP SELL 0

**Copy**

Fungsi Menu PRINT

### Print

Force get new printout

 Print Form ✓

 Print Form (Price)

### Voucher

Check

\* this code will be use if issued

✗ Cancel Booking

✓ Issued Booking



Itinerary Form  

EXXWTG

---

No. Booking : AL.23120406311Print Date : 2023-12-04 06:04:15 ( )

### Itinerary Detail(s)

PNR	Departure	Arrival	Carrier	Flight
EXXWTG ID*MUSBRP;	Jakarta (CGK) Soekarno Hatta Intl 10 Jan 2024 19:00	Surabaya (SUB) Juanda International Airport 10 Jan 2024 20:35	Batik Air	ID - 6588

### Passenger Detail(s)

No.	Name	Facility(s)
1.	Mrs. PITA PUSPITA (ADT)	 20 Kg;CGK-SUB

List of bank:

- Direct payment (cash) at BT TRAINEE

04 December 2023  
Buyer

(.....)  
Representative Signature

TANPA HARGA

**Fungsi Menu PRINT**

### Print

Force get new printout

 Print Form

 Print Form (Price) 

### Voucher

\* this code will be use if issued

**✗ Cancel Booking**

**✓ Issued Booking**

 **bukatravel.id**

Itinerary Form

 **EXXWTG**

---

No. Booking : AL.23120406311 Print Date : 2023-12-04 06:04:50 ()

### Itinerary Detail(s)

PNR	Departure	Arrival	Carrier	Flight
EXXWTG ID*MUSBRP;	Jakarta (CGK) Soekarno Hatta Intl 10 Jan 2024 19:00	Surabaya (SUB) Juanda International Airport 10 Jan 2024 20:35	Batik Air	ID - 6588

### Passenger Detail(s)

No.	Name	Facility(s)	Price
1.	Mrs. PITA PUSPITA (ADT)	 20 Kg;CGK-SUB	Rp 1,391,180

### Grand Total

Name	Price
Grand Total	Rp 1,391,180

List of bank:

- Direct payment (cash) at BT TRAINEE

**DENGAN HARGA  
( Harga yang tampil = OTT +  
UPSELL )**

04 December 2023  
Buyer

(.....)  
\_\_\_\_\_  
Representative Signature

### Reservation Type

Airline
  Hotel
  Train

### Search by

Search

RESET

### Sort

Order Number
  Flight Number
  Departure Date

### Result

No.	PNR, Order Number	Provider	State	Hold Date	Booker Name	Flight Number	Info
1.	PNR  open EXXWTG Order Number AL 23120406311	Batik Air	Booked	07 Dec 2023 13:00 GMT+7	ALITA TRINANDIA	ID6588	CGK-SUB 2024-01-10
2.	PNR  open CJQALL Order Number AL 23120404310	Lion Air	Booked	07 Dec 2023 11:31 GMT+7	ALITA TRINANDIA	JT694	CGK-SUB 2024-01-23
	PNR  open						

# MY RESERVATION LIST

# RETRIEVE BOOKING

Hello, REGINATRANNER! Grow your business with **BUKATRAVEL.ID**

 Airline  Hotel  Train

One Way ▾ 3 Passengers ▾ All airline ▾ Class **Economy** ▾

 From  To  Departure

CGK - Jakarta - Indonesia - Soekarno Hatta Intl  KNO - Medan - Indonesia - Kualanamu 23 Dec 2023

Promo Code  Activate Corporate Mode

 Search



## GET BOOKING FROM VENDOR



\* PNR

OUSNRW ✓

\* Provider

Lion Air API ✓

\* Booker

By Customer Name ✓

Regina ✓

Search Booker ✓

- Masukkan PNR CODE
- PROVIDER = Airlines
- BOOKER = Bisa di cari melalui Search Booker

## GET BOOKING FROM VENDOR



← Back

Filter ▾



**MRS REGINA TRAINER**

Customer of Agent: *BT TRAINEE*

Birth Date: *09 Oct 1996*

Nationality: *Indonesia*

Email: *ticketing@twc.co.id*

Mobile:

62 - 81297288688

Identity:

Identity not filled in

Choose ✓

GET BOOKING FROM VENDOR



\* PNR

OUSNRW

\* Provider

Lion Air API

\* Booker

MRS REGINA TRAINER



List Booker 

Check PNR

Setelah Kolom terisi semua, maka lanjutkan klik Check PNR

## Result

### Flight Detail ✈️ BOOKED

PNR: OUSNRW  
Flight 1

**Batik** 05:00 ✈️ 06:35

ID- 10 Jan 2024 10 Jan 2024  
6370 Soekarno Hatta Intl - Jakarta Juanda International Airport - Surabaya  
(CGK) (SUB)

### List of Passenger

No	Name	Birth Date
1	MRS PUSPITA PUSPITA	-

1x Fare ADT @IDR 934,000 IDR 934,000

1x Tax & Charges ADT @IDR 357,180 IDR 357,180

**Grand Total** IDR 1,263,480

Save to backend

## ✈️ Please Review Your Booking

Prices may changes at any time

Your booking has been successfully Booked. Please proceed to payment or review your booking again.

