

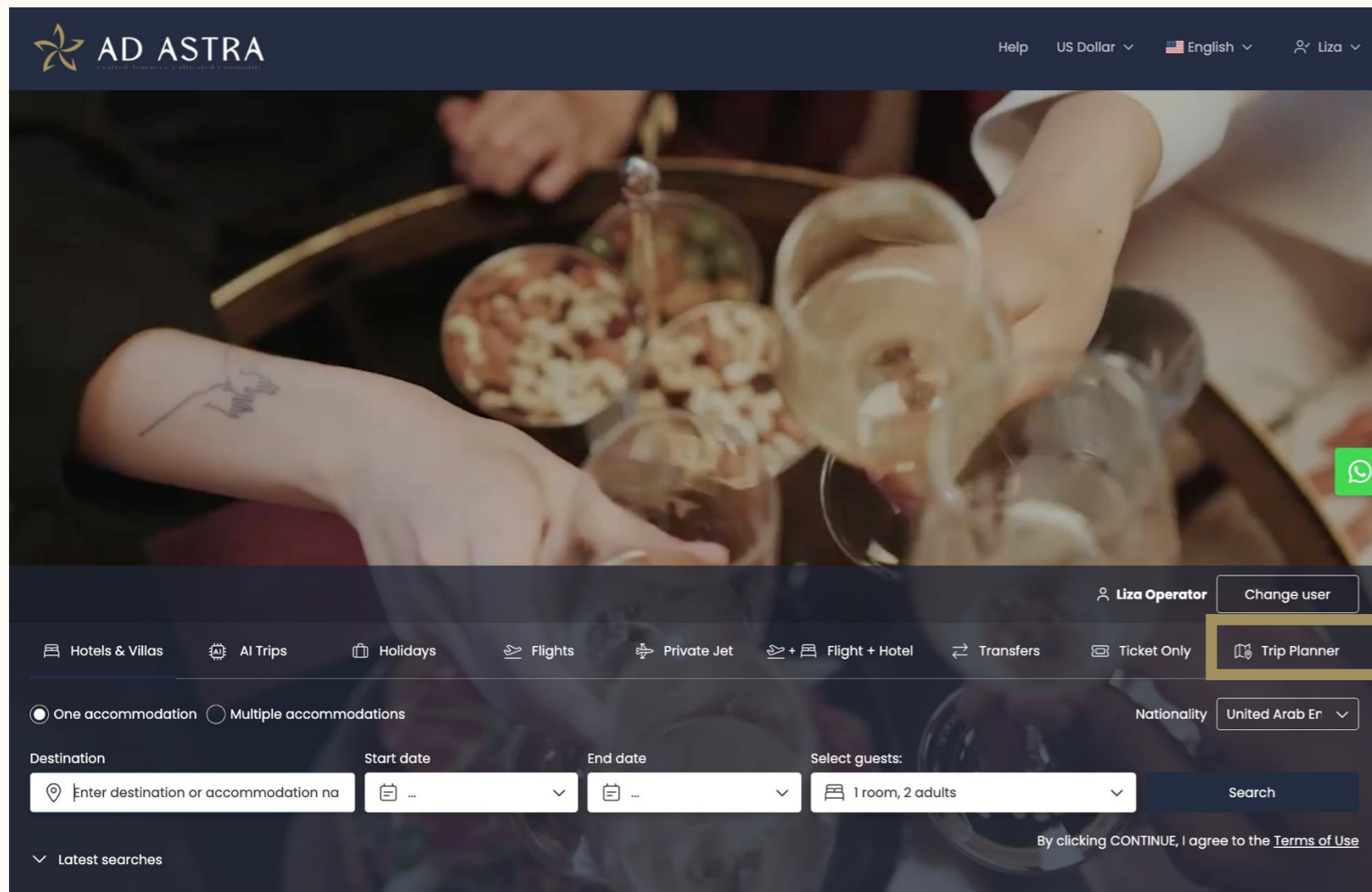


Learning & Onboarding Guide:

Trip Planner

[Ad Astra Travel](#)

