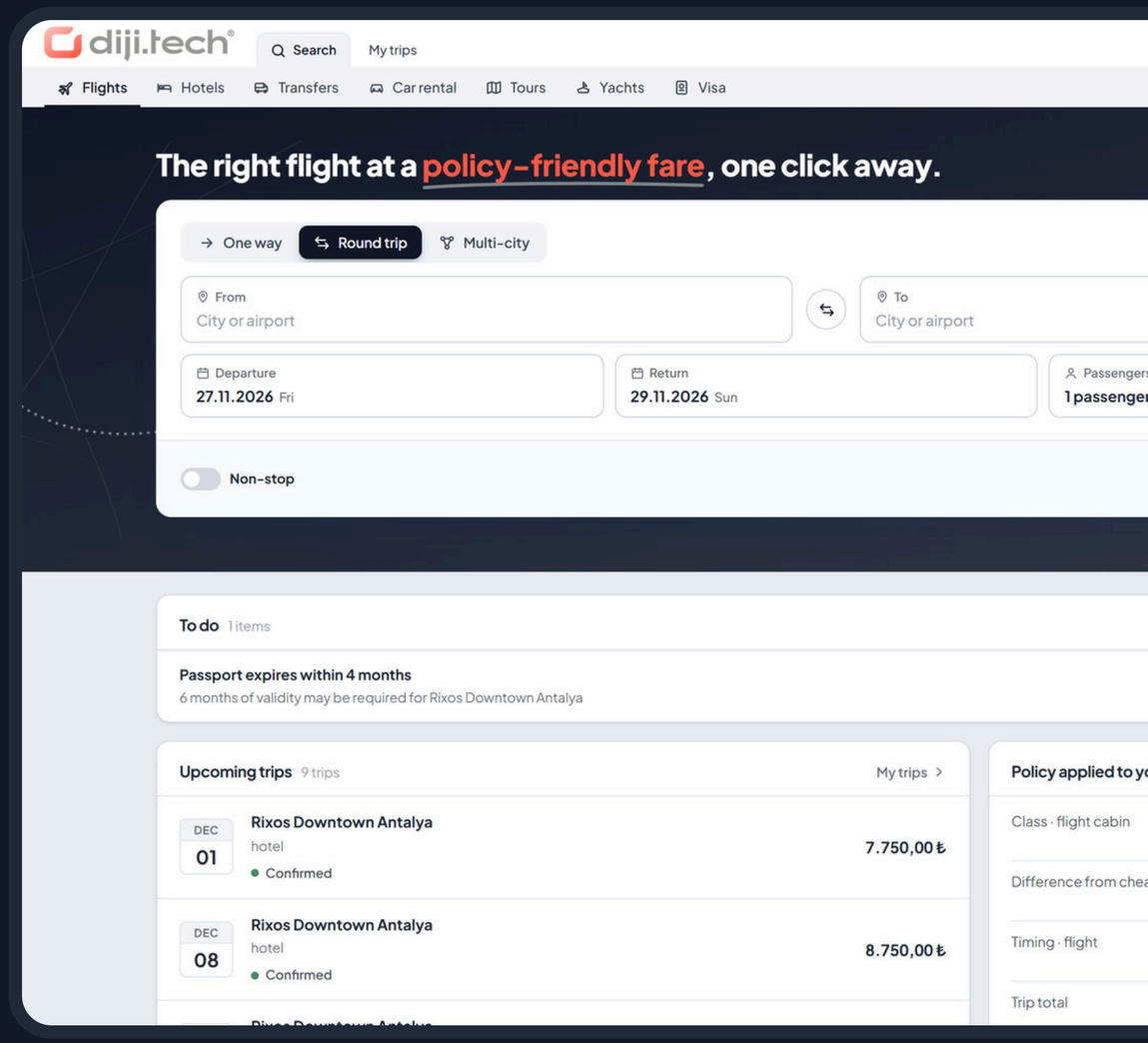
diji.tech®

CORPORATE TRAVEL

diji.tech Corporate Travel Platform

Employee User Guide

For employees who travel and who plan travel



info@diji.tech www.diji.tech

What is the platform and what does it give you?

With the diji.tech Corporate Travel Platform you plan your business trips yourself: search, see the company rules instantly, buy with one click or send for approval. Your documents and every update are in one place.

01

Planning in minutes

Flight, hotel, transfer, car, tour, yacht and visa from the same search screen, in one travel cart.

02

Know the rules up front

The policy that applies to you is on the home page; out-of-policy options are flagged in the search results.

03

Follow the approval

See at once which level your request is at and who it is waiting for; the decision arrives as a notification.

04

Documents in one file

Itinerary (PDF), voucher, change and cancellation requests are in your travel file.

05

Your profile, filled in for you

Your ID, passport and loyalty cards are carried into the booking automatically.

06

With you everywhere

The same experience on web and mobile; in Turkish and English.

Agenda

The guide walks through the portal screen by screen. Each section starts with a divider page.

01 Introduction, Account and Sign-in p. 4

02 Home and General Interface p. 13

03 Search and Booking: Flights p. 21

04 Search and Booking: Hotels p. 34

05 Search and Booking: Transfers and Cars p. 46

06 Visa p. 49

07 Cart and Purchase p. 53

08 My Trips p. 64

09 Notifications and Profile p. 78

01

Introduction, Account and Sign-in

The portal’s landing page, activating your account from an invitation, secure sign-in with your work e-mail and resetting your password.

IN THIS SECTION · 7 SCREENS

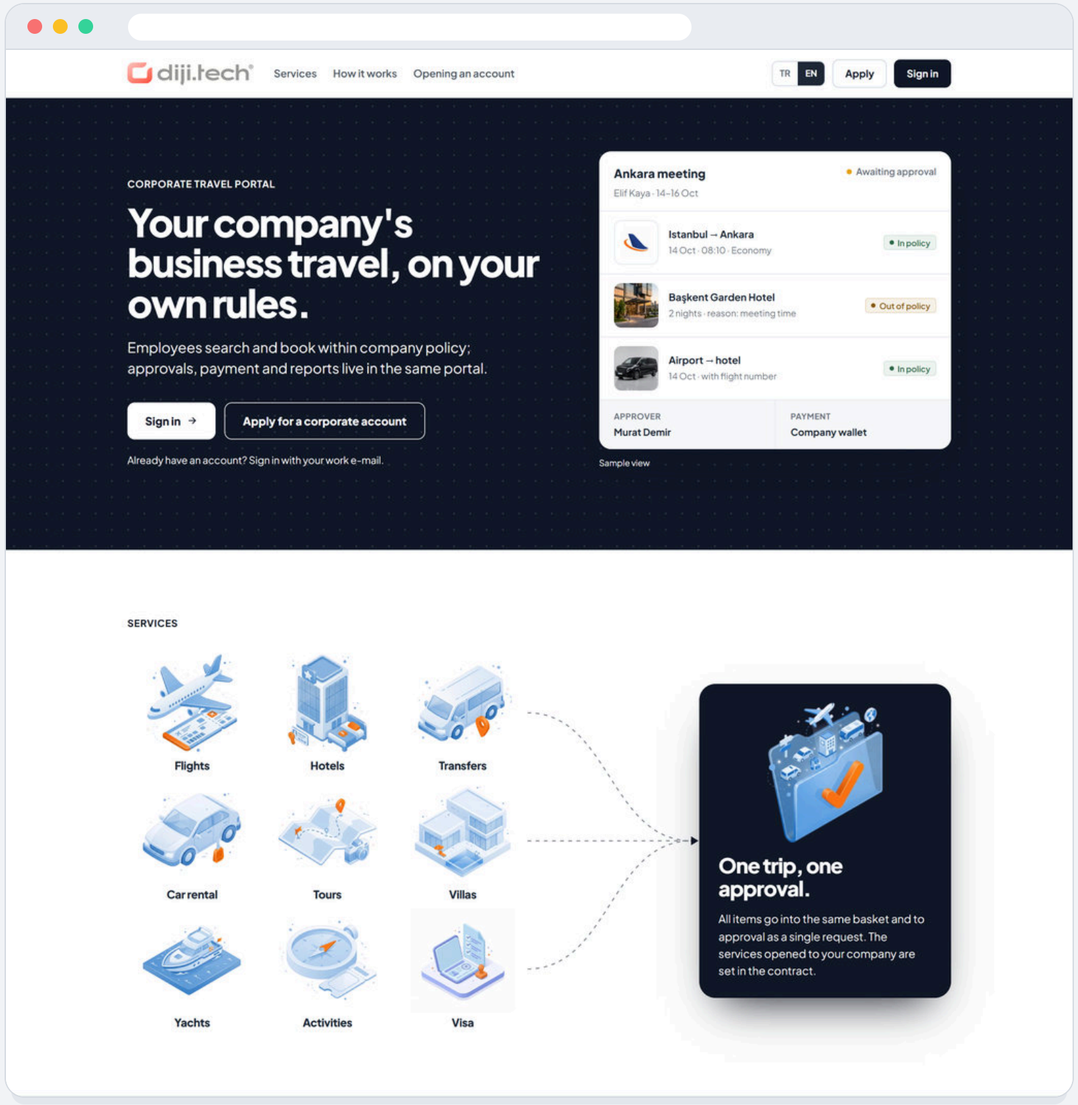
- Corporate Travel Portal
- How is an account opened?
- Corporate account application
- Activating your account by invitation
- Sign in
- Wrong password protection
- Password reset

01 · INTRODUCTION, ACCOUNT AND SIGN-IN

Corporate Travel Portal

Your company's business travel is managed on your own rules in a single portal. The landing page shows the services on offer and the way in at a glance.

- Top menu: Services, How it works, Opening an account
- TR / EN language switch, "Apply" and "Sign in"
- Sample approval card: in-policy and out-of-policy badges, approver, company wallet
- Services: Flights, Hotels, Transfers, Car rental, Tours, Villas, Yachts, Activities, Visa
- The "One trip, one approval." summary

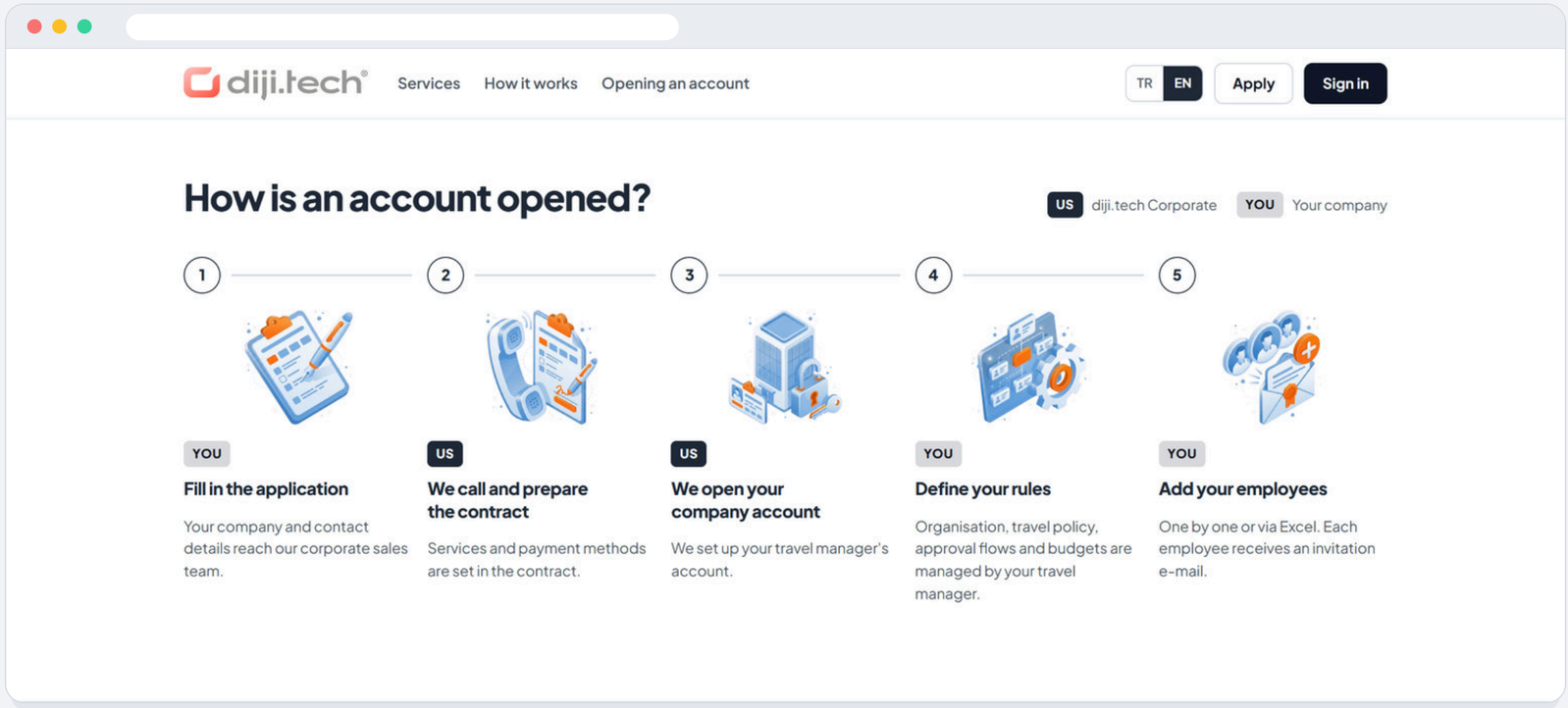


01 · INTRODUCTION, ACCOUNT AND SIGN-IN

How is an account opened?

A company account is opened in five steps; the steps taken by your agency and by your company are clearly separated.