+ New Reservation ✈️ Re Order ↻ Sync Status ↻ Sync Reprice

Order Number: AL.23120502312

PNR	Status	Price Guarantee Timelimit	Expired Timelimit
OUSNRW	Booked	08 Dec 2023 09:07 GMT+7	08 Dec 2023 09:07 GMT+7

Agent: BT TRAINEE

Booked by: REGINATRANNER

Booked Date: 05 Dec 2023 09:09 GMT+7

### ✈️ Flight Detail

PNR: OUSNRW  
Flight #1

S

**Batik** Batik Air 6370

05:00 10 Jan 2024 06:35 10 Jan 2024

Soekarno Hatta Intl - Jakarta (CGK) Juanda International Airport - Surabaya (SUB)

Terminal: - Terminal: -

Class : Economy Class (S)

20 Kg for 1 person

### Price Detail

PNR: OUSNRW  
MRS PUSPITA PUSPITA (Adult) IDR 1,291,180

**Grand Total** IDR 1,291,180

Hide YPM ^  
YPM IDR 13,675  
Agent NTA IDR 1,277,505

Share This on:



Copy

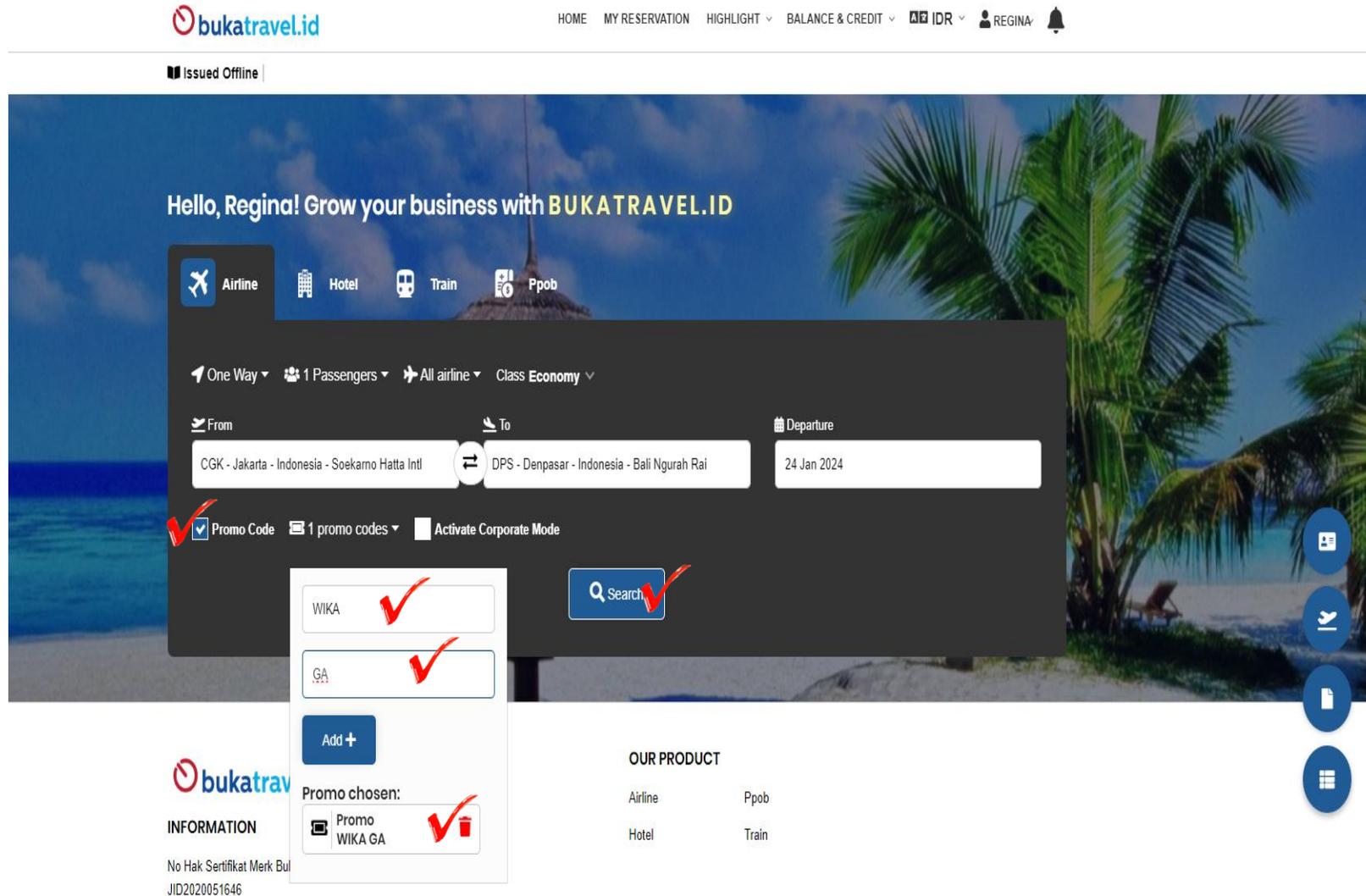
### Print

Force get new printout

Print Form

Retrieve Booking :