Step 1. Trip Planner Widget: Your First Step to Building the Itinerary



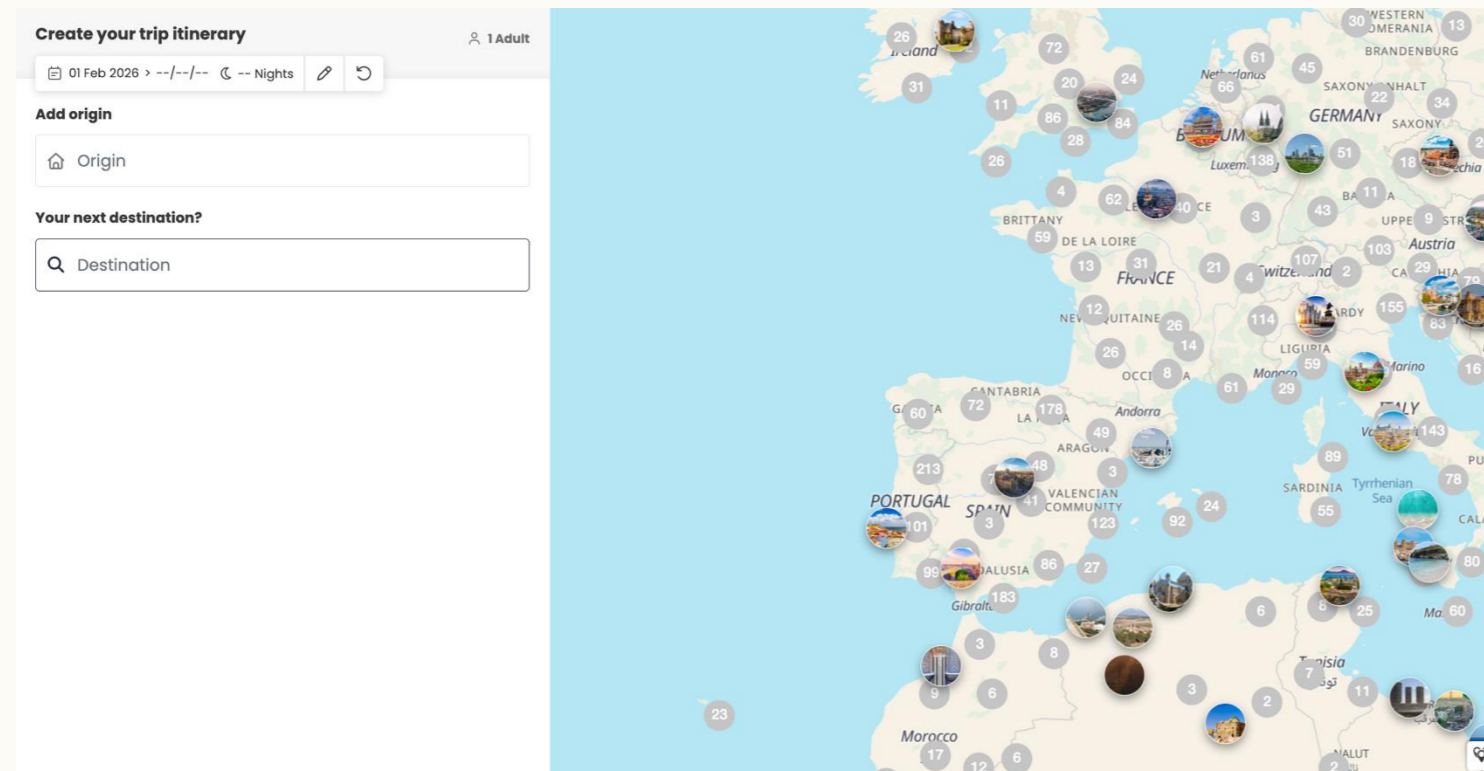
The **Trip Planner** widget is located directly on the **main page**, within the **Widgets Board** — the central navigation area where all primary booking modules (Hotels & Villas, Flights, Holidays, Private Jet, Transfers, etc.) are displayed.