- 1. Your company fills in the application form
- 2. Your agency calls your company and prepares the contract
- 3. Your agency opens the company account
- 4. Your company admin sets up the organisation, policy, approval flows and budgets
- 5. Employees are added one by one or via Excel; each one receives an invitation e-mail

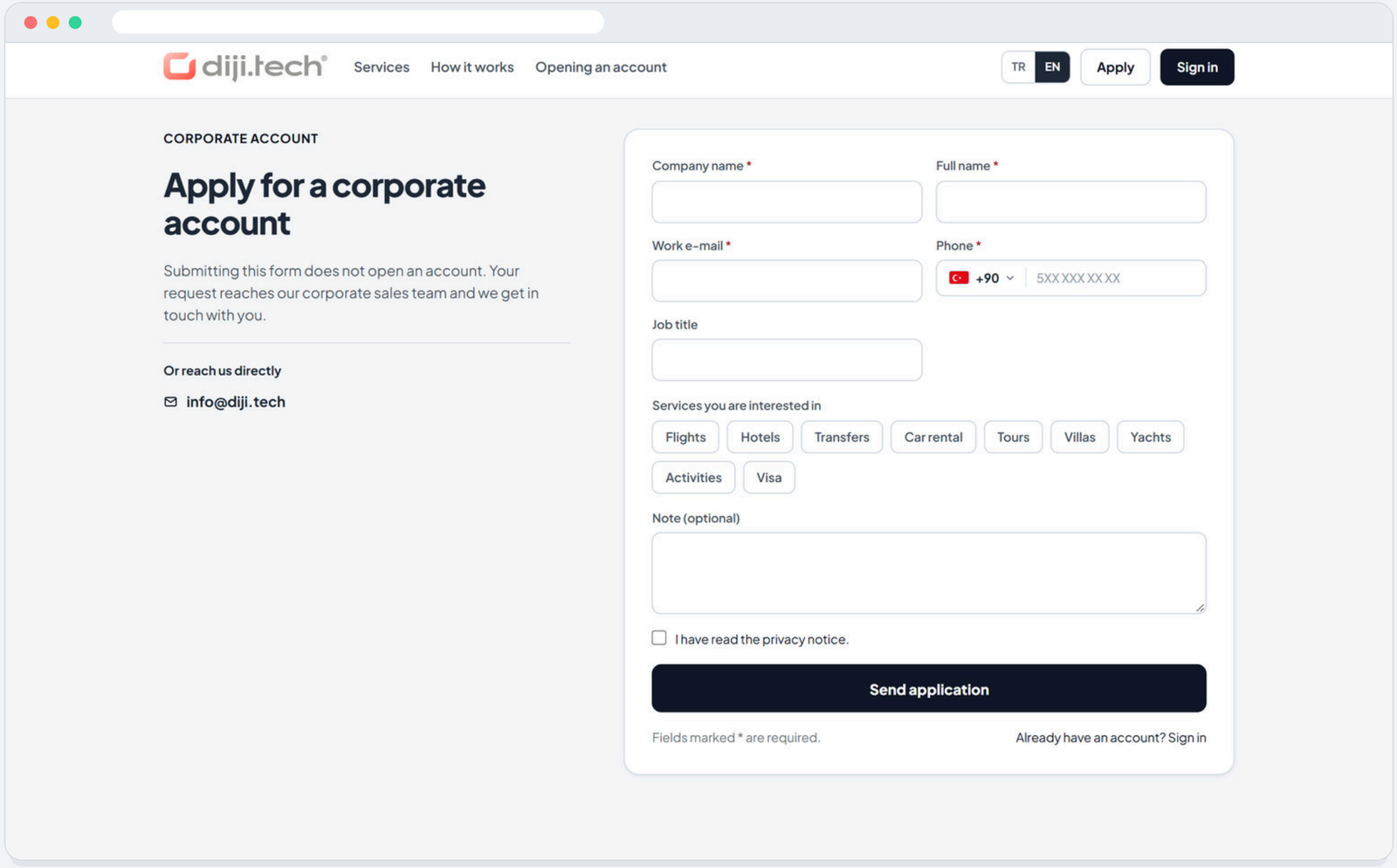


01 · INTRODUCTION, ACCOUNT AND SIGN-IN

Corporate account application

New companies send their application straight to the corporate sales team, who then get in touch.

- Company name, full name, work e-mail, phone (+90), job title
- Choice of the services you are interested in
- Note field and privacy notice confirmation
- Direct contact: info@diji.tech
- “Submitting this form does not open an account” notice



01 · INTRODUCTION, ACCOUNT AND SIGN-IN · FLOW

Activate your account in three steps

Accounts are opened by your company; there is no self-registration. You start with the invitation link you receive.

1

Invitation

Your company administrator invites you; the link is valid for 7 days.

2

Password and privacy consent

Set a strong password and accept the privacy notice (KVKK).

3

Sign-in

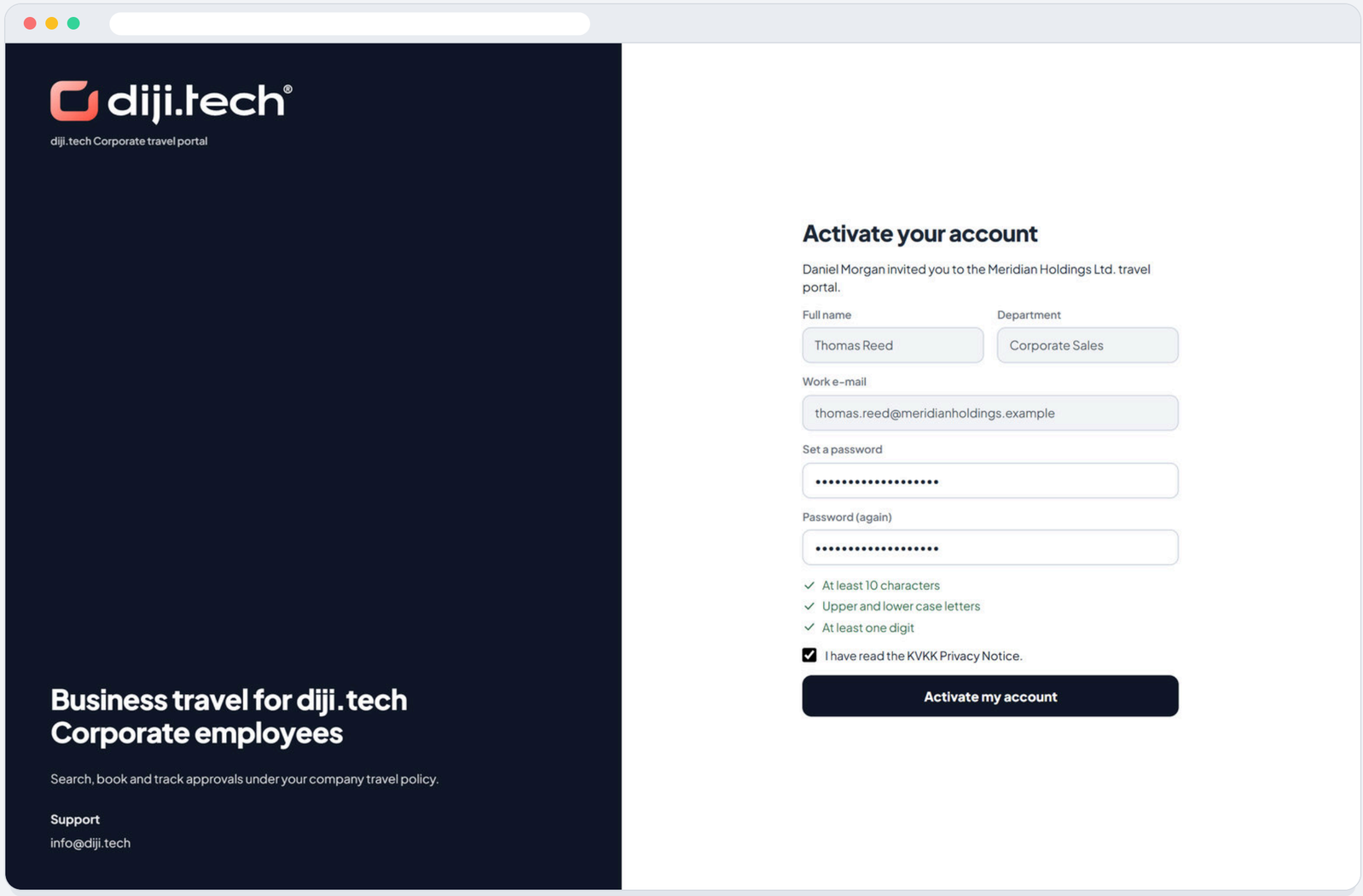
Sign in with your work e-mail and password; two-step verification if your company requires it.

01 · INTRODUCTION, ACCOUNT AND SIGN-IN

Activating your account by invitation

An employee invited by the company admin sets a password through the link in the e-mail and activates the account in seconds.

- Who sent the invitation and the company name
- Read-only full name, department and work e-mail
- Live password rules: at least 10 characters, upper and lower case letters, a digit
- Privacy notice confirmation and “Activate my account”
- Invitation links are valid for 7 days

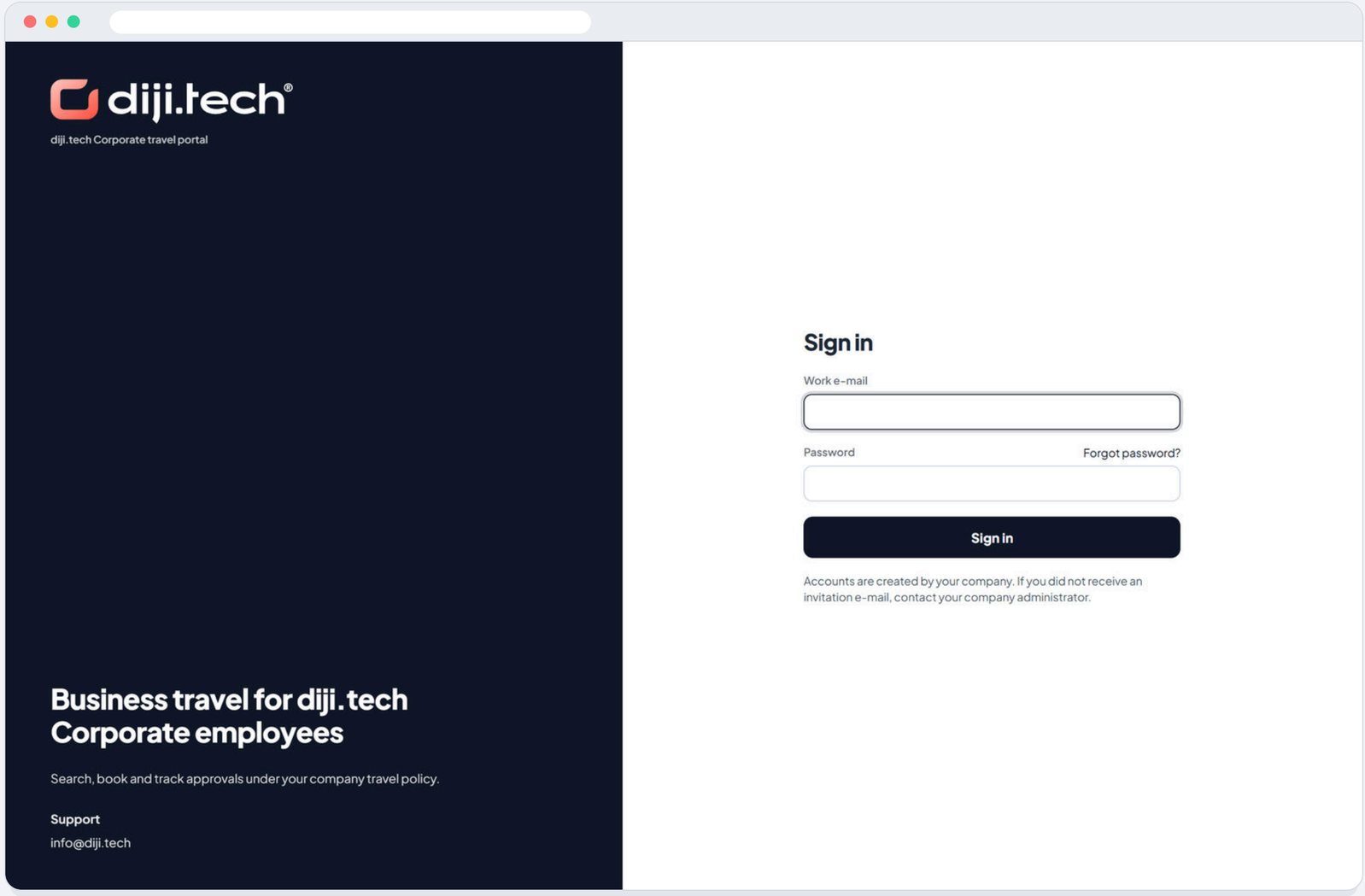


01 · INTRODUCTION, ACCOUNT AND SIGN-IN

Sign in

Employees sign in securely with their work e-mail and password; accounts are opened only by the company.

