

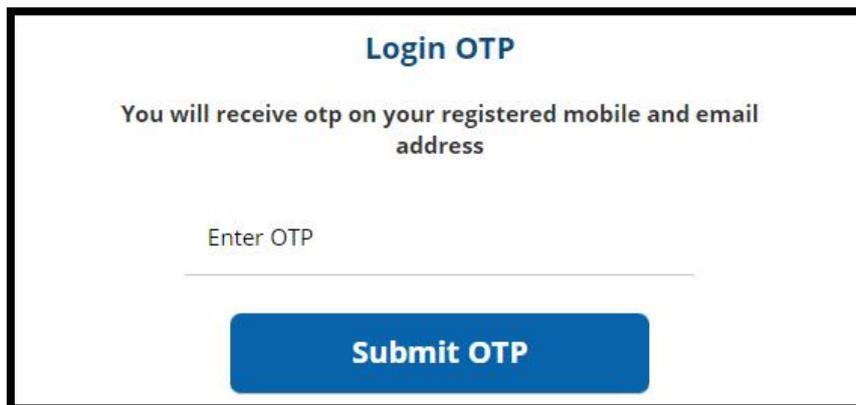
IIM SHILLONG FLIGHT BOOKING MANUAL

STEP 1: Please enter your User ID and Password



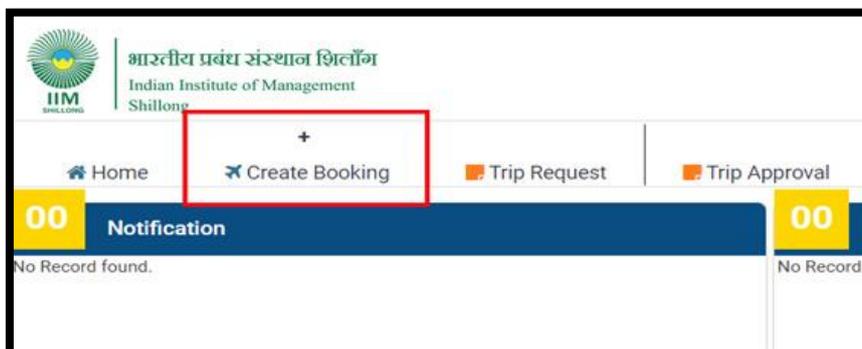
The image shows a login form for Balmer Lawrie Travel & Vacations. At the top, there is a logo with a globe and the text 'Balmer Lawrie TRAVEL & VACATIONS SINCE 1957'. Below the logo, there are two input fields. The first field is labeled 'PLEASE ENTER YOUR USER ID' and has a horizontal line below it. The second field is labeled 'Please enter your password' and has a horizontal line below it. To the right of the password field, there is a small eye icon for toggling password visibility.

STEP 2: Please enter the OTP received



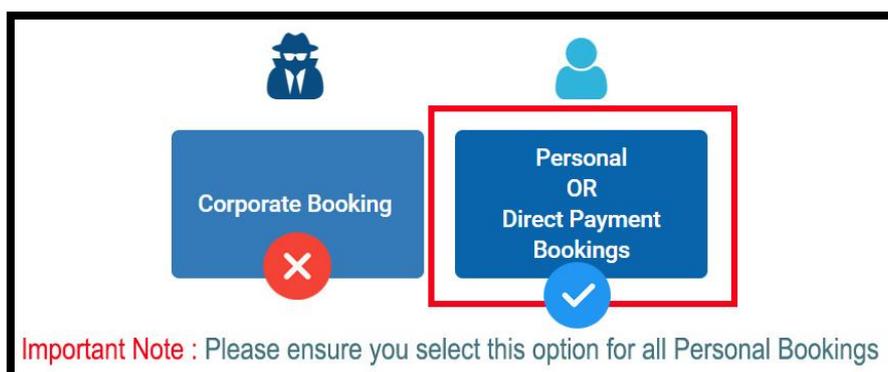
The image shows a 'Login OTP' form. At the top, it says 'Login OTP' in blue. Below that, it says 'You will receive otp on your registered mobile and email address'. There is an input field labeled 'Enter OTP' with a horizontal line below it. At the bottom, there is a blue button labeled 'Submit OTP'.

STEP 3: Please click on Create Booking option



The image shows the IIM Shillong flight booking interface. At the top, there is a logo for IIM Shillong and the text 'भारतीय प्रबंध संस्थान शिल्लॉंग Indian Institute of Management Shillong'. Below the logo, there is a navigation bar with a '+' icon, 'Home', 'Create Booking', 'Trip Request', and 'Trip Approval'. The 'Create Booking' option is highlighted with a red box. Below the navigation bar, there is a notification banner that says 'Notification' and 'No Record found.'.

STEP 4: Please ensure you select Personal or Direct Payment Bookings



The image shows a screen for selecting a booking type. There are two options: 'Corporate Booking' and 'Personal OR Direct Payment Bookings'. The 'Corporate Booking' option has a red 'X' icon below it, indicating it is not selected. The 'Personal OR Direct Payment Bookings' option has a blue checkmark icon below it, indicating it is selected. Below the options, there is an 'Important Note' that says 'Please ensure you select this option for all Personal Bookings'.

STEP 5: Start your Flight Booking