	<b>Title:</b> AV8R How to book multi city flights	<b>Number:</b> BSD248	<b>Revision:</b> 1	<b>Effective Date:</b> 26-02-2025
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BEYOND *Your* EXPECTATION

# Generate Multi City Flights

## Contents

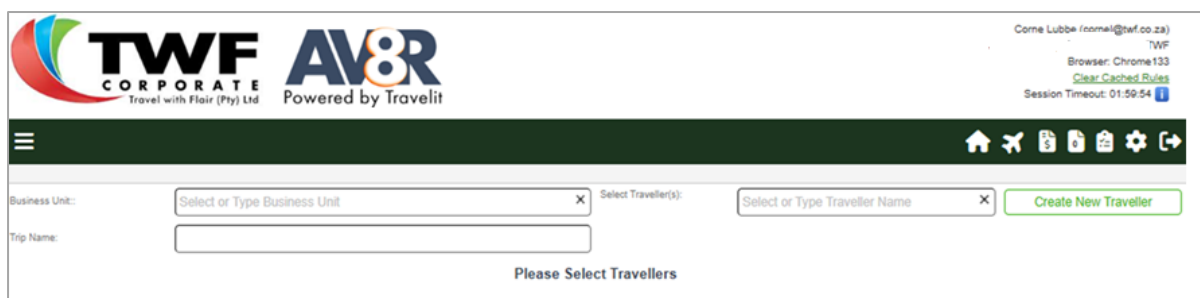
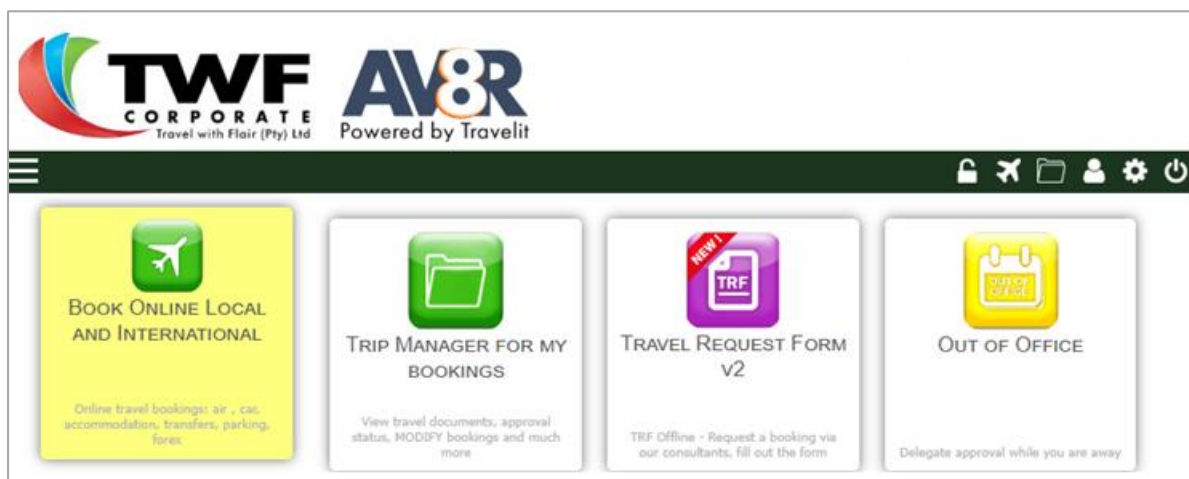
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# 1. Flight Search

## 1.1 Home Page:

Select the book online local and international tab on the home page.



Selection Criteria	Description
Select Business Unit	This field is pre-populated with the company business units
Select Traveller	Select or type traveller name. You can type the traveller's name, surname or email address. The traveller name will only appear within the drop-down if it has been created on the system.
Insert Trip Name	This field could be pre-populated with certain project names the company is working on / free text could be used to type in a name for the trip.
Policy Group Applied	This will auto populate as it is linked to the traveller profile.
Create New Traveller	Click here to create a new traveller that has not already been loaded on the system.