- Branded left panel and support e-mail
- Work e-mail and password
- “Forgot password?” link
- Note that accounts are created by your company

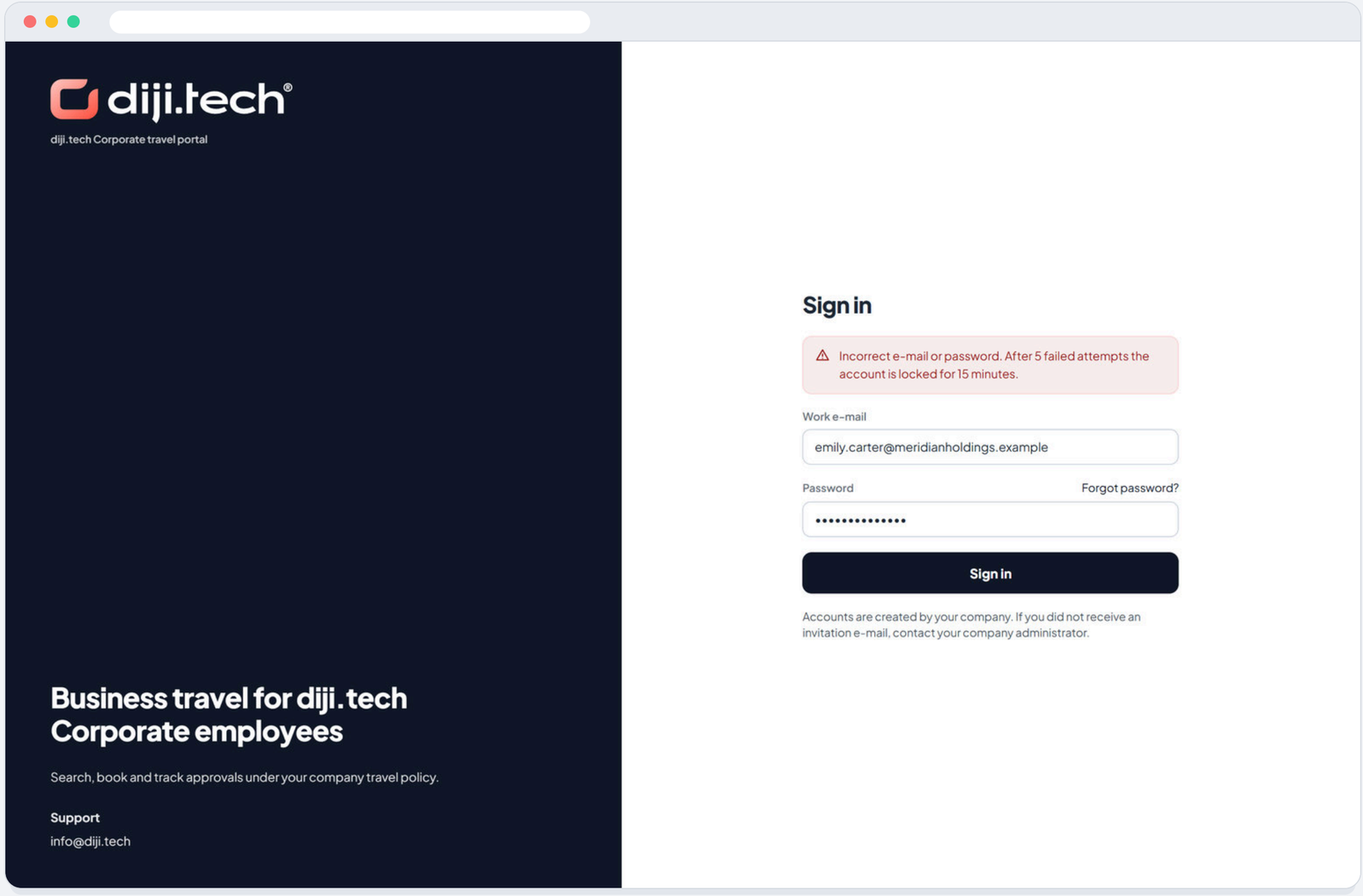


01 · INTRODUCTION, ACCOUNT AND SIGN-IN

Wrong password protection

A failed attempt shows a clear warning; after 5 failed attempts in a row the account is locked for 15 minutes.

- “Incorrect e-mail or password.” warning
- Notice of the 15-minute lock after 5 failed attempts
- Password reset with “Forgot password?”

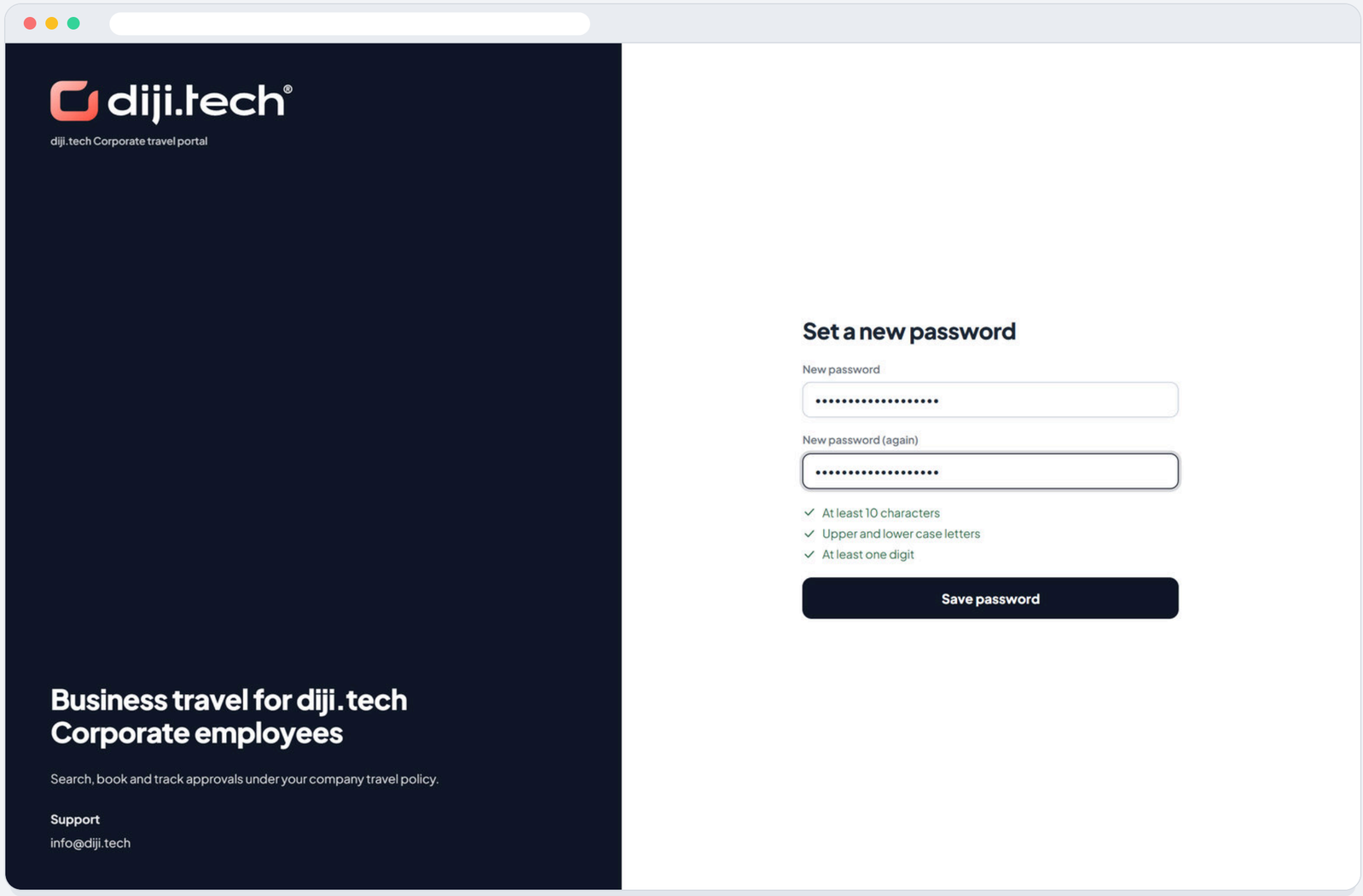


01 · INTRODUCTION, ACCOUNT AND SIGN-IN

Password reset

An employee who forgot the password sets a new one securely through the link sent by e-mail.

- “Set a new password” form
- New password and repeat
- Live rules: at least 10 characters, upper and lower case letters, a digit
- Links are time-limited and single-use



02

Home and General Interface

Search, to-dos, upcoming trips and the policy that applies to you; user menu, notifications, language, mobile use and the screens your role opens.

IN THIS SECTION · 7 SCREENS

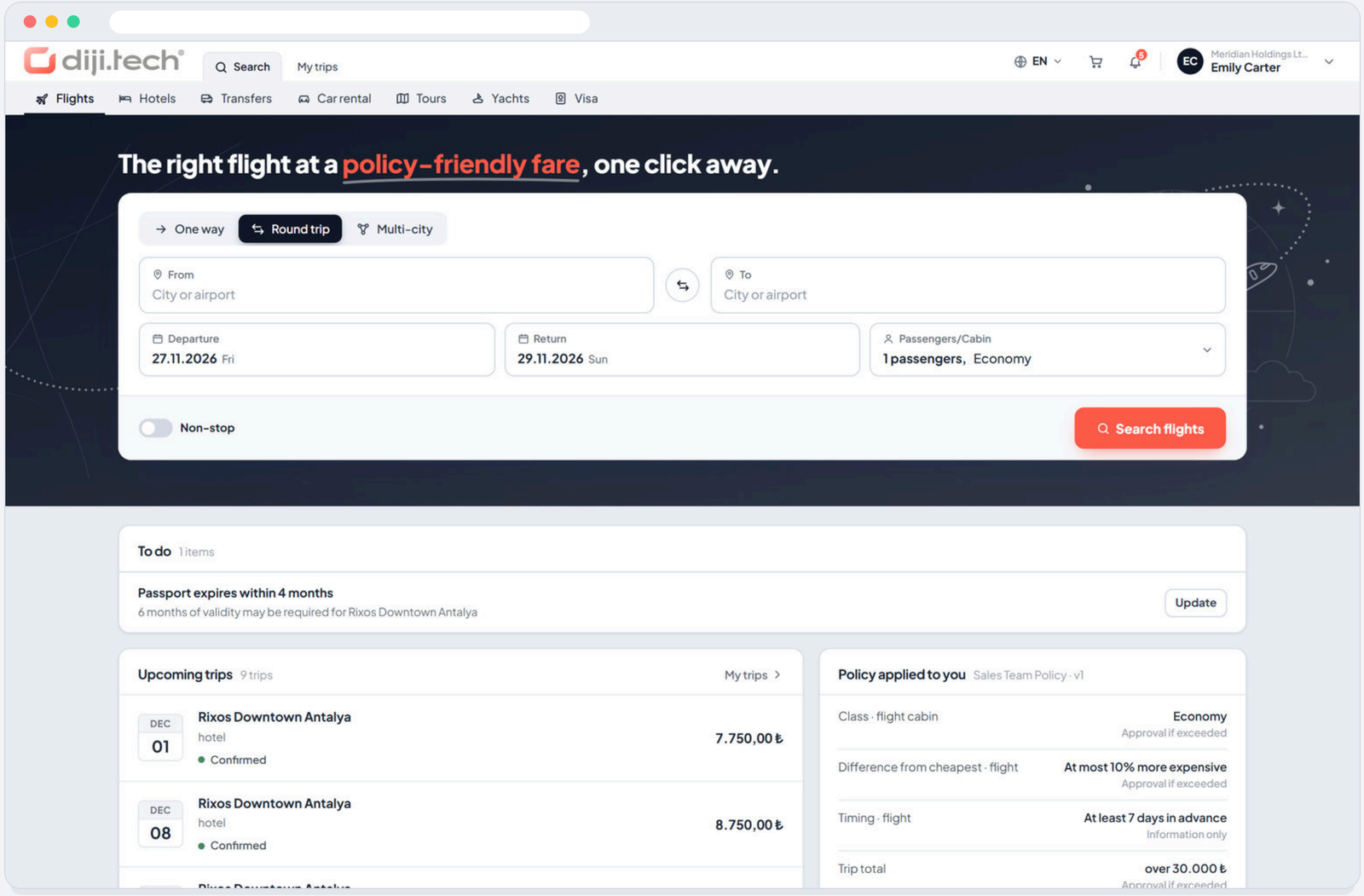
- Home: search and personal summary
- To-dos, upcoming trips, policy
- The policy applied to you
- User menu and language
- Notification bell
- Mobile friendly
- Role-based access

02 · HOME AND GENERAL INTERFACE

Home: search and personal summary

Employees start searching straight from the home screen and see their to-dos, upcoming trips and the policy applied to them on the same page.

- Menu: Search and My trips
- Product strip: Flights, Hotels, Transfers, Car rental, Tours, Yachts, Visa
- Search card for each product
- Cart and notification bell
- To do: passport expiry warning

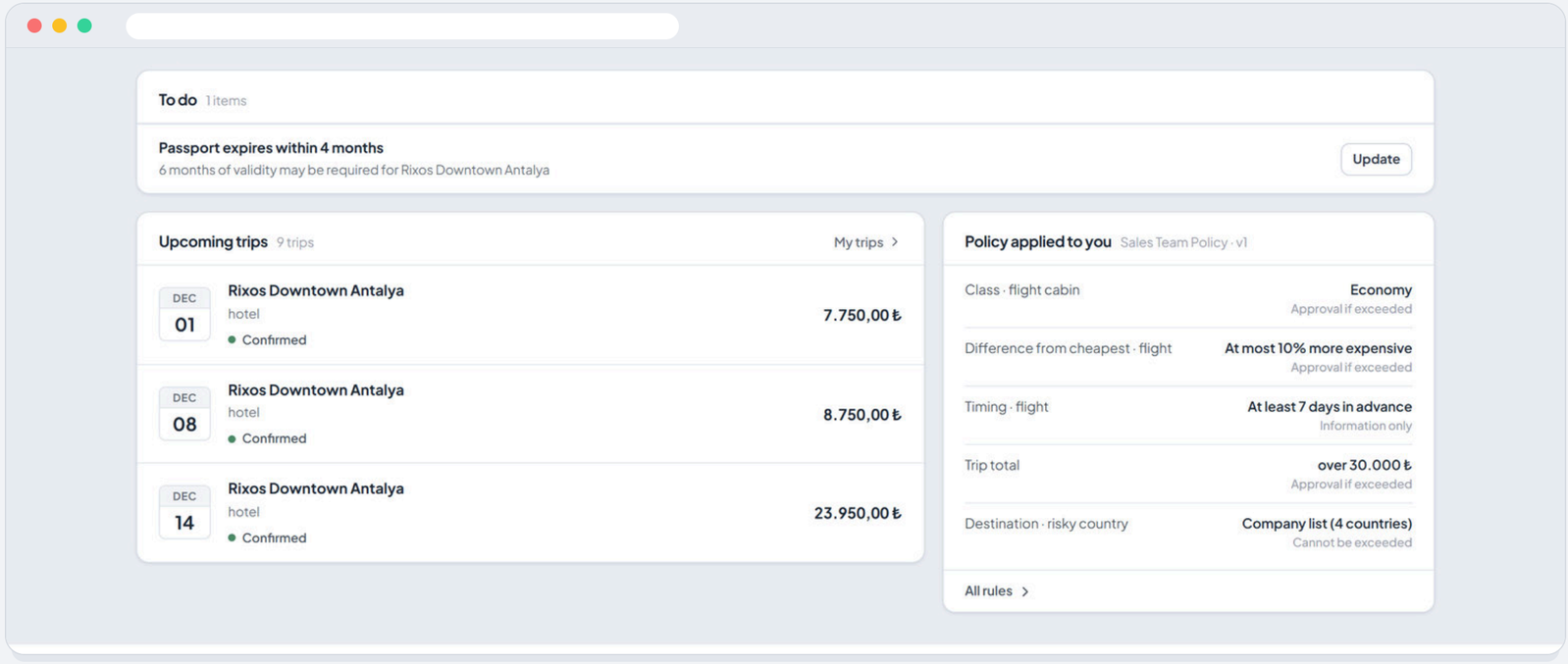


02 · HOME AND GENERAL INTERFACE

To-dos, upcoming trips, policy

If the passport is about to expire, the employee is warned in advance; trips and policy rules are visible at a glance.