- Setelah muncul **“Result”**
- Klik **“Save to backend”**
- Reservasi sudah bisa dilakukan issued di BT03



bukatravel.id

HOME MY RESERVATION HIGHLIGHT ▾ BALANCE & CREDIT ▾ IDR ▾ REGINA ▾

Issued Offline

Hello, Regina! Grow your business with **BUKATRAVEL.ID**

Airline Hotel Train Ppob

One Way ▾ 1 Passengers ▾ All airline ▾ Class Economy ▾

From To Departure

CGK - Jakarta - Indonesia - Soekarno Hatta Intl ↔ DPS - Denpasar - Indonesia - Bali Ngurah Rai 24 Jan 2024

Promo Code 1 promo codes ▾  Activate Corporate Mode

WIKA ✓

GA ✓

Add +

Promo chosen: Promo WIKA GA ✓

OUR PRODUCT

Airline	Ppob
Hotel	Train

Information: No Hak Sertifikat Merk Bul JID2020051646

- Search Jadwal
- Promo Code ✓
- Masukkan Code Corp GA
- Input Carrier : GA
- Klik "ADD"

# TUTORIAL SET PIN

Issued Offline

Hello, Pita Trainer! Grow your business with **BUKATRVEL.ID**

Setting

Report

Backend

History Transaction

Logout

 Airline  Hotel  Train

 One Way ▾  1 Passengers ▾  All airline ▾ Class **Economy** ▾

 From

Origin

 To

Destination

 Departure

06 Dec 2023

Promo Code  Activate Corporate Mode

 Search

Klik Setting

## Settings

 Search Setting

 Printout

 **Security**

 **Email Verification**  
2-Step Verification.



 **PIN**  
Transaction Pin.



Pilih Security  
Lalu pilih tanda  
edit

## Settings

 Search Setting

 Printout

 Security

 Email Verification  
2-Step Verification. 

 PIN  
Transaction Pin. 

Turn on Pin 



Lalu Pilih  
Turn On PIN

### Turn On PIN ✕

**PIN**

 ✓

**Confirm PIN**

 ✓

✓

Create No PIN  
(angka sejumlah 6  
Digit )