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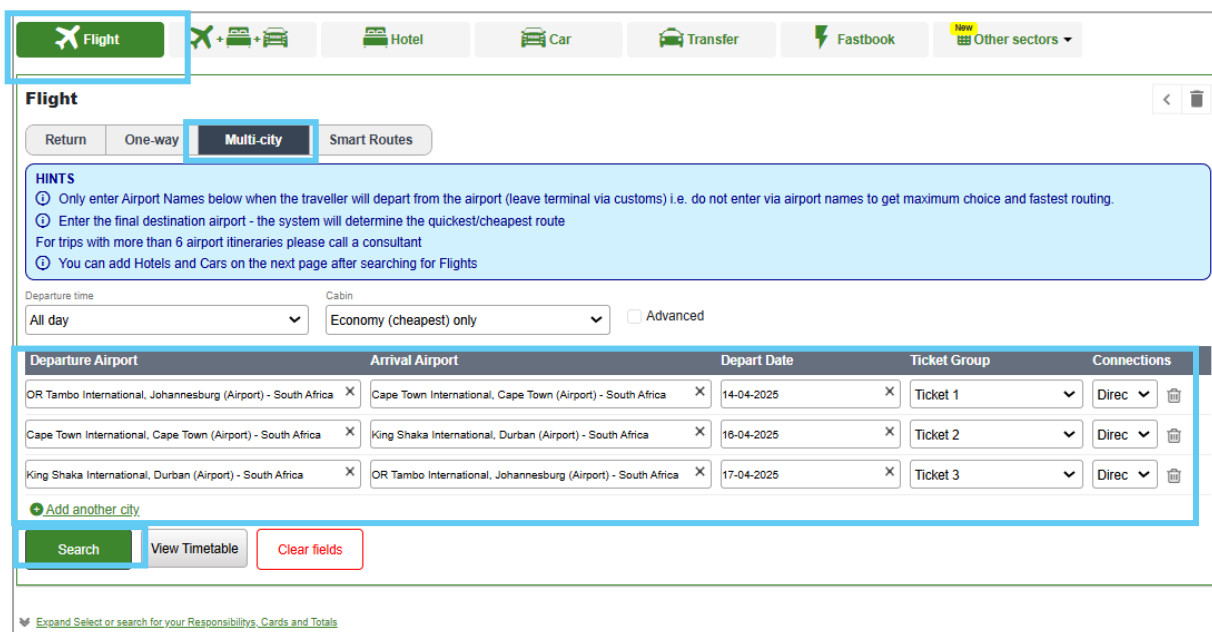
## 1.2 Flight Search Page:

Select the flight tab.

Select the multi-city tab.

- Search and select required flight sectors, dates and cabins (Dependent on Travel Policy and if the airline/s cater for such cabin requests).
- Only enter departure and arrival airport names
- Insert Departure Date and times and connection search options.
- Select Search.

Note – if you select view timetables the system will display the time tables for the day for each flight.



**Flight**

Return One-way **Multi-city** Smart Routes

**HINTS**

- Only enter Airport Names below when the traveller will depart from the airport (leave terminal via customs) i.e. do not enter via airport names to get maximum choice and fastest routing.
- Enter the final destination airport - the system will determine the quickest/cheapest route
- For trips with more than 6 airport itineraries please call a consultant
- You can add Hotels and Cars on the next page after searching for Flights

Departure time: All day Cabin: Economy (cheapest) only  Advanced

Departure Airport	Arrival Airport	Depart Date	Ticket Group	Connections
OR Tambo International, Johannesburg (Airport) - South Africa	Cape Town International, Cape Town (Airport) - South Africa	14-04-2025	Ticket 1	Direct
Cape Town International, Cape Town (Airport) - South Africa	King Shaka International, Durban (Airport) - South Africa	16-04-2025	Ticket 2	Direct
King Shaka International, Durban (Airport) - South Africa	OR Tambo International, Johannesburg (Airport) - South Africa	17-04-2025	Ticket 3	Direct










[Add another city](#)

[Search](#) [View Timetable](#) [Clear fields](#)


Expand Select or search for your Responsibilities, Cards and Totals

## 1.3 Flights Results Page:




Select Click Here to view options available based on bookers search criteria.

 JNB	<b>Flight</b>  OR Tambo International, Johannesburg (Airport) - South Africa  Cape Town International, Cape Town (Airport) - South Africa	<b>APR</b> 14 Mon	<b>Flights Returned for Selection</b> <a href="#">Click here</a> - 7 Flights from ZAR 1268.40
 CPT	<b>Flight</b>  Cape Town International, Cape Town (Airport) - South Africa  King Shaka International, Durban (Airport) - South Africa	<b>APR</b> 16 Wed	<b>Flights Returned for Selection</b> <a href="#">Click here</a> - 16 Flights from ZAR 1668.40
 DUR	<b>Flight</b>  King Shaka International, Durban (Airport) - South Africa  OR Tambo International, Johannesburg (Airport) - South Africa	<b>APR</b> 17 Thu	<b>Flights Returned for Selection</b> <a href="#">Click here</a> - 37 Flights from ZAR 967.15






[Flight](#) [Hotel](#) [Car](#) [Transfer](#) [Other sectors](#)


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Our Top Picks displayed from the search results offers the recommended best options and connections for the requested routing.