By clicking the **Trip Planner** widget, the system opens the planning panel where you can select:

- Start date
- Number of guests / rooms
- Nationality
- Flight ticket class

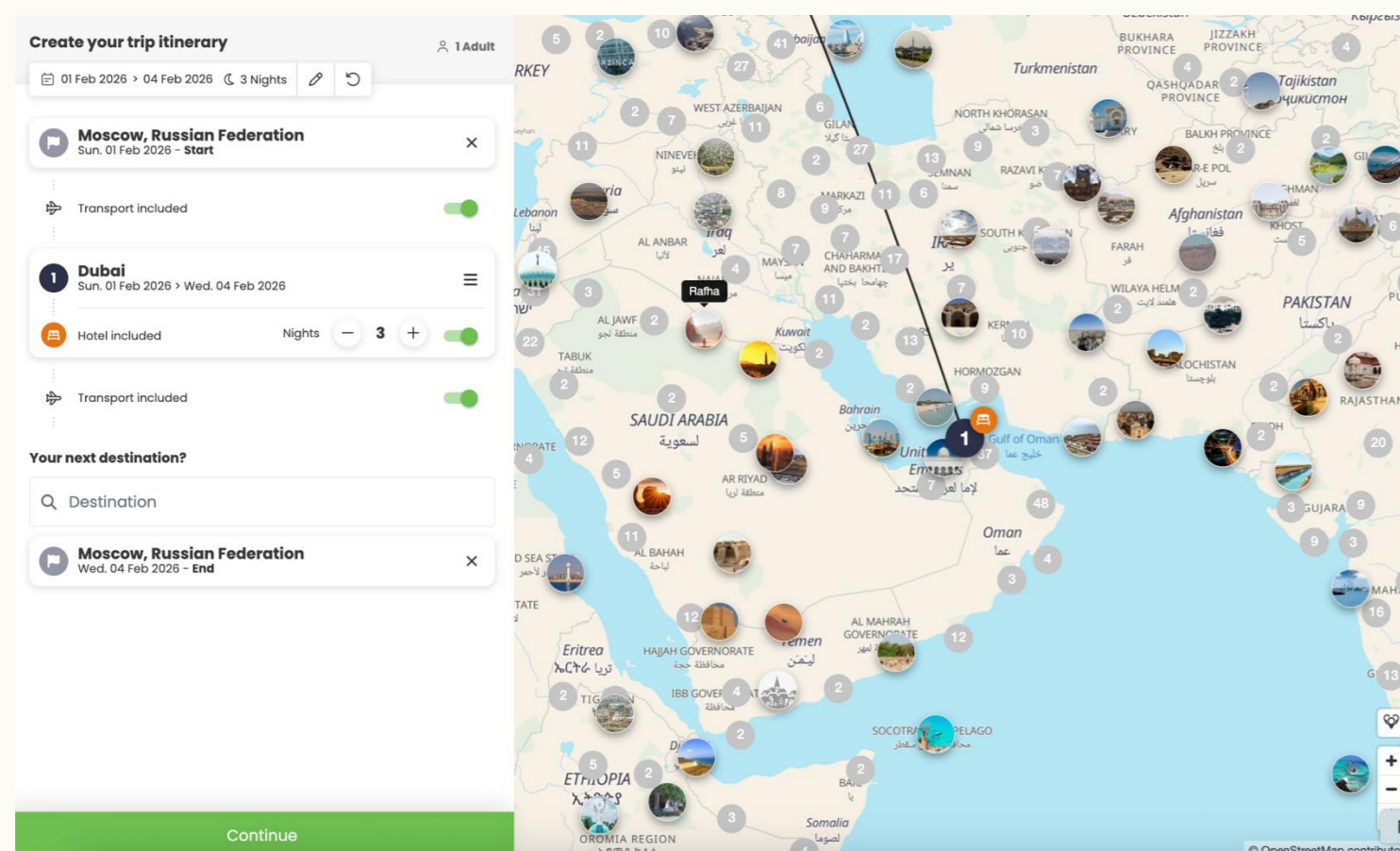
These fields form the foundation of the itinerary and unlock the next step in the planning flow.

Step 2. Designing the Journey



After you have filled in all the required details on the main page —you will be redirected to the next screen where the trip itinerary is created.

On this page, you can add your **origin** and select your **destination**, define the **number of nights** for each stop, and choose whether you want to **include flights** in the itinerary.



The system allows you to build single- or multi-destination routes, adjust each segment individually, and visualize your trip on the interactive map.

Once the basic structure is set, you can continue to the next stage and start adding hotels, experiences, and other services.

Step 3. Flight & Accommodation Selection



On the next page, you will be able to view and select the **flight options** together with the **accommodation to choose from**.