- “Passport expires within 4 months” and “Update”
- Upcoming trips: date, hotel, status, amount
- Policy applied to you: Sales Team Policy · v1
- Rule outcomes: “Approval if exceeded”, “Cannot be exceeded”
- “All rules” link

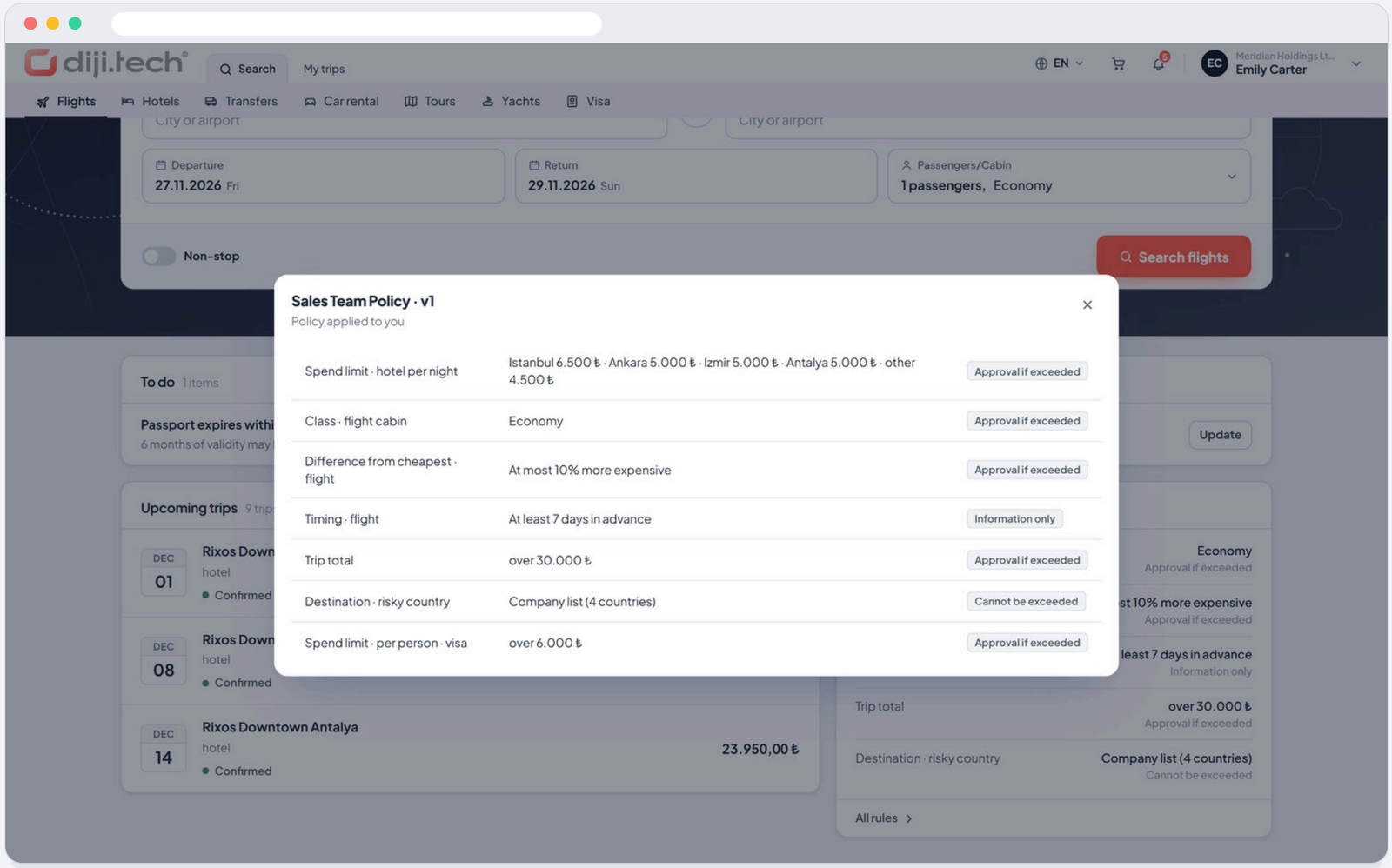


02 · HOME AND GENERAL INTERFACE

The policy applied to you

Employees see every travel rule, and what happens when a rule is exceeded, in one table; there are no surprises.

- Policy name and version
- Nightly hotel limits by city
- Flight cabin, difference from the cheapest fare, advance booking
- Trip total, risky country, per-person visa limit
- Outcome badges: Approval if exceeded / Information only / Cannot be exceeded

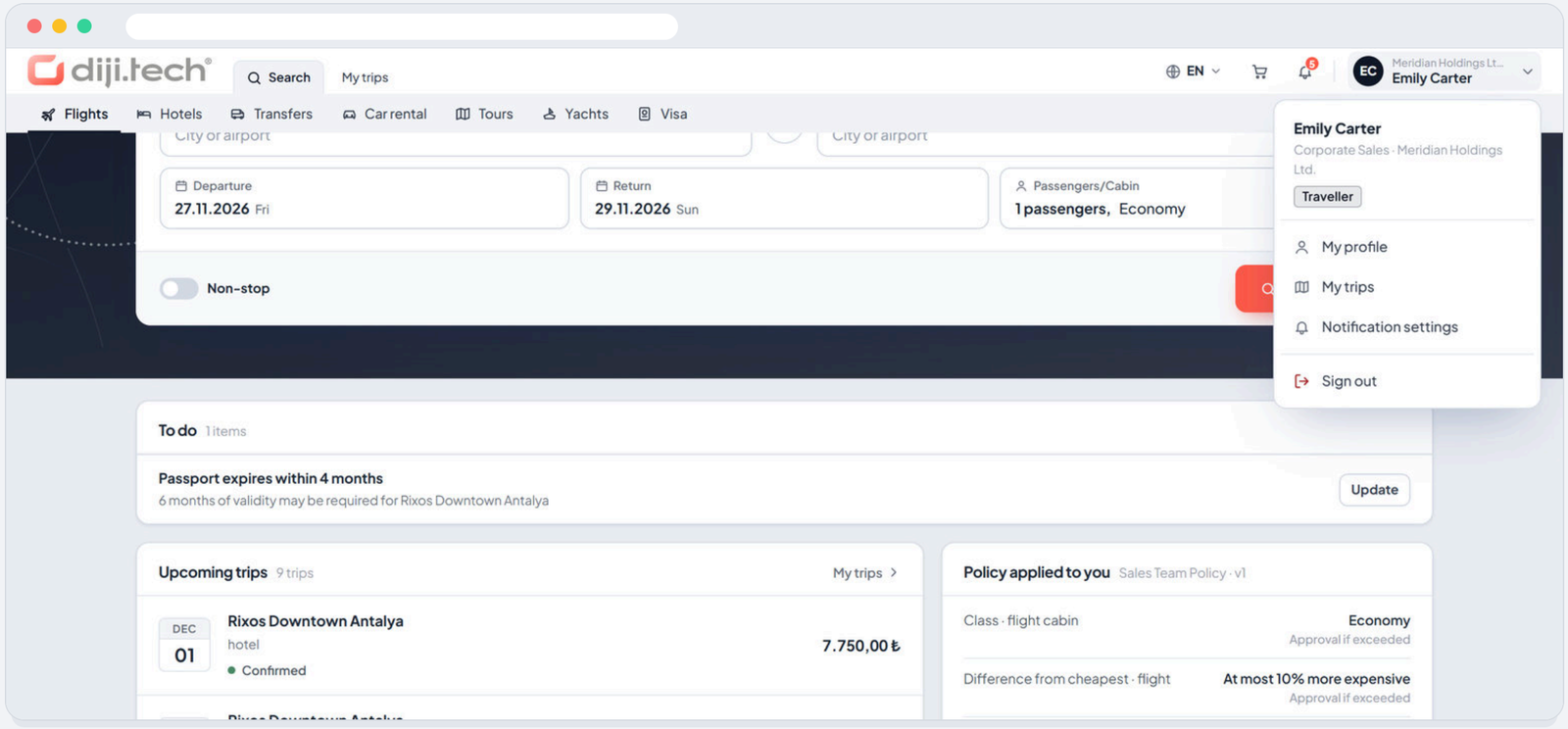


02 · HOME AND GENERAL INTERFACE

User menu and language

Employees reach their profile, trips and notification settings from any page in one click.

- Name, title, department, company and the “Traveller” role
- My profile, My trips, Notification settings
- Sign out
- TR / EN language selector in the header

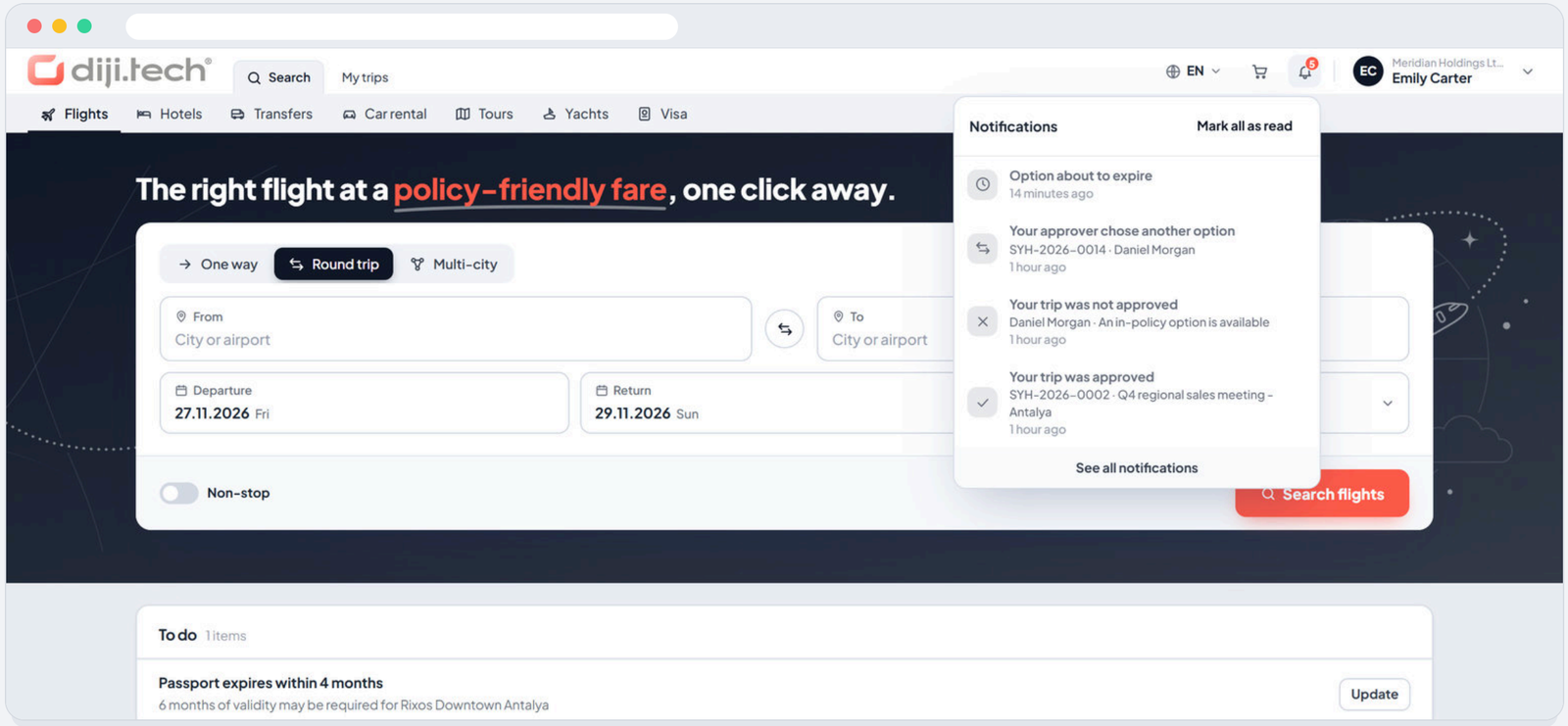


02 · HOME AND GENERAL INTERFACE

Notification bell

Approval decisions and option alerts appear in the bell instantly; unread items are marked with a count.