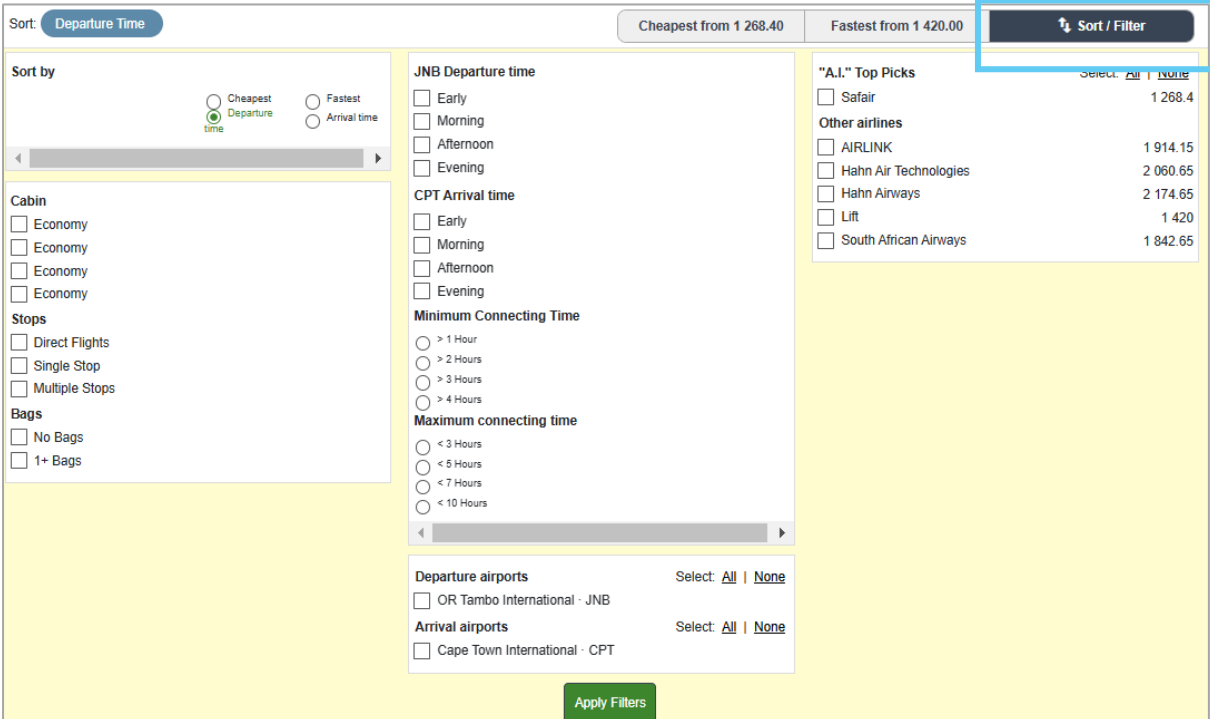
Flight							
📅 Departure date:		Monday, 14 April 2025					
✈️ Departure airport:		OR Tambo International, Johannesburg (Airport) - South Africa					
🛬 Arrival airport:		Cape Town International, Cape Town (Airport) - South Africa					
💡 Our "Top Picks" using A.I.							Total price (ZAR) for 1 Traveller
	<b>Safair</b> FA103	20:20 JNB	—	22:35 CPT	2h 15m	Non-stop	1 268.40 >
	<b>Safair</b> FA200	05:55 JNB	—	08:15 CPT	2h 20m	Non-stop	1 368.40 >
	<b>Safair</b> FA600	14:50 JNB	—	17:10 CPT	2h 20m	Non-stop	1 368.40 >
Sort: <b>Departure Time</b>		Cheapest from 1 268.40		Fastest from 1 420.00		Sort / Filter	

Our More Options displayed from the search results below offers additional flight options.

More Options							
	<b>Safair</b> FA200	05:55 JNB	—	08:15 CPT	2h 20m	Non-stop	1 368.40 >
	<b>Hahn Airways (Operated by Safair)</b> H16757	05:55 JNB	—	08:15 CPT	2h 20m	Non-stop	2 174.65 >
	<b>South African Airways</b> SA303	06:05 JNB	—	08:20 CPT	2h 15m	Non-stop	2 072.65 >
	<b>Safair</b> FA604	06:30 JNB	—	08:50 CPT	2h 20m	Non-stop	1 468.40 >
	<b>Lift</b> GE101	06:30 JNB	—	08:40 CPT	02h 10m	Non-stop	1 585.00 >

	<b>Title:</b> AV8R How to book multi city flights	<b>Number:</b> BSD248	<b>Revision:</b> 1	<b>Effective Date:</b> 26-02-2025
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Select Sort / Filter to refine search results.