Lalu CONFIRM

## Settings



 Printout

 **Security**

 **Email Verification**  
2-Step Verification. 

 **PIN**  
Transaction Pin. 



 Change Pin

 Forgot Pin

 Turn off Pin

Tampilan Jika PIN sudah ter-setup

Untuk menghindari penyalahgunaan akses, ganti password secara berkala

# TUTORIAL RESET PASSWORD

Issued Offline |

Hello, Pita Trainer! Grow your business with **BUKATRAVEL.ID**



 Pita Trainer

 pitatrainer

Setting

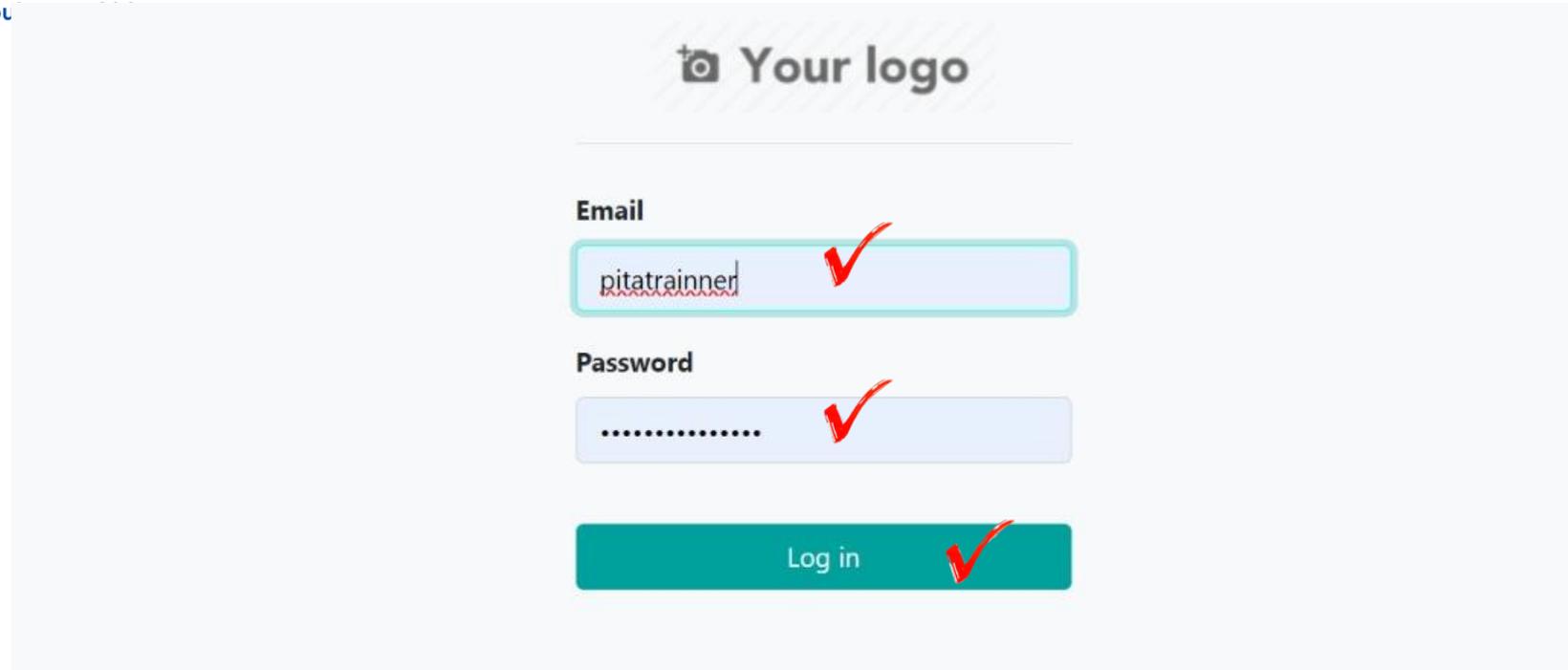
Report

Backend ✓

History Transaction

Logout

Arahkan Krusor Pada Nama  
Pilih Menu BACKEND



The screenshot shows a login interface with the following elements:

- A header area with a camera icon and the text "Your logo".
- An "Email" label above a text input field containing "pitatrainer".
- A "Password" label above a password input field with masked characters ".....".
- A teal "Log in" button.
- Red checkmarks are placed to the right of each input field and the button, indicating successful validation.

Halaman BACKEND

Isilah Username & Password yang sama dengan Cara mengakses BT03

**Reservations**    Airline   Train   Hotel   Tour   Bills and Top Up   Activity   Visa   Event   Issued Offline   Reports     Pita Trainer 

Reservation Airline               

<input type="checkbox"/>	Order Number	Agent	Agent Type	Customer	Booker	List of Carriers	Sector	PNR	Updated by	Booking Date	Price Guarantee Timelimit	Issued by	Issued Date
<input type="checkbox"/>	AL.23120708334	BT	PLATINUM TRAINEE (7HARI)		REGINA TRAINER	Batik Air	Domestic	AIMXNY	REGINATRANNER	2023-12-07	2023-12-15 05:00:00		15:06:57

- Documentation
- Support
- Shortcuts
- Preferences** 
- My Odoo.com account
- Log out

Arahkan Krusor Pada Nama dipojok kanan atas  
Lalu pilih PREFERENCES

Change My Preferences

**Pita Trainer** 

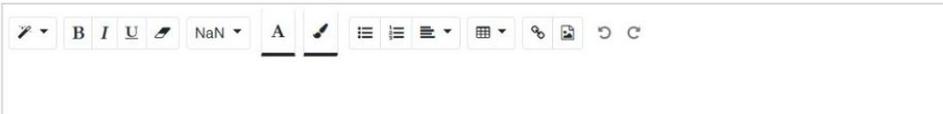
Change password 

Language  Timezone

**Email Preferences**

Notification Management  
 Handle by Emails  
 Handle in Odoo

Email

Signature 

Odoo

Old Password

New Password

Confirm New Password



Pilih Menu Change Password

# TUTORIAL TOP UP BY VIRTUAL ACCOUNT

 Issued Offline

Request 

History

Hello, Alita Trainer! Grow your business with **BUKATRAVEL.ID**



Airline



Hotel



Train

 One Way 

 1 Passengers 

 All airline 

Class **Economy** 

Pilih Menu TOP UP  
lalu Pilih REQUEST

Back to Home 

Top Up real time 24 hours All Bank   Transfer Bank

**Your Virtual Account at BANK BNI** 

Your Virtual Account at BANK BNI

**8408165088886373** COPY 

Fee Top Up (exclude bank charges):

IDR 3,500 

Pada Halaman ini Pastikan  
Pilih TOP UP REAL TIME 24  
HOURS ALL BANK

Lalu silakan Bank yang ingin  
digunakan.  
Setiap Bank akan ada Biaya  
Admin yang di bebaskan  
kepada Agent dan nilai setiap  
Bank Berbeda.

Silakan Copy VA Number dan  
lakukan Transfer VA dari Bank  
yang dituju.

# TUTORIAL TARIK REPORT

Reservations

Tours and Travel

Reservations

Reservation Master Data

Transactions

Customers

Settings

Search...