- Unread notification count
- Latest notifications: approval, rejection, alternative chosen
- “Mark all as read”
- “See all notifications”

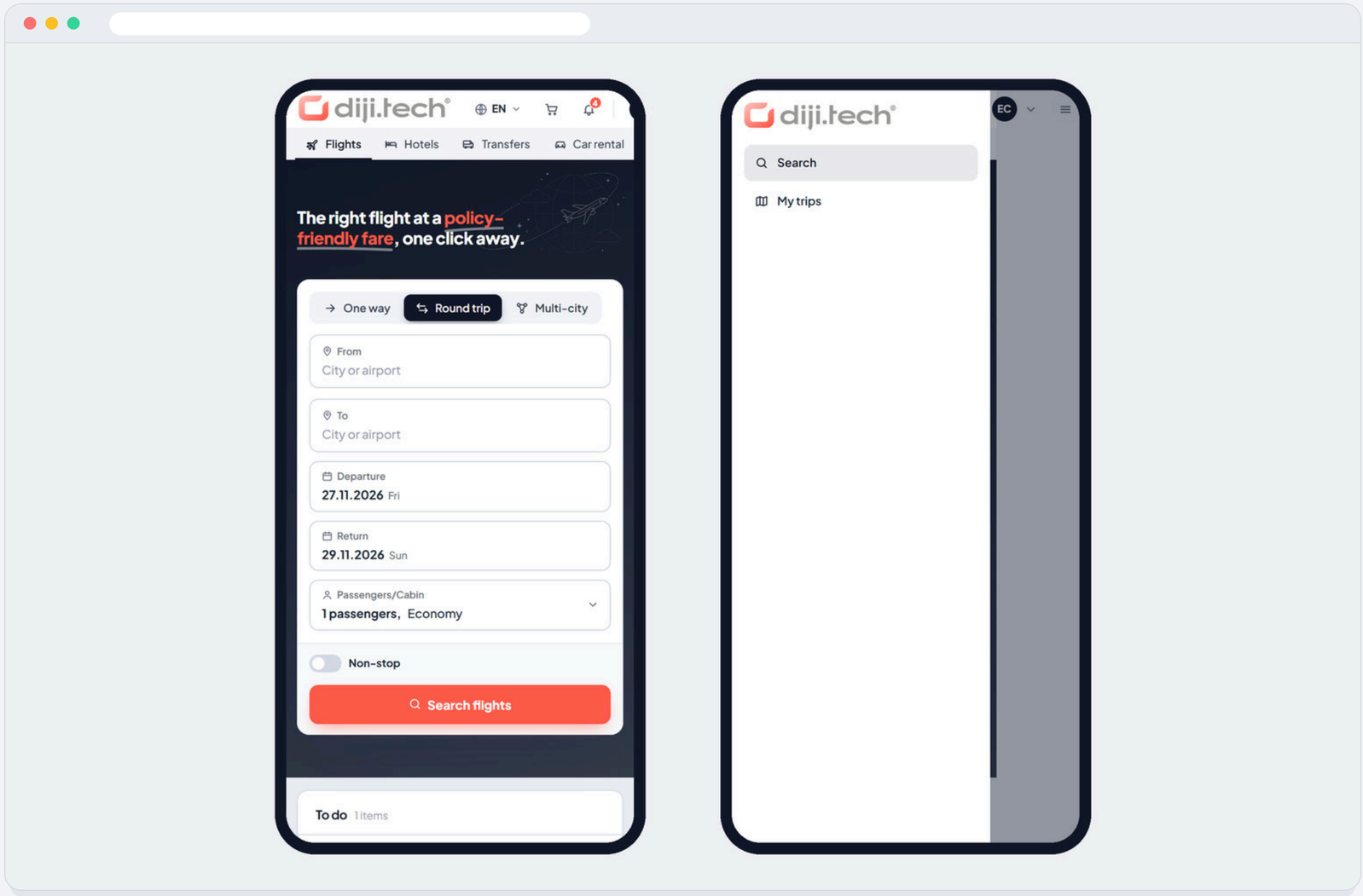


02 · HOME AND GENERAL INTERFACE

Mobile friendly

The portal works fully on a phone too; employees can search for and follow their trips on the go.

- Same search card and product strip on mobile
- Drawer menu: Search, My trips
- Mobile top bar: logo, language, cart, notifications, profile

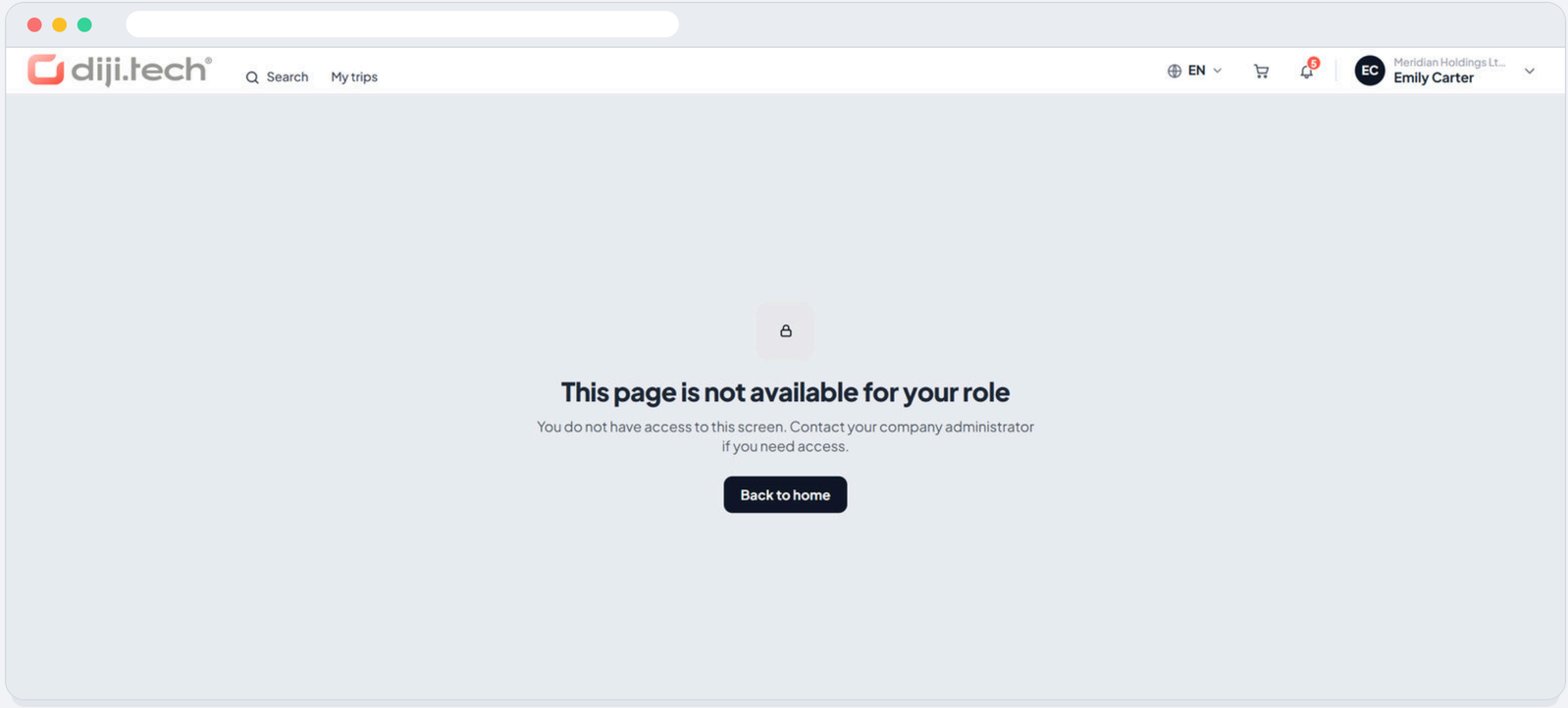


02 · HOME AND GENERAL INTERFACE

Role-based access

Each employee sees only the pages open to their role; approval, report and company management screens are closed to travellers.

- “This page is not available for your role” message
- Pointer to contact the company administrator
- “Back to home”



03

Search and Booking: Flights

One-way, round-trip and multi-city search; policy flags, filters, fare comparison and selection.

IN THIS SECTION · 11 SCREENS

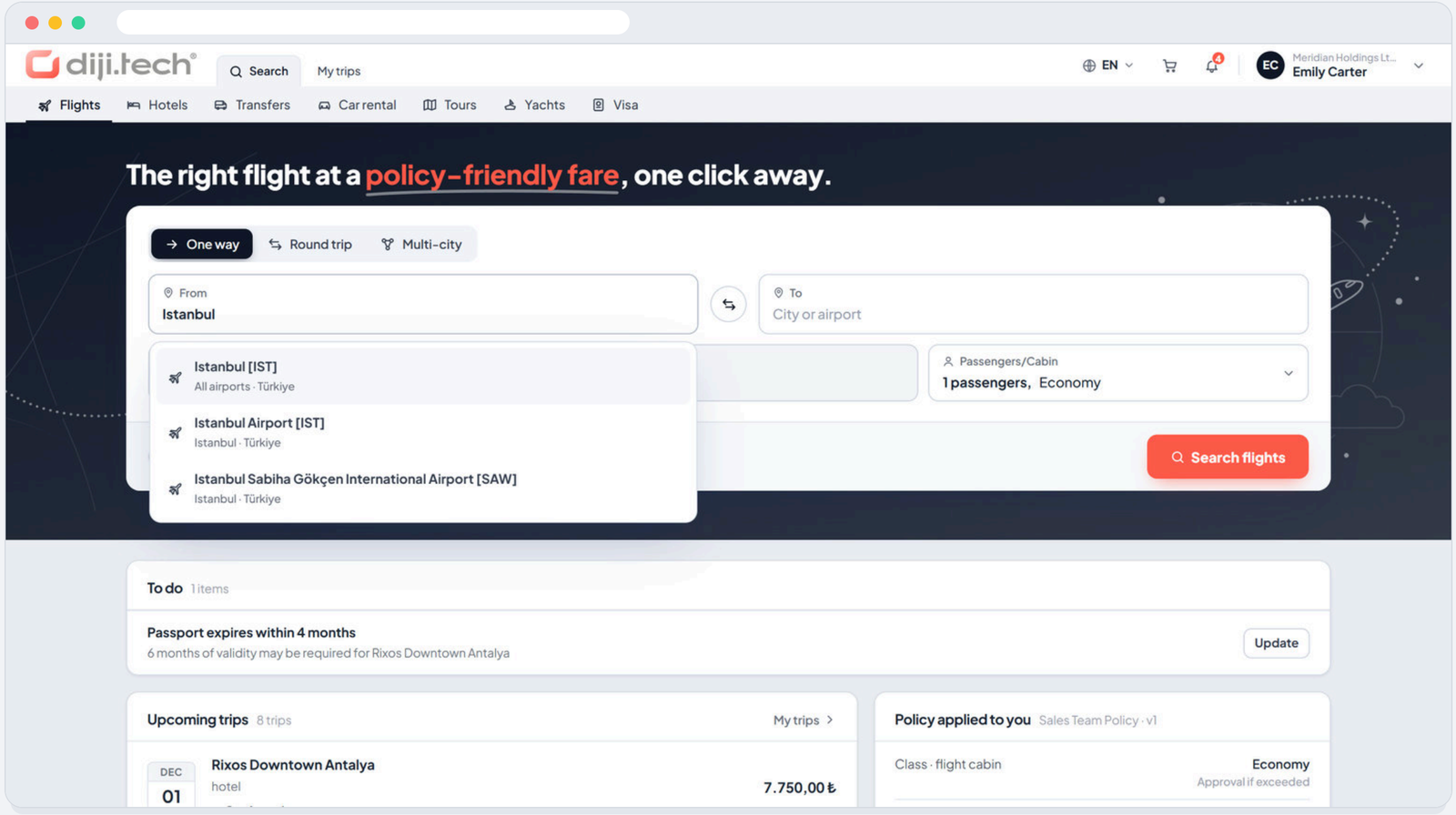
- Flight search
- Two-month calendar
- Passengers and cabin
- Multi-city
- Flight results and policy flags
- Narrowing down with filters
- Flight details
- Out-of-policy flights
- Choosing a fare package
- Choosing a round trip
- When the cart already has the same product

03 · SEARCH AND BOOKING: FLIGHTS

Flight search

One-way, round-trip and multi-city flights are searched on the same card; airports are suggested as you type.

- One way / Round trip / Multi-city
- From – To: city and airport suggestions
- Swap button
- Passengers and cabin
- “Search flights”



03 · SEARCH AND BOOKING: FLIGHTS · FLOW

The journey of a trip: from search to documents

Your rules work automatically at every step of the trip; nobody has to memorise a rule book.

1

Search

Flight, hotel, transfer, car, tour, yacht and visa from one search screen.

2

Policy check

Every option is flagged “In policy” or “Out of policy” at search time.

3

Cart and reason

Items go into one travel file; a reason is asked for an out-of-policy item.

4

Approval

If needed, the request goes to the approver with its reason; the decision is made in the portal or from e-mail.

5

Booking

Once approved, the purchase is made automatically and paid from the company wallet.

6

Documents

The itinerary (PDF) and vouchers are ready in the travel file.

All items in policy

No approval needed · “Purchase” confirms it at once from the company wallet.

An item is out of policy

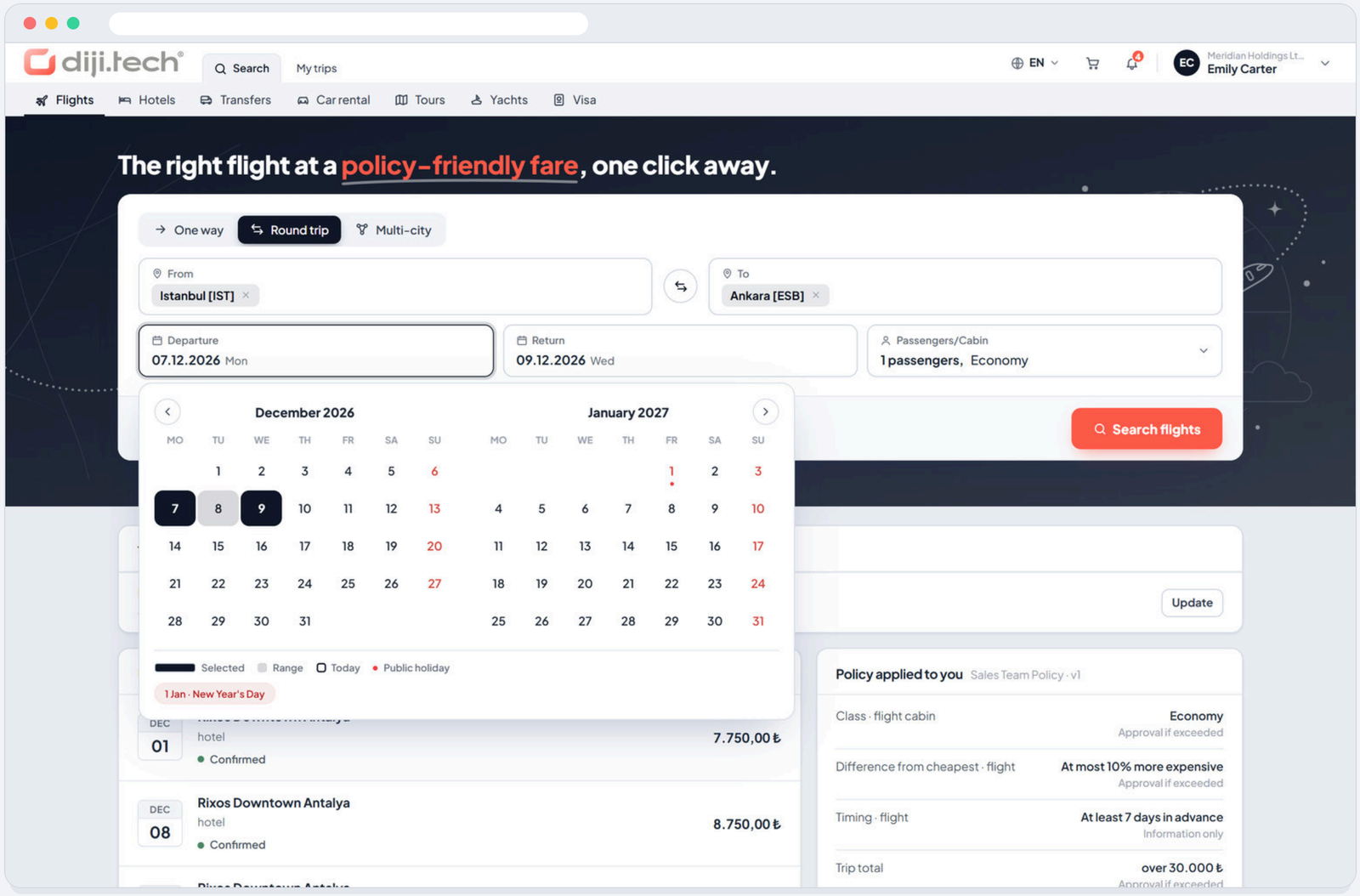
A reason is entered · “Send for approval” · the approver approves / approves an alternative / rejects.

