

Yatra Booking User Manual

Please follow the step given below-

- 1) Click on Book Yatra now on Homepage of website.
- 2) A new Page opens in a new Windows. Select Categories from the drop down menu-
 - a) General >> Fill all the form by following hints given wherever it is applicable by selecting the complete options on the form.

Please fill the form. At the end of the form you will find "1" with adjustor. Leave the number "1" as it is before Add to cart.

Please click on Add to Cart. A page gets refreshed and a message appears on the front page as "Upload successful".

On the next line, you will find "View Cart". Please click view Cart.

Next cart Page comes with all the options filled by you. Scroll down at the bottom. Click Proceed to checkout.

A checkout page appears. Fill the billing detail and scroll down. You will find 2 options. 1) Cash on Temple 2) PayuMoney (Direct payment via PayUMoney. PayUMoney accepts VISA, MasterCard, Debit Cards and the Net Banking of all major banks.) You can take the printout of this page for your future references to avoid any confusion.

Select any options as per ease. When payment options have been selected pay cash on temple or via payumoney card. A next page comes with information "Thank you. Your order has been received."

Please check your INBOX/SPAM for your email confirmation. Due to Email opt-in policy, it may possible that you may have received this in SPAM. Please set it as Not SAPM. Rest all the mails would communicated to you in INBOX.

- b) Reserve>> When Reserve is selected a button appears >> Book Reserve Now. Please ask your concerned person for password to continue on this page. This category is coupon enabled. Please consult your concerned person to grab the coupon code which you can enter on checkout page after filling the form. And fill the form as described above in General option under (a).
 - c) Sponsor>> This category is similar to General in case of procedure. And fill the form as described above in General option under (a).

3. You can browse the My Account for more functions. If you do not know your password, you can select Lost Password to receive it. Please enter your email ID and hit Reset Password. After that, Please check your confirmation link your Email INBOX/SPAM to continue with password reset.

4. About any other details for information on booking please contact the helpline numbers or connect to your mails for confirmation.

5. Moreover, You can always login to your account via My Account to know your order status. Please go for My Account>>View Order. This will show you all the order update from the administration. Apart from this every action taken for order update, a mail record is always sent to your email ID for processing the same. So, you can be notified from the email system by all the happenings. Please check your INBOX/SPAM regularly for any updates or log into My account to know more about your order.

6. When Order is set completed from the admin you will receive pdf invoices in your email.

Thanking you.