Filters Group By Favorites

1-80 / 2823

	Agent Type	Customer	Booker	List of Provider	List of Carriers	Sector	PNR	Updated by	Booking Date	Price Guarantee Timelimit	Issued by	Issued Date	Grand Total	State	Reconcile State
<input type="checkbox"/> AL.240118052877	PLATINUM (7HARI)	TRAGUNA TOUR	ABDULLAH AFIFUDDIN SUHAELI	rodextrip_airline	Indonesia AirAsia	International	A91Q3A	ISMA CHAMIDATUZZAKIYAH	2024-01-16	2024-01-16 15:23:59		2024-01-16 13:23:42	Rp 4,244,200	Booked	Not Reconciled
<input type="checkbox"/> AL.240118052876	TITANIUM	WORLD HOLIDAY TOUR & TRAVEL	ANDREAS PRAYOGO	rodextrip_airline	AirAsia Berhad	International	FDGH6R	LIAUW PATRICIA	2024-01-16	2024-01-16 14:52:27		2024-01-16 12:52:04	Rp 18,637,275	Booked	Not Reconciled
<input type="checkbox"/> AL.240118052875	PLATINUM (7HARI)	TUNAS ANUGRAH BERJAYA	MIKO MIKO	lionairapi	Batik Air	Domestic	KAFJSN	MIKO	2024-01-16	2024-01-16 14:43:00		2024-01-16 12:45:03	Rp 6,449,700	Booked	Not Reconciled
<input type="checkbox"/> AL.240118052874	PLATINUM (7HARI)	TRAVELLA WISATA	ANDRIAJI GUMILAR LAKSANAPUTRA	lionairapi	Super Jet Air	Domestic	KCOECA	Cut Anita	2024-01-16	2024-01-16 16:40:00		2024-01-16 12:41:26	Rp 1,050,300	Booked	Not Reconciled
<input type="checkbox"/> AL.240118052873	TITANIUM	KETAPANG WISATA	SULAEMAN SULAEMAN	rodextrip_airline	Indonesia AirAsia	Domestic	N2ZY7Y	KHOIRUL NASIHIN	2024-01-16	2024-01-16 14:06:49		2024-01-16 12:06:23	Rp 1,525,500	Booked	Not Reconciled
<input type="checkbox"/> AL.240118052872	PLATINUM (7HARI)	LIA WISATA / PT MITRA USAHA MULIA	NADIA NURHAYATI	altea	Garuda Indonesia	Domestic	0F23HN	CAECILIA	2024-01-16	2024-01-16 13:55:00		2024-01-16 12:03:10	Rp 3,148,500	Booked	Not Reconciled
<input type="checkbox"/> AL.240118042871	TITANIUM	KETAPANG WISATA	DIAN RESTIYANI SUHARLAN	amadeus	Garuda Indonesia	International	0EYWWW	KHOIRUL NASIHIN	2024-01-16	2024-01-16 11:54:00		2024-01-16 11:56:19	Rp 8,099,598	Booked	Not Reconciled
<input type="checkbox"/> AL.240118042870	SILVER	TRIPA CAKRA	IDA FARIDA	altea	Garuda Indonesia	Domestic	0EX2SF	IDA FARIDA	2024-01-16	2024-01-16 13:39:00		2024-01-16 13:39:00	Rp 4,856,344	Booked	Not Reconciled

[https://backend.orbisway.com/web#menu\\_id=335](https://backend.orbisway.com/web#menu_id=335)

Setelah Membuka Menu BACK END

Pilih RESERVATIONS

Reservations Syla ▾

Reservation Airline

Search... 1-80 / 2825 < >

<input type="checkbox"/>	Order Number	Agent	Agent Type	Customer	Booker	List of Provider	List of Carriers	Sector	Booking Date	Price Guarantee Timelimit	Issued by	Issued Date	Grand Total	State	Reconcile State
<input type="checkbox"/>	AL.240116062879	TRAGUNA TOUR	PLATINUM (7HARI)		ISMA CHAMIDATUZZAKIYAH	lionairapi	Batik Air	Domestic	2024-01-16	3:33:00		2024-01-16	Rp 1,852,080	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116062878	BT TRAINEE	PLATINUM (7HARI)		REGINA TRAINER	pelita_api	Pelita Air Service	Domestic	2024-01-17	3:37:00		2024-01-17	Rp 860,100	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116062877	TRAGUNA TOUR	PLATINUM (7HARI)		ABDULLAH ARIFFUDDIN SUHAELI	rodextrip_airline	Indonesia AirAsia	International	2024-01-16	5:23:59		2024-01-16	Rp 4,244,200	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116052876	WORLD HOLIDAY TOUR & TRAVEL	TITANIUM		ANDREAS PRAYOGO	rodextrip_airline	AirAsia Berhad	International	2024-01-16	4:52:27		2024-01-16	Rp 18,637,275	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116052875	TUNAS ANUGRAH BERJAYA	PLATINUM (7HARI)		MIKO MIKO	lionairapi	Batik Air	Domestic	2024-01-16	4:43:00		2024-01-16	Rp 6,449,700	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116052874	TRAVELLA WISATA	PLATINUM (7HARI)		ANDRIAJI GUMILAR LAKSANAPUTRA	lionairapi	Super Jet Air	Domestic	2024-01-16	16:40:00		2024-01-16	Rp 1,050,300	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116052873	KETAPANG WISATA	TITANIUM		SULAEMAN SULAEMAN	rodextrip_airline	Indonesia AirAsia	Domestic	2024-01-16	14:06:49		2024-01-16	Rp 1,525,500	Booked	Not Reconciled
<input type="checkbox"/>	AL.240116052872	LIA WISATA /	PLATINUM		NADIA NURHAYATI	altea	Garuda	Domestic	2024-01-16	12:06:23		2024-01-16	Rp 3,148,500	Booked	Not Reconciled

Filters: **Booked** | **Issued**

Action Needed

- Adjustment
- Adult
- After Sales
- Agent
- Agent NTA Amount
- Agent Type
- Arrival Date
- Attachments
- Booked Date
- Booked by
- Booker
- Booking Date
- Cancel Date
- Cancel by
- Child
- Contact Email
- Contact Name
- Contact Person
- Contact Person for Urgent Situation

is true

Apply Add a condition

Pilih FILTERS "ISSUED"