03 · SEARCH AND BOOKING: FLIGHTS

Two-month calendar

Departure and return dates are picked in one go on a two-month calendar shown side by side.

- Two months side by side
- Highlighted date range
- Departure and return in one flow

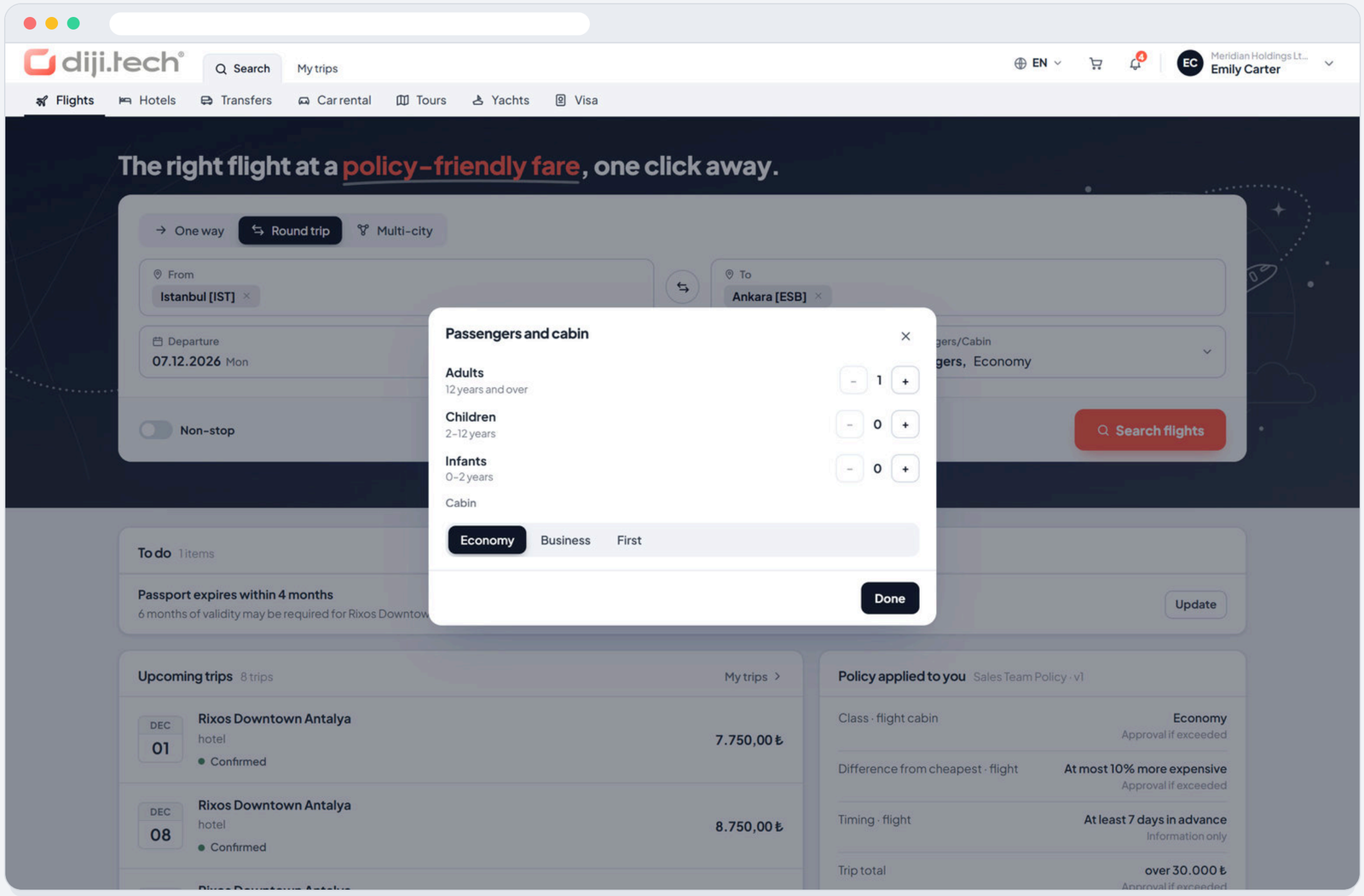


03 · SEARCH AND BOOKING: FLIGHTS

Passengers and cabin

The number of adults, children and infants and the cabin class are set in one window.

- Adult / child / infant counters
- Cabin class choice
- The cabin limit in the policy is applied to the results

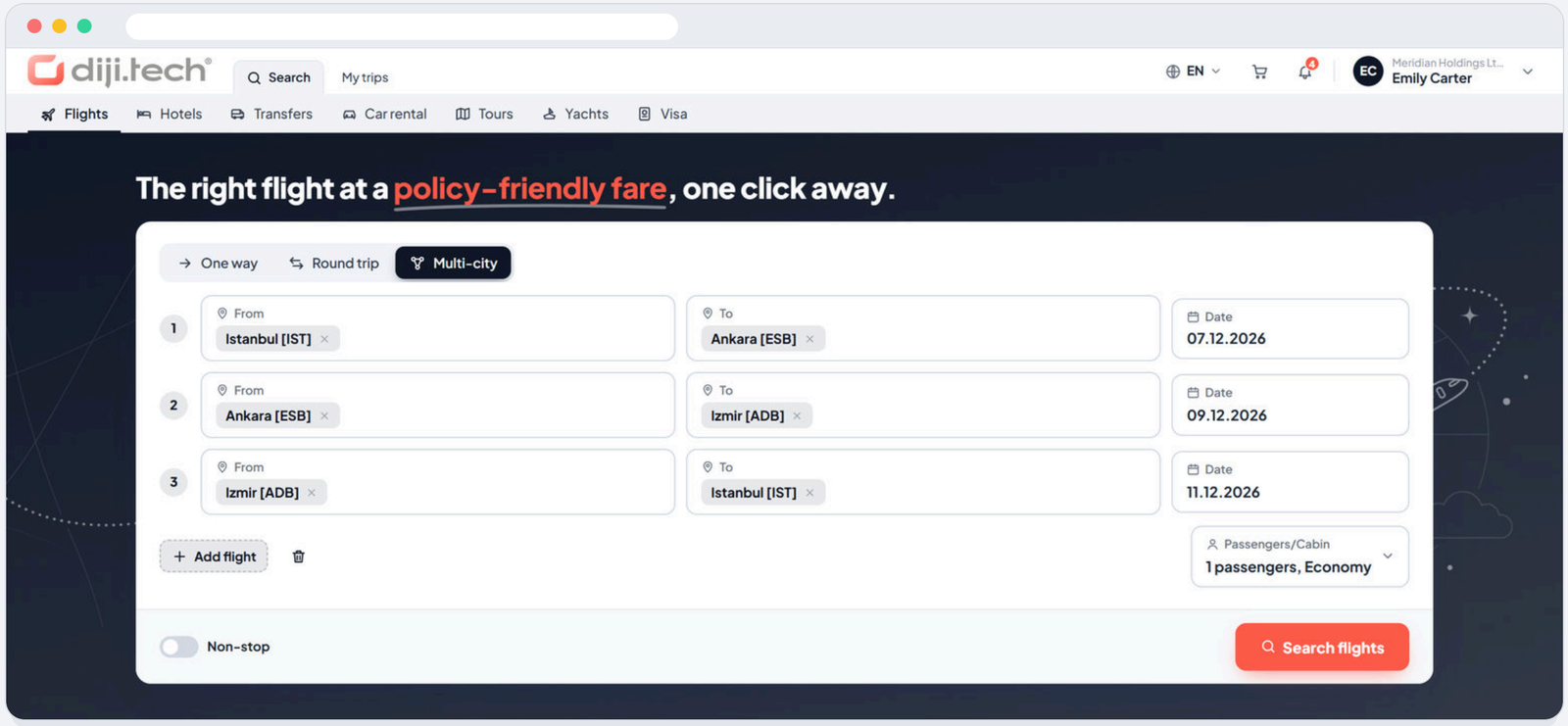


03 · SEARCH AND BOOKING: FLIGHTS

Multi-city

Business tours covering several cities are planned in a single search.

- Istanbul → Ankara → Izmir → Istanbul
- Departure, arrival and date for each flight
- “Add flight” and delete

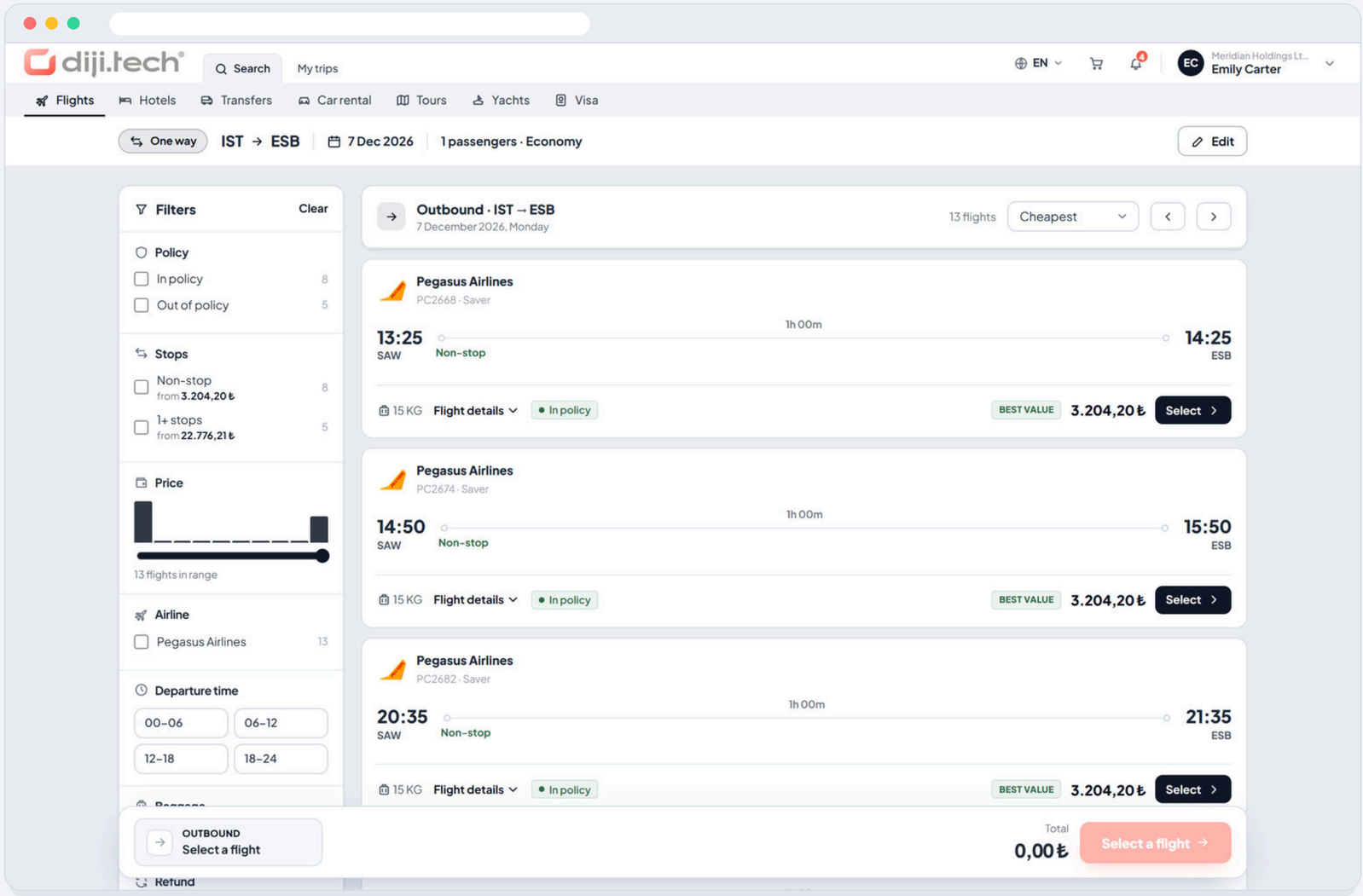


03 · SEARCH AND BOOKING: FLIGHTS

Flight results and policy flags

Every flight is flagged as in or out of policy, so the employee knows before choosing.