The screenshot displays the flight selection interface. On the left, a 'Your trip summary' shows a total price of US\$608 for transport and accommodation to Dubai. The main section is titled 'Select DEPARTURE' for 03 May. It lists three flight options: S7 Airlines (Dubai to Moscow, 5h 30m, 8:20 AM to 2:50 PM, selected), Mayfair Jets (Moscow to Dubai, 6h, 12:00 PM to 6:00 PM), and Uzbekistan Airways (Moscow to Dubai, 12h 25m, 9:35 PM to 11:00 AM, alternative airport). A 'Your trip day to day' section shows the itinerary for 03 May: Moscow - Dubai via S7 Airlines.

The platform displays all available departures for your selected dates — including airlines, schedules, fare types, and pricing — allowing you to compare and select the most suitable flight for your client.

The screenshot displays the accommodation selection interface. The top section is titled 'Select ACCOMMODATION' for 03 May. It lists three hotel options: Crowne Plaza Dubai Marina (Dubai, 17.8 miles from center, selected), Taj Jumeirah Lakes Towers (Dubai, 17.0 miles from center), and One&Only The Palm (Dubai, 16.8 miles from center). A 'Select RETURN' section for 05 May shows an Emirates flight (Dubai to Moscow, 5h 20m, 2:20 AM to 6:40 AM, selected). A 'Your selection' summary at the top shows a total price of US\$697 for flight and accommodation.

At the same time, you will also be presented with a curated list of accommodation options, each showing room categories, pricing, and included services. This allows you to choose the hotel that best matches the client's preferences and budget.

Step 4. Summary Page: Review & Enhance the Trip



The screenshot displays the 'Summary' page of a travel booking system. On the left, a sidebar titled 'Your trip summary' shows a total price of US\$267 per person for a trip from Moscow to Dubai from May 3 to May 5, 2026. The main content area is divided into sections for flights, a hotel, and a second flight. The first flight is from Moscow (MOW) to Dubai (DXB) on May 3rd. Below it, a hotel card for 'Taj Jumeirah Lakes Towers' is shown with a 'Free cancellation' badge. A second flight is from Dubai (DXB) to Moscow (MOW) on May 5th. At the bottom, a 'CONFIRM TRIP' section displays the total price of US\$267 and a 'Confirm' button.

After all elements of the trip have been selected — flights, accommodation, transport, and destinations — you will be redirected to the **Summary Page**. This is the final review stage where you can refine and complete the itinerary.

On this page, you are able to:

- **Add activities** to enrich the client’s experience
- **Add transfers** for seamless movement between airports, hotels, and destinations
- **Include your Agency Management Fee** if applicable
- Review the **full day-by-day itinerary**, including flights, hotel details, timings, and pricing

Step 5. Confirming Traveller Information



AD ASTRA Help US Dollar English Lisa

Transport + Accommodation Activities Summary **Passengers** Payment

Your trip summary

Transport + Accommodation to **Dubai**

US\$266.59
Final price

1 Adult
3 May 2026 - 5 May 2026

Your trip day to day

- Moscow, Russian Federation
Sun. 03 May 2026 - start
- Moscow - Dubai
Mayfair Jets
Sun. 03 May 2026
12:00 PM - 6:00 PM
- Dubai
Sun. 03 May 2026 - Tue. 05 May 2026
Taj Jumeirah Lakes Towers
2.0
Superior
US\$265
- Dubai - Moscow
Mayfair Jets
Tue. 05 May 2026
1:00 PM - 7:00 PM
- Moscow, Russian Federation
Tue. 05 May 2026 - End

Search client

Enter traveller details

As per provider restrictions, title, name and surname of the passengers have a maximum length of 50 characters. The system will shorten them in case they exceed

Title *
Select one...

First name *
First name

Last name *
Last name

Document *
Select one...

Document number *
Document number

Country *
United Arab Emirates

Email address *
Email address

Prefix *
(+971) United Arab Emirates

Telephone *
Telephone

Remarks
Please take into account our instructions and responsibilities before your reservation. [More info](#)

Comments to the accommodation (optional)
Special requests cannot be guaranteed, but the property will do its best to accommodate them.

Taj Jumeirah Lakes Towers
Add comment

Cancellation Fees

- No cancellation fees until 29 Apr 2026
- Between 30 Apr 2026 and 1 May 2026: AED974.77
- From 2 May 2026: non refundable

Terms and Conditions (Mandatory)
 I have read and I accept the [privacy conditions](#), [visa conditions](#), conditions of use, the booking remarks and cancellation costs. And I expressly authorize the processing of my data for the purposes and conditions stated in [this document](#).