Reservation Airline    Search...   Q

Action   ▼ Filters   ≡ Group By   ★ Favorites   1-80 / 2823 ◀ ▶

<input checked="" type="checkbox"/>	Order Number	Agent	Agent Type	Customer	Booker	List of Provider	List of Carriers	Sector	PNR	Updated by	Booking Date	Price Guarantee Timelimit	Issued by	Issued Date	Grand Total	State	Reconcile State
<input checked="" type="checkbox"/>	AL240118062877	TRAGUNA TOUR	PLATINUM (7HARI)		ABDULLAH AFIFFUDDIN SUHAELI	rodextrip_airline	Indonesia AirAsia	International	A91Q3A	ISMA CHAMIDATUZZAKIYAH	2024-01-16 13:23:42	2024-01-16 15:23:59			Rp 4,244,200	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118052876	WORLD HOLIDAY TOUR & TRAVEL	TITANIUM		ANDREAS PRAYOGO	rodextrip_airline	AirAsia Berhad	International	FDGH6R	LIAUW PATRICIA	2024-01-16 12:52:04	2024-01-16 14:52:27			Rp 18,837,275	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118052875	TUNAS ANUGRAH BERJAYA	PLATINUM (7HARI)		MIKO MIKO	lionairapi	Batik Air	Domestic	KAFJSN	MIKO	2024-01-16 12:45:03	2024-01-16 14:43:00			Rp 6,449,700	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118052874	TRAVELLA WISATA	PLATINUM (7HARI)		ANDRIAJI GUMILAR LAKSANAPUTRA	lionairapi	Super Jet Air	Domestic	KCOECA	Cut Anita	2024-01-16 12:41:28	2024-01-16 18:40:00			Rp 1,050,300	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118052873	KETAPANG WISATA	TITANIUM		SULAEMAN SULAEMAN	rodextrip_airline	Indonesia AirAsia	Domestic	N2ZY7Y	KHOIRUL NASIHIN	2024-01-16 12:06:23	2024-01-16 14:06:49			Rp 1,525,500	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118052872	LIA WISATA / PT MITRA USAHA MULIA	PLATINUM (7HARI)		NADIA NURHAYATI	altea	Garuda Indonesia	Domestic	6F23HN	CAECILIA	2024-01-16 12:03:10	2024-01-16 13:55:00			Rp 3,148,500	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118042871	KETAPANG WISATA	TITANIUM		DIAN RESTIYANI SUHARLAN	amadeus	Garuda Indonesia	International	0EYVWV	KHOIRUL NASIHIN	2024-01-16 11:56:19	2024-01-16 11:54:00			Rp 8,099,598	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL240118042870	TRIPA CAKRA	SILVER		IDA FARIDA	altea	Garuda	Domestic	0EX2SF	IDA FARIDA	2024-01-16	2024-01-16			Rp 4,858,344	Booked	Not Reconciled

Pilih  
"THICK / CENTANG ALL"

Reservations   Airline   Train   Hotel   Tour   Bills and Top Up   Activity   Visa   Event   Insurance   Issued Offline   Reports   Syla

Reservation Airline   All x Search...   1-80 / 2823      

Action     Filters   Group By     Favorites

<input checked="" type="checkbox"/>	Order Number	Agent	Agent Type	Customer	Booker	List of Provider	List of Carriers	Updated by	Booking Date	Price Guarantee Timelimit	Issued by	Issued Date	Grand Total	State	Reconcile State
<input checked="" type="checkbox"/>	AL_240118062877	TRAGUNA TOUR	PLATINUM (7HARI)		ABDULLAH AFIFFUDDIN SUHAELI	rodextrip_airline	Indonesia AirAsia	International 891CSA ISMA CHAMIDATUZZAKIYAH	2024-01-16 15:23:59 13:23:42	2024-01-16 15:23:59			Rp 4,244,200	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118052876	WORLD HOLIDAY TOUR & TRAVEL	TITANIUM		ANDREAS PRAYOGO	rodextrip_airline	AirAsia Berhad	International FDGH8R LIAUW PATRICIA	2024-01-16 14:52:27 12:52:04	2024-01-16 14:52:27			Rp 18,837,275	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118052875	TUNAS ANUGRAH BERJAYA	PLATINUM (7HARI)		MIKO MIKO	lionairapi	Batik Air	Domestic KAFJSN MIKO	2024-01-16 14:43:00 12:45:03	2024-01-16 14:43:00			Rp 6,440,700	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118052874	TRAVELLA WISATA	PLATINUM (7HARI)		ANDRIAJI GUMILAR LAKSANAPUTRA	lionairapi	Super Jet Air	Domestic KCOECA Cut Anita	2024-01-16 16:40:00 12:41:28	2024-01-16 16:40:00			Rp 1,050,300	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118052873	KETAPANG WISATA	TITANIUM		SULAEMAN SULAEMAN	rodextrip_airline	Indonesia AirAsia	Domestic N2ZY7Y KHOIRUL NASIHIN	2024-01-16 14:08:49 12:08:23	2024-01-16 14:08:49			Rp 1,525,500	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118052872	LIA WISATA / PT MITRA USAHA MULIA	PLATINUM (7HARI)		NADIA NURHAYATI	altea	Garuda Indonesia	Domestic 8F23HN CAECILIA	2024-01-16 13:55:00 12:03:10	2024-01-16 13:55:00			Rp 3,148,500	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118042871	KETAPANG WISATA	TITANIUM		DIAN RESTIYANI SUHARLAN	amadeus	Garuda Indonesia	International 8EYWWV KHOIRUL NASIHIN	2024-01-16 11:58:19 11:58:19	2024-01-18 11:54:00			Rp 8,099,598	Booked	Not Reconciled
<input checked="" type="checkbox"/>	AL_240118042870	TRIPA CAKRA	SILVER		IDA FARIDA	altea	Garuda	Domestic 8EX2SF IDA FARIDA	2024-01-16 11:58:19 11:58:19	2024-01-16 11:58:19			Rp 4,856,344	Booked	Not Reconciled