- Summary bar and “Edit”
- Filters: Policy, Stops, Price, Airline, Departure time, Baggage
- Sorting and previous / next day
- Flight card: times, duration, baggage, “BEST VALUE”, price
- “In policy” badge

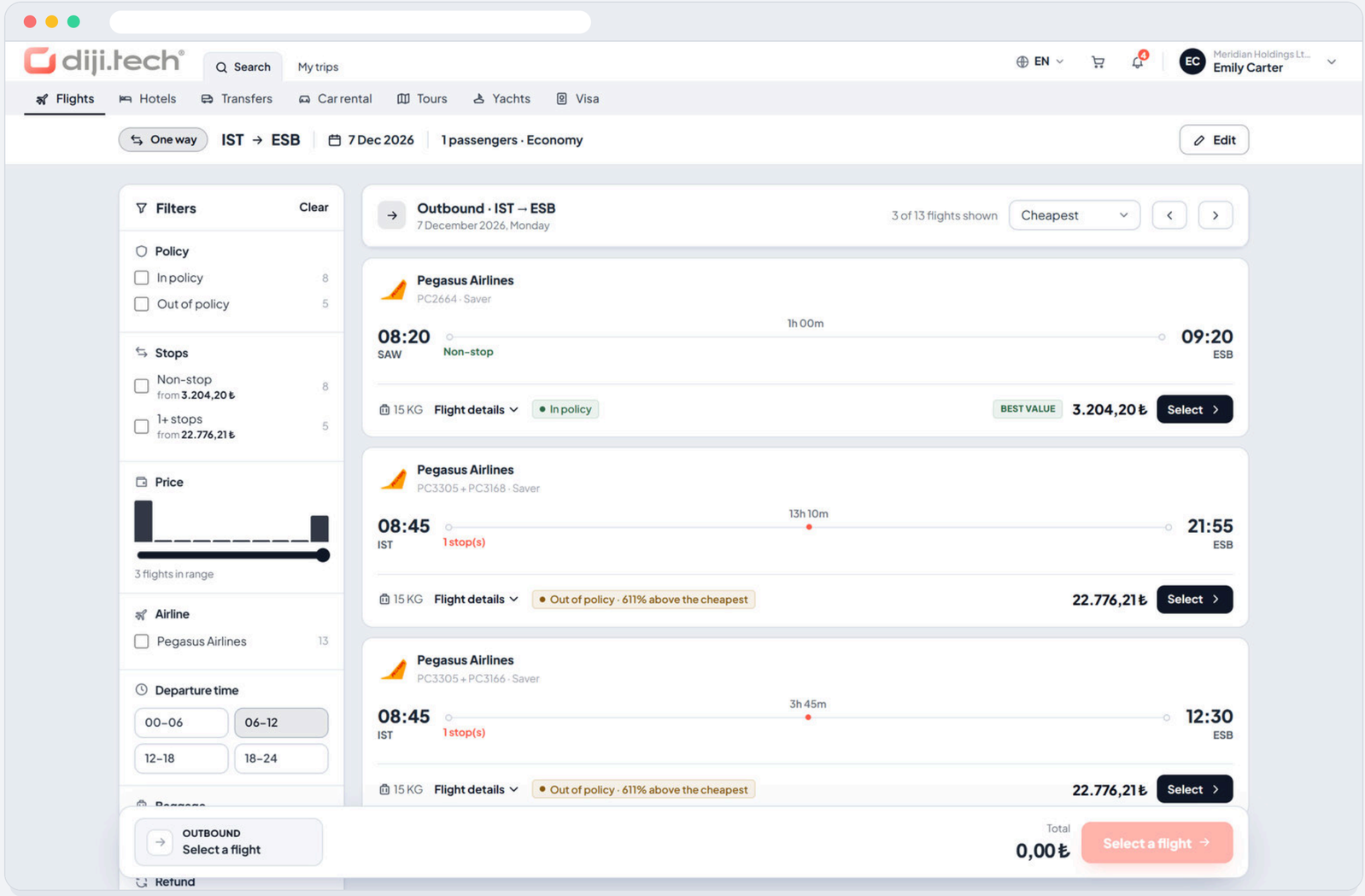


03 · SEARCH AND BOOKING: FLIGHTS

Narrowing down with filters

Filters such as departure time narrow the list instantly; the counts update with every filter.

- Departure time 06–12 filter
- In policy / out of policy counts
- Non-stop and lowest fare information
- “Clear”

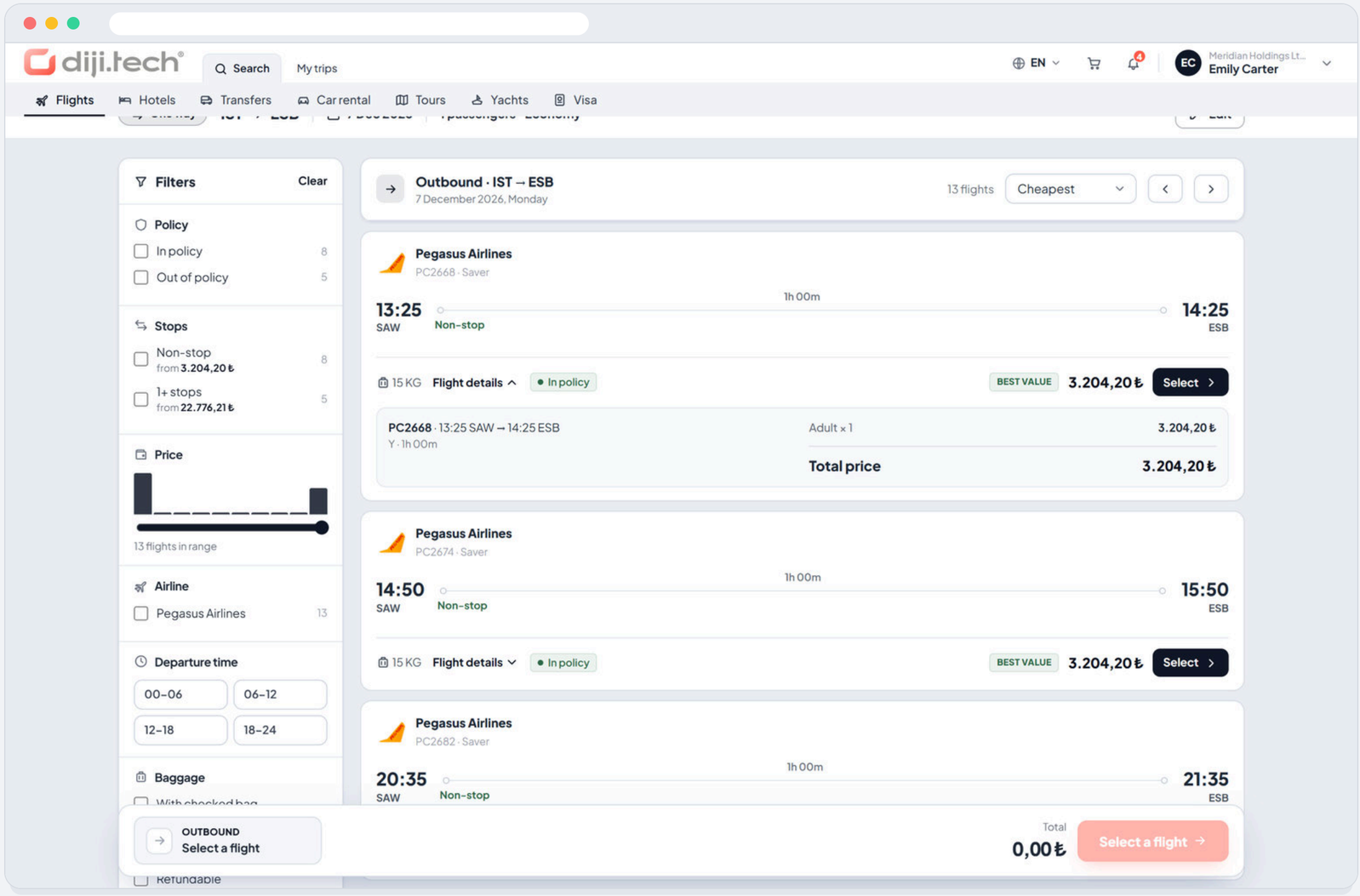


03 · SEARCH AND BOOKING: FLIGHTS

Flight details

Flight number, cabin and the price breakdown open inside the card.

- Segment information and times
- Cabin and duration
- Baggage allowance
- Price breakdown by passenger type

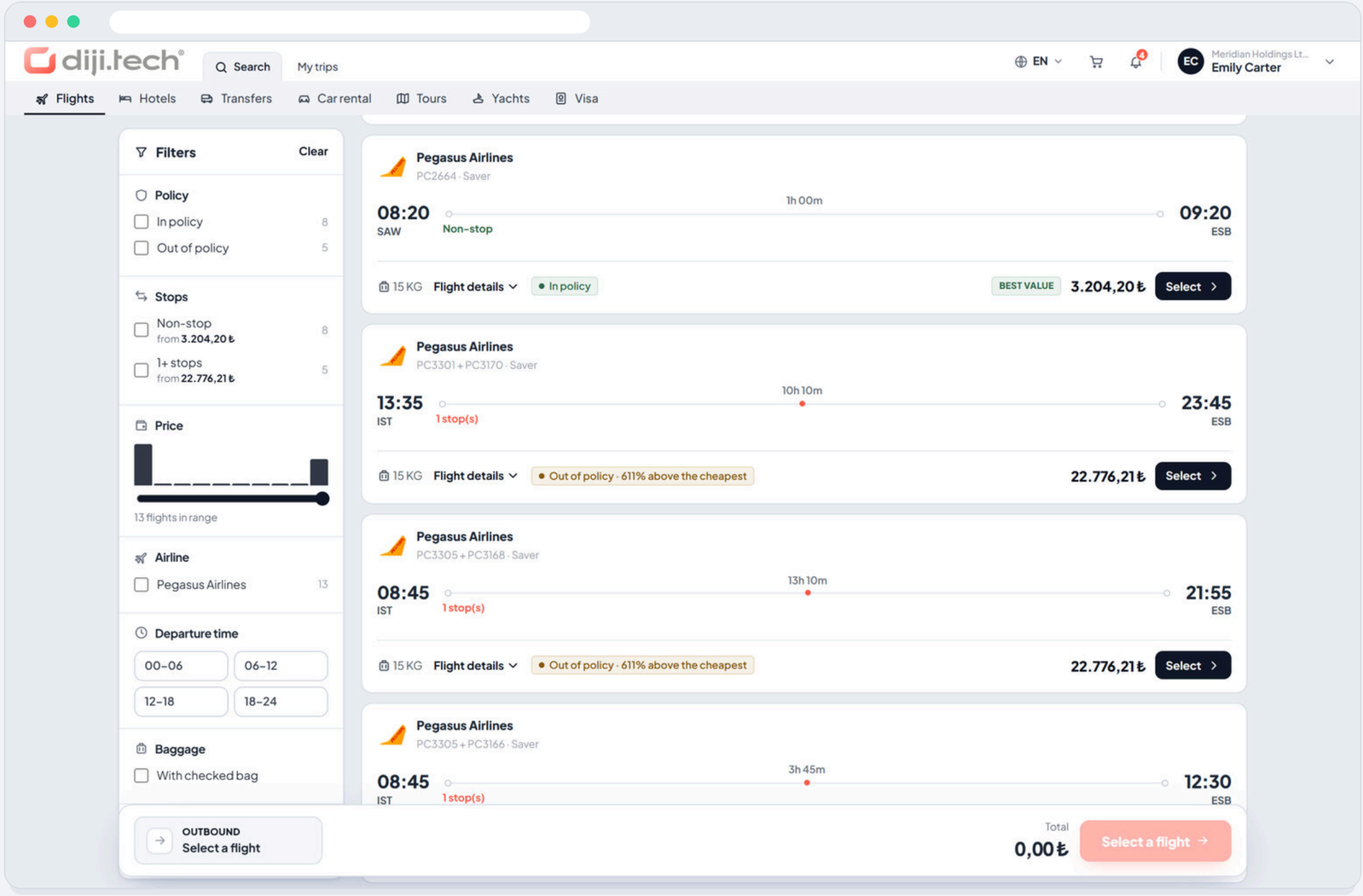


03 · SEARCH AND BOOKING: FLIGHTS

Out-of-policy flights

Flights that break the policy are shown with the reason; they can be chosen, but a reason is required and the trip goes to approval.

- “Out of policy” badge with the rule reason
- Side-by-side comparison with in-policy options
- Policy filter

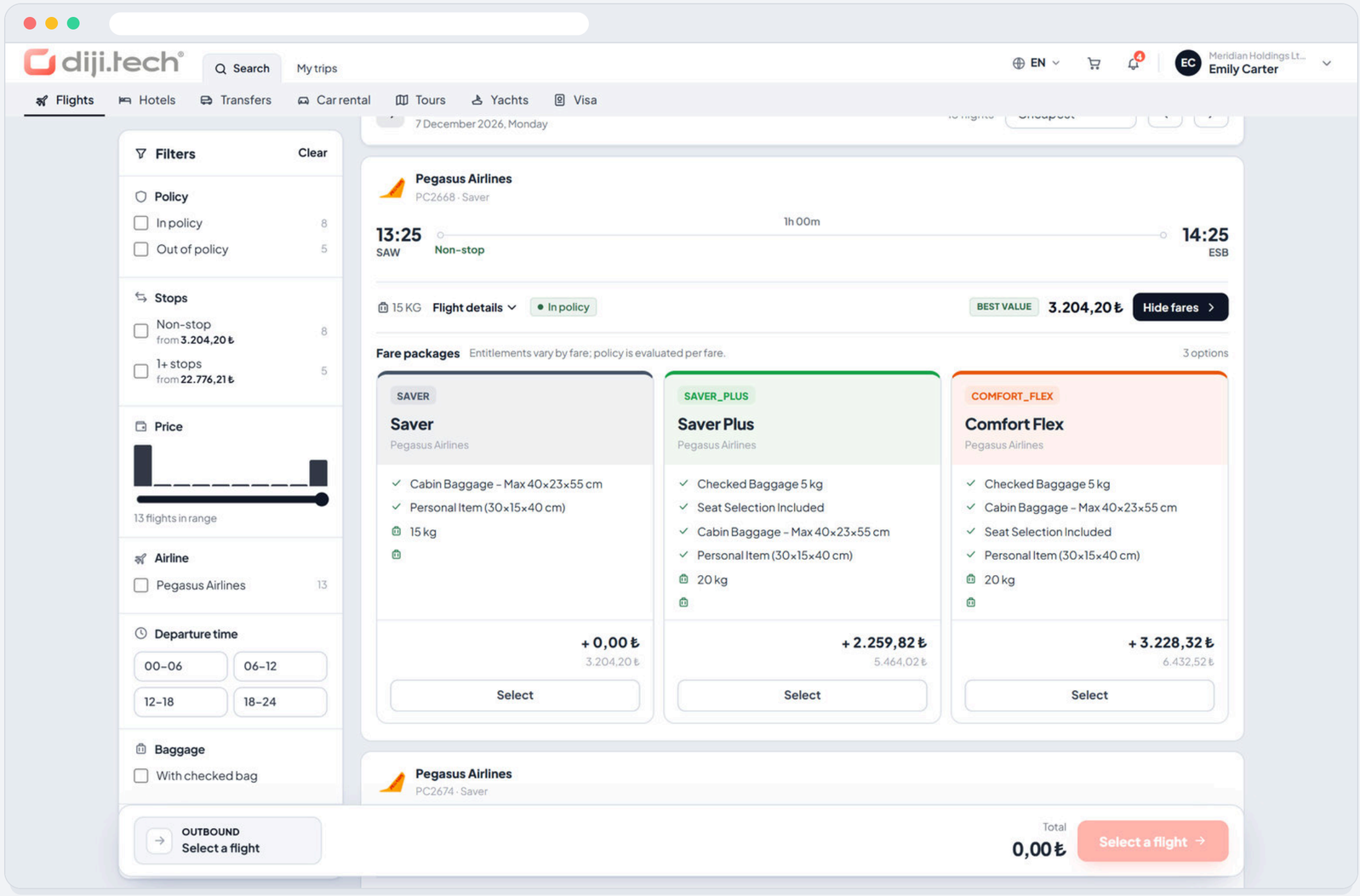


03 · SEARCH AND BOOKING: FLIGHTS

Choosing a fare package

The airline’s fare packages are compared side by side with their entitlements and price difference; policy is evaluated for each fare.

