

# KT Online User guide

Changing your flight  
booking within the online  
booking tool



# Login and select your trip

TRIPS

Search by: Trip ID or Trainline Reference Traveller Location: city, hotel...

Filter by: Trip Status All Date range From To Include past trips

Trip Status	Total			Trip ID
Quote	£2,662.16			1704714
Travel date	Type	Itinerary	Passengers	
22/08/2022		London ↔ Miami	1 Paul Bullough	

trip details

- Log into your online account at [www.keytravel.com](http://www.keytravel.com)
- Proceed to 'Book Online' and select your My Trips page, and the trip to be changed.





# Select the flights to be changed

**KEY TRAVEL** My trips

**TRIP TO NEW YORK | ID:100011** **Confirmed**  
All prices are subject to price fluctuations until ticket issue

[view costs](#) [share](#) [print](#) [re-send confirmation](#) [add to calendar](#) [request change](#) [cancel trip](#)

1. Mr Daniel morris Traveller information: Complete [envelope icon](#) [pencil icon](#)

**Make Changes**

- modify**
- remove**

London → New York → London 1 seat Tue, 16 Aug - Tue, 23 Aug

<b>Tue, 16 Aug</b>	<b>LHR → JFK</b>	<b>7h 45m</b>	1070.8kg CO <sub>2</sub> e	3,446 mi
<b>Depart:</b> Tue, 18:20	London Heathrow Airport (LHR) , GB , 3		Virgin Atlantic - VS137	
<b>Arrive:</b> Tue, 21:05	John F. Kennedy International Airport (JFK) , US , 4		(Economy) 351 351	
<b>Tue, 23 Aug</b>	<b>JFK → LHR</b>	<b>7h 20m</b>	1070.8kg CO <sub>2</sub> e	3,446 mi
<b>Depart:</b> Tue, 18:00	John F. Kennedy International Airport (JFK) , US , 4		Virgin Atlantic - VS4	
<b>Arrive:</b> Wed, 06:20	London Heathrow Airport (LHR) , GB , 3		(Economy) 789 789	

**Confirmed** [Rules](#) [Standard Fare](#) £655.26

**Total £655.26**  
Includes £0.00 credit card fee

- Select 'modify' next to the flight to be changed.
- If the 'modify' button cannot be selected, your flight cannot be changed online. Please check the fare rules permit changes before contacting your offline team.
- Low-cost airlines cannot currently be changed online.





# Select your new criteria

The screenshot displays the 'EDIT FLIGHTS' interface. At the top, there is a navigation bar with icons for flight, hotel, car, train, and a 'My trips' bag icon. Below this, the title 'EDIT FLIGHTS' is centered. The main content area is divided into two flight segments. The first segment, labeled '1st flight', has a 'From' field containing 'LHR'. The second segment, labeled '2nd flight', has a 'From' field containing 'JFK'. Below the second flight segment, there are 'cancel' and 'apply' buttons. A dropdown menu for 'Airline' is open, showing options: 'VS' (selected and circled in green), 'All', 'VS', 'AF', 'DL', and 'KL'. The 'Airline' dropdown is also circled in green. Other fields include 'To', 'Cabin class', and 'Depart date' for both flights. The 'I'm flexible' checkbox is checked, and 'Direct flights only' is unchecked.

- Add your new destination(s) and/or date(s) as required.
- The original airline will be selected by default, but this can be changed to any airline which is permitted within the fare rules, as shown.
- If you are flexible on your new date(s), check the 'I'm Flexible' box to see a calendar table of options (next slide).





# Select from the calendar view

FLIGHTS CALENDAR

Departing < >

	Sun, Jul 17	Mon, Jul 18	Tue, Jul 19	Wed, Jul 20	Thu, Jul 21	Fri, Jul 22	Sat, Jul 23	
Returning	Wed, Jul 27	£ 788.26	£ 704.26	£ 723.76	£ 671.57	£ 635.57	£ 857.26	£ 857.26
	Thu, Jul 28	£ 788.26	£ 704.26	£ 723.76	£ 671.57	£ 635.57	£ 857.26	£ 857.26
	Fri, Jul 29	£ 818.26	£ 734.26	£ 753.76	£ 701.57	<b>Lowest</b> £ 607.27	£ 887.26	£ 887.26
	Sat, Jul 30	£ 818.26	£ 734.26	£ 753.76	£ 701.57	<b>Lowest</b> £ 607.27	£ 887.26	£ 887.26
	Sun, Jul 31	£ 818.26	£ 734.26	£ 753.76	£ 701.57	<b>Lowest</b> £ 607.27	£ 887.26	£ 887.26
	Mon, Aug 01	£ 915.26	£ 831.26	£ 885.26	£ 885.26	£ 705.27	£ 984.26	£ 984.26
	Tue, Aug 02	£ 915.26	£ 831.26	£ 885.26	£ 885.26	£ 705.27	£ 984.26	£ 984.26

cancel

- If you selected the 'I'm Flexible' checkbox, you will see a table of options.
- The table allows you to view and select by matching departure and arrival dates.
- The lowest priced option (for the new total fare) is highlighted .





# Selecting your new flights

LHR → JFK → LHR  
Mon, 18 Jul — Thu, 28 Jul 1 traveller(s) edit 62 Flight(s)

**Filters**  
Reset to Default

**Stops**  
 Non Stop  
 1 Stop

**Price**  
£49 £63

**Airlines**  
 AF  
 DL  
 KL  
 VS

**Flight Number**

**Airports**  
City  
 LHR: LHR  
 JFK: JFK

**Connection Time**

	<b>VS</b> Economy	20:15	LHR	direct	JFK	23:05		
				7h 50m			Alternatives	Details
	<b>VS</b> Economy	08:15	JFK	direct	LHR	20:00		
				6h 45m			Alternatives	Details
Standard		hold until: Thu, 16 Jun					£49.00	<b>next</b>
				BAGS				
	<b>VS</b> Economy	20:15	LHR	direct	JFK	23:05		
				7h 50m			Alternatives	Details
	<b>VS</b> Economy	08:15	JFK	direct	LHR	20:00		
				6h 45m			Alternatives	Details
Standard		hold until: Thu, 16 Jun					£49.00	<b>next</b>
				BAGS				
	<b>KL</b> Economy	20:15	LHR	direct	JFK	23:05		
				7h 50m			Alternatives	Details

- Once the dates have been selected, you will see all available flight options for those dates and can filter to select your preferred option. The price displayed represents the cost to change only
- To finalise the change, select the desired option and click next.
- This will make the change automatically, and your new tickets will be issued.



**THANK YOU**

**We invite you to read our FAQ for more details :**

**<https://www.keytravel.com/uk/my-travel/training-academy/faq/>**

**If you require further training, please refer to the KT Online guides located on Key Travel's website or contact your Account Manager.**