The screenshot shows a flight search interface with several filter sections:

- Sort:** Departure Time (selected), Cheapest from 1 268.40, Fastest from 1 420.00. A **Sort / Filter** button is highlighted with a blue box.
- Sort by:** Radio buttons for Cheapest (selected), Fastest, Departure time, and Arrival time.
- Cabin:** Four Economy options.
- Stops:** Direct Flights, Single Stop, Multiple Stops.
- Bags:** No Bags, 1+ Bags.
- JNB Departure time:** Early, Morning, Afternoon, Evening.
- CPT Arrival time:** Early, Morning, Afternoon, Evening.
- Minimum Connecting Time:** Radio buttons for > 1 Hour, > 2 Hours, > 3 Hours, > 4 Hours.
- Maximum connecting time:** Radio buttons for < 3 Hours, < 5 Hours, < 7 Hours, < 10 Hours.
- Departure airports:** OR Tambo International - JNB.
- Arrival airports:** Cape Town International - CPT.
- "A.I." Top Picks:** Safair (1 268.40), AIRLINK (1 914.15), Hahn Air Technologies (2 060.65), Hahn Airways (2 174.65), Lift (1 420), South African Airways (1 842.65).
- Apply Filters** button at the bottom.


Select the preferred option by selecting on the expand arrow > to see all details pertaining to the option selected.

Our "Top Picks" using A.I.						Total price (ZAR) for 1 Traveller
	<b>Safair</b> FA103	20:20 JNB	— 22:35 CPT	2h 15m	Non-stop	1 268.40 >
	<b>Safair</b> FA200	05:55 JNB	— 08:15 CPT	2h 20m	Non-stop	1 368.40 >

	<b>Title:</b> AV8R How to book multi city flights	<b>Number:</b> BSD248	<b>Revision:</b> 1	<b>Effective Date:</b> 26-02-2025
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Select the required option by clicking on the select flight tab.








**Flight** <

 Safair · FA103 · Equipment: 738 All Flights

20:20 · OR Tambo International (JNB) · Monday, 14 April 2025 · Terminal:B


Flight duration: 2h 15m

22:35 · Cape Town International (CPT) · Monday, 14 April 2025

Route	Fare name	Cabin	Bags	Refund	Change	Policy	Total price (ZAR) for 1 Traveller	
JNB - CPT	Economy Lite No Bag	Economy (X)	No	No	Penalty	 	1 268.40	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e8f5e9;">Add to Quote</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #2196F3; color: white; margin-left: 5px;">Select Flight</span>
JNB - CPT	Economy Standard	Economy (X)	1	Yes	Penalty	 	1 468.40	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e8f5e9;">Add to Quote</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #2196F3; color: white; margin-left: 5px;">Select Flight</span>
JNB - CPT	Economy	Economy (U)	1	No	Free		1 856.15	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e8f5e9;">Add to Quote</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #2196F3; color: white; margin-left: 5px;">Select Flight</span>
JNB - CPT	Economy Premium	Economy (X)	2	Yes	Free	 	1 918.40	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e8f5e9;">Add to Quote</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #2196F3; color: white; margin-left: 5px;">Select Flight</span>

Familiarise yourself with the booking rules & select the book flight tab.



**Flight** <


 Safair · FA103 · Equipment: 738 All Flights

20:20 · OR Tambo International (JNB) · Monday, 14 April 2025 · Terminal:B

Flight duration: 2h 15m

22:35 · Cape Town International (CPT) · Monday, 14 April 2025

Route	Fare name	Cabin	Bags	Refund	Change	Policy	Total price (ZAR) for 1 Traveller	
JNB - CPT	Economy Standard	Economy (X)	1	Yes	Penalty	 	1 468.40	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e8f5e9;">Add to Quote</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #ccc; margin-left: 5px;">Close</span>


 You are AMAZING and saved your organisation lots of money by selecting this flight!

**Booking rules**




Two penalty-free changes fare difference applies if applicable. Additional Changes at R300 penalty fee per sector and fare difference if applicable. Refundable to Wallet. Airline refund admin fee R300.00. You must cancel 24 hours or more before your flight departure otherwise 100% penalty is applicable.