Pilih "export"

Reservations

Reservation Airline

Order Number	Agent	Agent Type	Cus
AL.240116062877	TRAGUNA TOUR	PLATINUM (7HARI)	
AL.240116052878	WORLD HOLIDAY TOUR & TRAVEL	TITANIUM	
AL.240116052875	TUNAS ANUGRAH BERJAYA	PLATINUM (7HARI)	
AL.240116052874	TRAVELLA WISATA	PLATINUM (7HARI)	
AL.240116052873	KETAPANG WISATA	TITANIUM	
AL.240116052872	LIA WISATA / PT MITRA USAHA MULIA	PLATINUM (7HARI)	
AL.240116042871	KETAPANG WISATA	TITANIUM	
AL.240116042870	TRIPA CAKRA	SILVER	

**Export Data**

What do you want to do?  
 Use data in a spreadsheet (export all data)  
 Update data (import-compatible export)

Export Format:  
 Excel  
 CSV

Available fields

- Display Name
- ID
- Order Number
- Action Needed
- Adjustment
  - Adult
- After Sales
- Agent
  - Agent NTA Amount
- Agent Type
  - Arrival Date
  - Attachment Count
- Attachments
  - Booked Date
- Booked by
- Booker
  - Booking Date
  - Cancel Date
- Cancel by
  - Child
  - Contact Email
  - Contact Name

Fields to export

Saved exports: [dropdown] Delete

Order Number  
Agent  
Agent Type  
Booker

Booking Date  
Customer  
Grand Total  
Issued Date  
Issued by  
List of Carriers  
List of Provider  
PNR  
Price Guarantee Timelimit  
Reconcile State  
Sector  
State  
Updated by

Export To File Close

Issued Date	Grand Total	State	Reconcile State
	Rp 4,244,200	Booked	Not Reconciled
	Rp 18,637,275	Booked	Not Reconciled
	Rp 8,449,700	Booked	Not Reconciled
	Rp 1,050,300	Booked	Not Reconciled
	Rp 1,525,500	Booked	Not Reconciled
	Rp 3,148,500	Booked	Not Reconciled
	Rp 8,099,598	Booked	Not Reconciled
	Rp 4,858,344	Booked	Not Reconciled

Tampil menu export lalu pada bagian fields to export pilih "FIX REPORT 2"

Reservations

Export Data

What do you want to do?  
 Use data in a spreadsheet (export all data)  
 Update data (import-compatible export)

Export Format:  
 Excel  
 CSV

Available fields

- Display Name
- ID
- Order Number
- Action Needed
- Adjustment
- Adult
- After Sales
- Agent
  - Agent NTA Amount
- Agent Type
- Arrival Date
- Attachment Count
- Attachments
- Booked Date
- Booked by
- Booker
  - Booking Date
  - Cancel Date
- Cancel by
  - Child
- Contact Email
- Contact Name

Fields to export

Saved exports: **FIX REPORT 2** Delete

- List of Carriers
- Agent Type/Display Name
- Agent/Display Name
- Issued Date
- Agent/Email
- List of Provider
- Adult
- Child
- Infant
- State
- Passenger/Title
- Provider Booking/Ticket Number/First Name
- Provider Booking/Ticket Number/Last Name
- PNR
- Provider Booking/Ticket Number/Ticket Number
- Segments/Flight Number
- Segments/Origin/Display Name
- Segments/Destination/Display Name
- Segments/Cabin Class
- Segments/Departure Date
- Segments/Arrival Date
- Currency/Display Name
- Agent NTA Amount
- HO Commission

Export To File Close

Order Number	Agent	Agent Type	Cus	Issued Date	Grand Total	State	Reconcile State
AL_240118082877	TRAGUNA TOUR	PLATINUM (7HARI)			Rp 4,244,200	Booked	Not Reconciled
AL_240118052876	WORLD HOLIDAY TOUR & TRAVEL	TITANIUM			Rp 18,637,275	Booked	Not Reconciled
AL_240118052875	TUNAS ANUGRAH BERJAYA	PLATINUM (7HARI)			Rp 6,448,700	Booked	Not Reconciled
AL_240118052874	TRAVELLA WISATA	PLATINUM (7HARI)			Rp 1,050,300	Booked	Not Reconciled
AL_240118052873	KETAPANG WISATA	TITANIUM			Rp 1,525,500	Booked	Not Reconciled
AL_240118052872	LIA WISATA / PT MITRA USAHA MULIA	PLATINUM (7HARI)			Rp 3,148,500	Booked	Not Reconciled
AL_240118042871	KETAPANG WISATA	TITANIUM			Rp 8,099,598	Booked	Not Reconciled
AL_240118042870	TRIPA CAKRA	SILVER			Rp 4,856,344	Booked	Not Reconciled