Continue

After the summary is confirmed, you will proceed to the **Passenger Details** page.

Here you must enter all traveller information, which will be used not only for the accommodation and services but also for issuing **flight tickets**.

Please ensure that all details — names, surnames, document numbers, dates, and contact information — are entered exactly as they appear in the traveller's passport. Any inaccuracies may result in flight ticket issues or refusal at check-in.


You can also add special remarks, comments for the accommodation, and review cancellation policies before moving to the final payment stage.

Step 6. Payment & Confirmation



Transport + Accommodation Activities Summary Passengers **Payment**

Your trip summary



Transport + Accommodation to **Dubai**

AED979.07
Final price
US\$266.59 estimated

Passengers

Passenger 1
Kovalenko, Elizaveta
8765432.elizavetakovalenko02@gmail.com

1 Adult

3 May 2026 - 5 May 2026

Your trip day to day

Moscow, Russian Federation
Sun. 03 May 2026 - Start

03 MAY **Moscow - Dubai**
Mayfair Jets
12:00 PM - 6:00 PM
6h

03 MAY **Dubai**
Sun. 03 May 2026 - Tue. 05 May 2026

2 **Taj Jumeirah Lakes Towers**
Superb 3614
US\$265

05 MAY **Dubai - Moscow**
Mayfair Jets
1:00 PM - 7:00 PM
5h

Moscow, Russian Federation
Tue. 05 May 2026 - End

Warning: Prices shown in US\$ are estimated. The final price and payment will be made in AED. You now have 7 minutes to complete your payment. If you need more time, please return to the previous section and confirm the trip again before resuming payment. *Please note - prices and availability are not guaranteed until you have completed payment.

Payment options


Pay total now
AED979.07
Retail price

Pay later
Pay AED0.00 now, AED979.07 later
The deadline to pay the deferred amount is Thursday, April 23, 2026

Booking final price depends on payment method

Payment system

Deposit Payment
Balance: AED19,932.28
US\$5,427.44 estimated
-AED30.60



Price breakdown

Agency Booking Reference

(Optional) Insert booking reference

Final estimated price: US\$266.59
Balance: AED19,932.28, Estimated: US\$5,427.44
*You will be charged AED979.07. We have estimated a exchange rate of 0.2805. Your bank can apply a different exchange rate to the estimated by Ad Astra Lifestyle

The final step is the **Payment Page**, where you can choose how and when you would like to complete the booking payment. The platform offers two options:

- **Pay now** – complete the full payment immediately.
- **Pay later** – settle the remaining balance closer to the cancellation deadline. The page clearly displays the exact due date for the deferred payment.

Once the payment option is selected and confirmed, the booking will be finalized and added to your agency dashboard.

Step 7. Your Journey Is Confirmed



Multidestination
Pending payment

My profile Add your trip to the calendar Save Options

Final price
AED4.30

Vouchers

Passengers
Passenger 1
Kovalenko, Elizaveta
8765432 elizavetakovalenko028@gmail.com

Microsite
Ad Astra Lifestyle - Ad Astra Lifestyle

Trip summary
1 Adult
3 May 2026 - 5 May 2026

Your booking reference
ADA-23
Pending payment

This reservation is pending of second payment
On this date 23/04/2026 04:00 (GMT+04:00) if the reservation is NOT paid, IT WILL BE AUTOMATICALLY CANCELED applying the cancellation fees that may be applicable. Pay pending amount

The last mile app
By Mogu & TravelC
Take the trip on your mobile, download MO!
Tickets, vouchers and many activities, events and mobility services to enjoy at your destination. Everything you need to travel better, in your hand device, even without internet.
Descargatela aquí!

Included services

03 May Transport from Moscow to Dubai Departure

Mayfair Jets - HTL
12:00 PM - Moscow, Moscow (MOW)
6:00 PM - Dubai, Dubai Intl (DXB)
FIRST → Nonstop
See details

03 May Hotel 2 Nights

After everything is confirmed, you will be taken to the **Booking Confirmation Page**, where you can view the full details of the reservation. From here, you can:

- **View the complete itinerary** and all included services
- **Save the voucher** for your records
- **Send the voucher to your client** directly from the platform
- **Track any pending payments** and deadlines
- **Access the booking reference** and microsite

This page serves as the final overview of the trip and provides all documents needed to deliver a seamless client experience.



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