Hand Luggage. Checked Luggage, 1 item max 20kg. Two penalty-free changes fare difference applies if applicable. Additional Changes at R300 penalty fee per sector and fare difference if applicable. Refundable to Wallet. Airline refund admin fee R300.00. You must cancel 24 hours or more before your flight departure otherwise 100% penalty is applicable..

Book flight




	<b>Title:</b>	<b>Number:</b>	<b>Revision:</b>	<b>Effective Date:</b>
	AV8R How to book multi city flights	BSD248	1	26-02-2025

Once completed, your selected flight will populate in the trip.  
Repeat the steps to ensure all the legs of the trip is booked.

 <b>Flight</b> JNB Depart: OR Tambo International, Johannesburg, South Africa Arrive: Cape Town International, Cape Town, South Africa Depart: 20:20  Arrive: 22:35 Settlement mode: Credit Card <a href="#">Change Sector</a> <a href="#">Remove Sector</a>	APR <b>14</b> Mon	<div style="border: 1px solid green; padding: 2px;">Safair - FA103</div> Economy (X) - 1 Bag - Terminal: B	<b>1 468.4</b> Ticket 1 <input checked="" type="checkbox"/>
↓			
 <b>Flight</b> CPT Cape Town International, Cape Town (Airport) - South Africa King Shaka International, Durban (Airport) - South Africa	APR <b>16</b> Wed	Flights Returned for Selection Click here - 16 Flights from ZAR 1668.40	<input type="checkbox"/> <input type="checkbox"/>
 <b>Flight</b> DUR King Shaka International, Durban (Airport) - South Africa OR Tambo International, Johannesburg (Airport) - South Africa	APR <b>17</b> Thu	Flights Returned for Selection Click here - 37 Flights from ZAR 967.15	<input type="checkbox"/> <input type="checkbox"/>
<a href="#">Flight</a> <a href="#">Hotel</a> <a href="#">Car</a> <a href="#">Transfer</a> <a href="#">Other sectors</a>			

Select the relevant Cost Centre.

Select Submit for Approval and complete any further applicable details if prompted by the system.

 <b>Flight</b> JNB Depart: OR Tambo International, Johannesburg, South Africa Arrive: Cape Town International, Cape Town, South Africa Depart: 20:20  Arrive: 22:35 Settlement mode: Credit Card <a href="#">Change Sector</a> <a href="#">Remove Sector</a>	APR <b>14</b> Mon	<div style="border: 1px solid green; padding: 2px;">Safair - FA103</div> Economy (X) - 1 Bag - Terminal: B	<b>1 468.4</b> Ticket 1 <input checked="" type="checkbox"/>
 <b>Flight</b> CPT Cape Town International, Cape Town, South Africa Arrive: King Shaka International, Durban, South Africa Depart: 14:55  Arrive: 17:00 Settlement mode: Credit Card <a href="#">Change Sector</a> <a href="#">Remove Sector</a>	APR <b>16</b> Wed	<div style="border: 1px solid green; padding: 2px;">Safair - FA186</div> Economy (X) - 1 Bag	<b>1 968.4</b> Ticket 2 <input checked="" type="checkbox"/>
 <b>Flight</b> DUR Depart: King Shaka International, Durban, South Africa Arrive: OR Tambo International, Johannesburg, South Africa Depart: 07:00  Arrive: 08:10 Settlement mode: Credit Card <a href="#">Change Sector</a> <a href="#">Remove Sector</a>	APR <b>17</b> Thu	<div style="border: 1px solid green; padding: 2px;">AIRLINK - 4Z552</div> SAVER (W) - 1 Bag	<b>1 148.65</b> Ticket 3 <input checked="" type="checkbox"/>
<a href="#">Flight</a> <a href="#">Hotel</a> <a href="#">Car</a> <a href="#">Transfer</a> <a href="#">Other sectors</a>			
Trip Cost Excl. Fees - ZAR 4 585.45			
Payment Method: Travelwith Flair Pretoria - 518773*****6955 Expiry: 02-2025			
Select or search for your Responsibility: 001 (AV8R Test)			
<div style="border: 1px solid blue; padding: 2px;">001 (AV8R Test)</div>	100.00 %	4585.45	<input type="checkbox"/>
Select or Type Select or search for your Responsibility to Add			
Total: 100.00 %			
<a href="#">Download Availability</a>			<div style="border: 1px solid blue; padding: 2px; display: inline-block;">Submit for Approval</div>