Lalu custom sesuai kebutuhan dengan menggunakan “add” dan “remove” dan export to file

Reservations

Export Data

What do you want to do?  
 Use data in a spreadsheet (export all data)  
 Update data (import-compatible export)

Export Format:  
 Excel  
 CSV

Available fields

- Display Name
- ID
- Order Number
- Action Needed
- Adjustment
- Adult
- After Sales
- Agent
  - Agent NTA Amount
- Agent Type
- Arrival Date
- Attachment Count
- Attachments
- Booked Date
- Booked by
- Booker
  - Booking Date
  - Cancel Date
- Cancel by
  - Child
- Contact Email
- Contact Name

Fields to export

Saved exports: **FIX REPORT 2** Delete

- List of Carriers
- Agent Type/Display Name
- Agent/Display Name
- Issued Date
- Agent/Email
- List of Provider
- Adult
- Child
- Infant
- State
- Passenger/Title
- Provider Booking/Ticket Number/First Name
- Provider Booking/Ticket Number/Last Name
- PNR
- Provider Booking/Ticket Number/Ticket Number
- Segments/Flight Number
- Segments/Origin/Display Name
- Segments/Destination/Display Name
- Segments/Cabin Class
- Segments/Departure Date
- Segments/Arrival Date
- Currency/Display Name
- Agent NTA Amount
- HO Commission

Export To File Close

Issued Date	Grand Total	State	Reconcile State
	Rp 4,244,200	Booked	Not Reconciled
	Rp 18,637,275	Booked	Not Reconciled
	Rp 6,449,700	Booked	Not Reconciled
	Rp 1,050,300	Booked	Not Reconciled
	Rp 1,525,500	Booked	Not Reconciled
	Rp 3,149,500	Booked	Not Reconciled
	Rp 8,099,598	Booked	Not Reconciled
	Rp 4,856,344	Booked	Not Reconciled

Lalu custom sesuai kebutuhan dengan menggunakan “add” dan “remove” dan export to file

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
External ID	List of Carriers	Agent Type/Display Name	Agent/Display Name	Issued Date	Agent/Email	List of Provider	Adult	Child	Infant	State	Passenger /Title	Provider Booking/Ticket Number/First Name	Provider Booking/Ticket Number/Last Name	PNR
_export__tt_reservation_airline_240_ab079350	Garuda Indonesia	PLATINUM (7HARI)	BT TRAINEE	2023-10-25 07:41:49	info@twc.co.id	altea	1	0	0	Issued	Mrs.	CLARISSA	IEFFELYN PUTRI	6F7KQM
_export__tt_reservation_airline_237_b2fdd6f3	Garuda Indonesia	PLATINUM (7HARI)	BT TRAINEE	2023-10-24 06:48:33	info@twc.co.id	altea	1	0	0	Issued	Mr.	CLARISSA	PUTRI TRANI	698R96

P	Q	R	S	T	U	V	W
Provider Booking/Ticket Number/Ticket Number	Segments/Flight Number	Segments/Origin/Display Name	Segments/Destination/Display Name	Segments/Cabin Class	Segments/Departure Date	Segments/Arrival Date	Currency/Display Name
1262669601667	304	Jakarta - Soekarno Hatta Intl (CGK)	Surabaya - Juanda International Airport (SUB)	Y	2024-01-10 06:50:00	2024-01-10 08:25:00	IDR
1262669593708	164	Jakarta - Soekarno Hatta Intl (CGK)	Padang - Minangkabau International Airport (PDG)	Y	2024-02-27 16:10:00	2024-02-27 18:00:00	IDR

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
Agent NTA Amount	HO Commission	Insert if Booker	Total Channel Upsell	NTA Amount	Total Commission	Grand Total	Provider Type/Display Name	Customer Type/Display Name	Customer/Display Name	Order Number	Direction
1569786	17747			1552039	46681	1598720	Airline	FPO	BT TRAINEE FPO	AL.23102507240	One Way
3667526	41502			3626024	112801	3738825	Airline	FPO	BT TRAINEE FPO	AL.23102406237	Return

Tampilan Excel akan Memanjang dari kolom A s.d AI

Untuk Check harga perhatikan

AGENT NTA AMOUNT => Nilai pembayaran ke Bukatravel.id ( NTA Airlines + Service Fee + VAT 11% dari Service Fee )

GRAND TOTAL => Nilai / Harga On The Ticket

**PERMINTAAN SUB USERNAME ( Anak Username )**

Mohon di email-kan ke [info@twc.co.id](mailto:info@twc.co.id)

Dengan menginformasikan :

Nama Travel :

Nama PIC :

No WA Aktif PIC :

KTP

Catatan :

- Mohon Rahasian PIN TRANSAKSI dari masing-masing Akses
- Lakukan Penggantian Password secara Berkala
- Segera Infokan melalui email untuk menonaktifkan akses jika staff YBS sudah tidak bekerja lagi di Travel Anda

**THANK YOU**