- Fares: Saver, Saver Plus, Comfort Flex
- Baggage and included entitlements
- Price difference and total
- “Select” for each fare

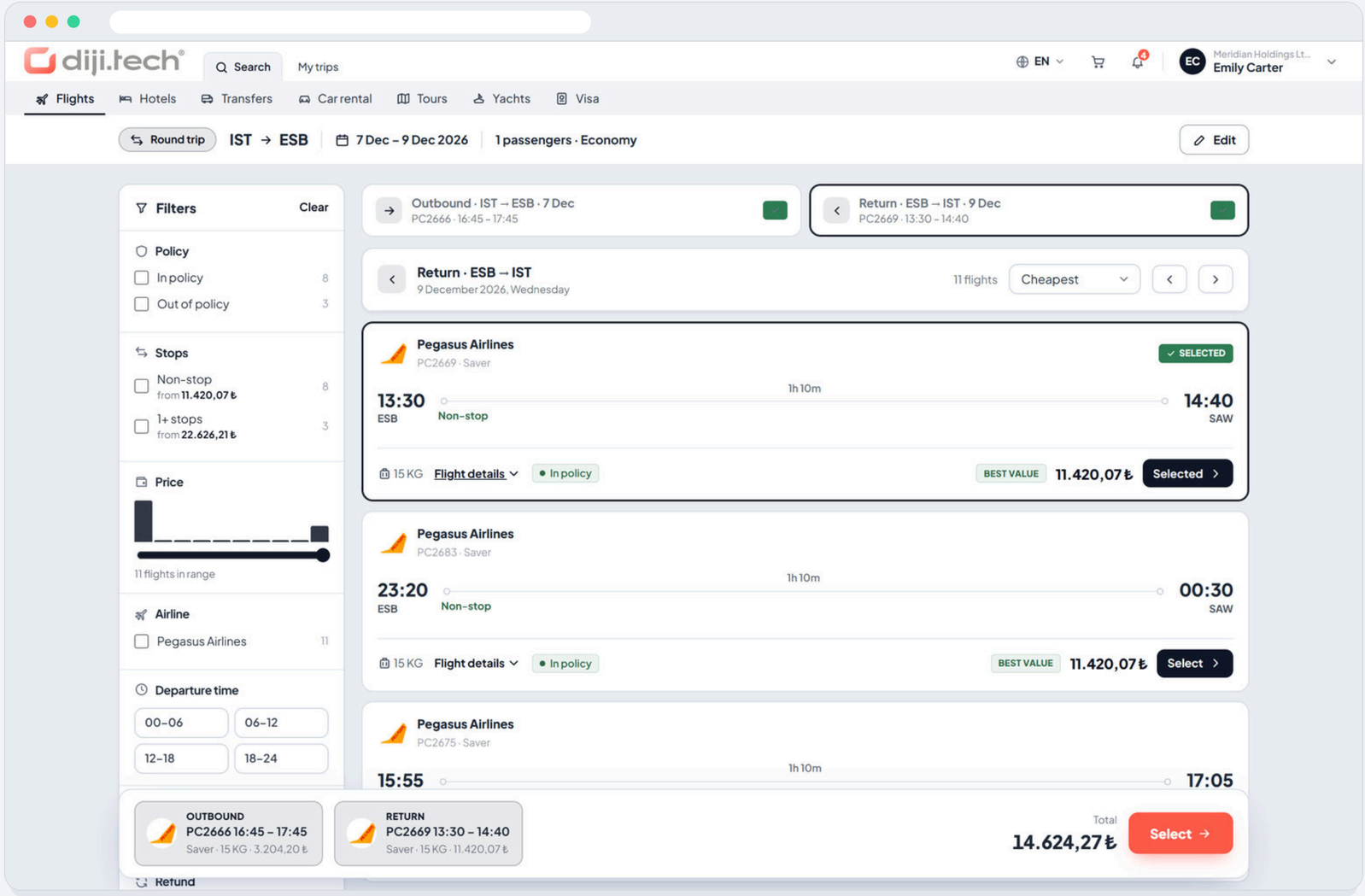


03 · SEARCH AND BOOKING: FLIGHTS

Choosing a round trip

Outbound and return are chosen on separate tabs; once both are selected, the total appears in the bottom bar.

- Outbound and Return tabs
- “SELECTED” mark
- Outbound and return summary in the bottom bar
- Total and “Select”

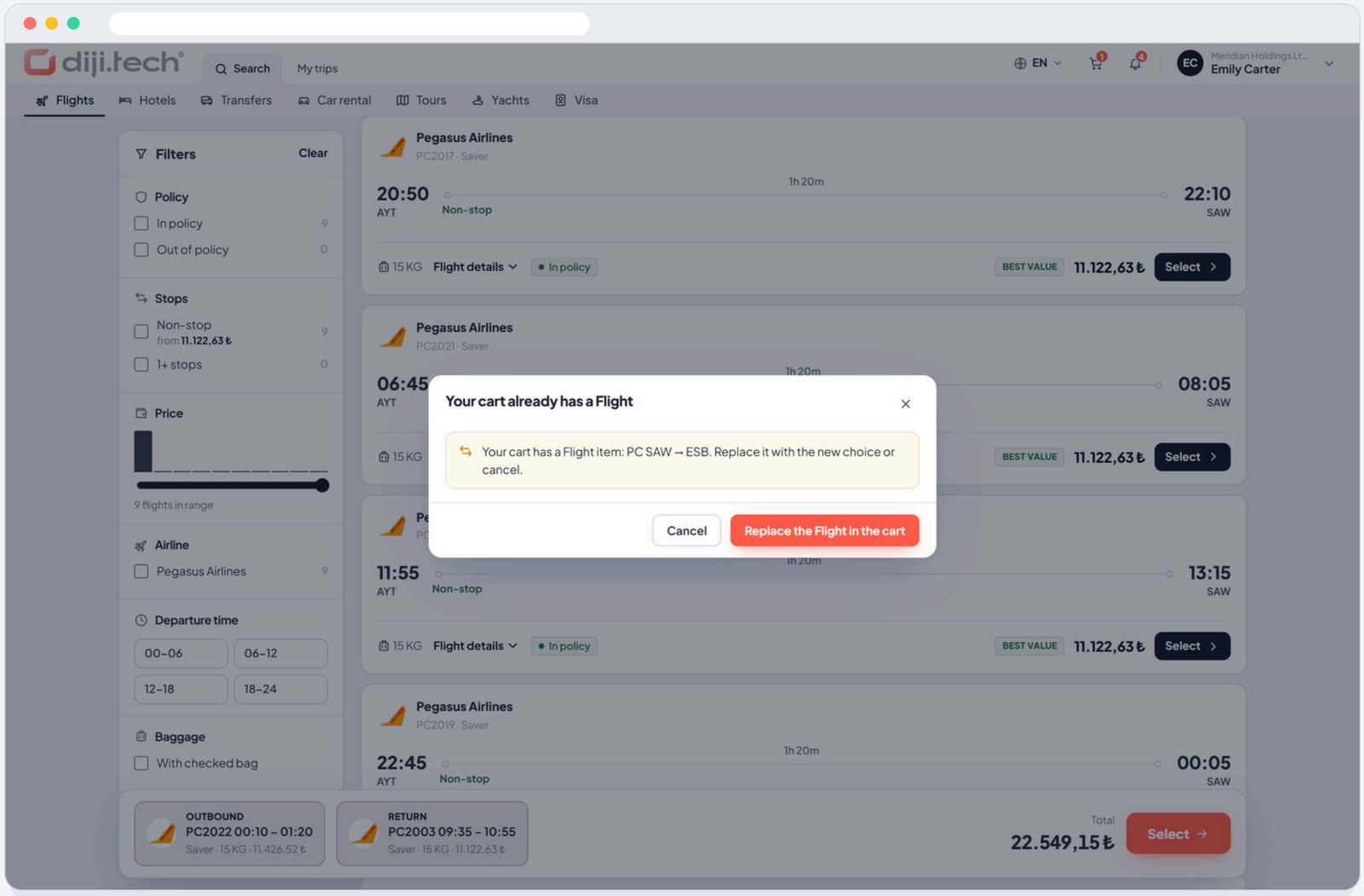


03 · SEARCH AND BOOKING: FLIGHTS

When the cart already has the same product

If the cart already holds a flight, the employee chooses to replace it or cancel; the cart never gets mixed up.

- “Your cart already has a Flight” window
- Details of the current item
- “Cancel” / “Replace the Flight in the cart”



04

Search and Booking: Hotels

Destination search, map, filters, room and cancellation terms; an early warning on out-of-policy choices.

IN THIS SECTION · 11 SCREENS

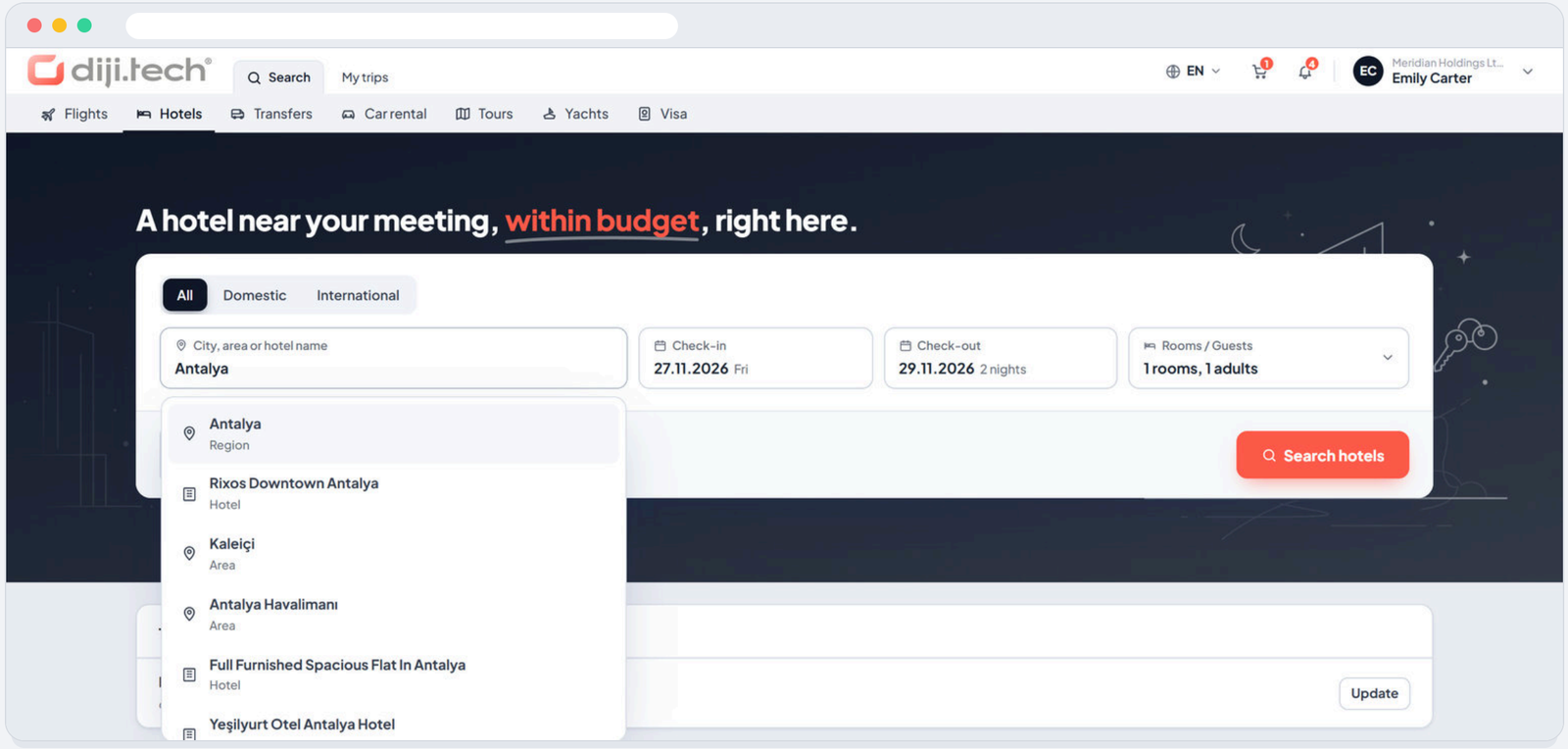
- Hotel search
- Rooms and guests
- Hotel results
- Out-of-policy hotels
- Exploring hotels on the map
- Filters
- Hotel details
- Hotel rules
- Available rooms and prices
- Cancellation policy
- Out-of-policy choice warning

04 · SEARCH AND BOOKING: HOTELS

Hotel search

Search by city, area or hotel name; suggestions appear as you type.

- All / Domestic / International
- Area and hotel suggestions
- Check-in and check-out dates, number of nights
- Rooms / Guests

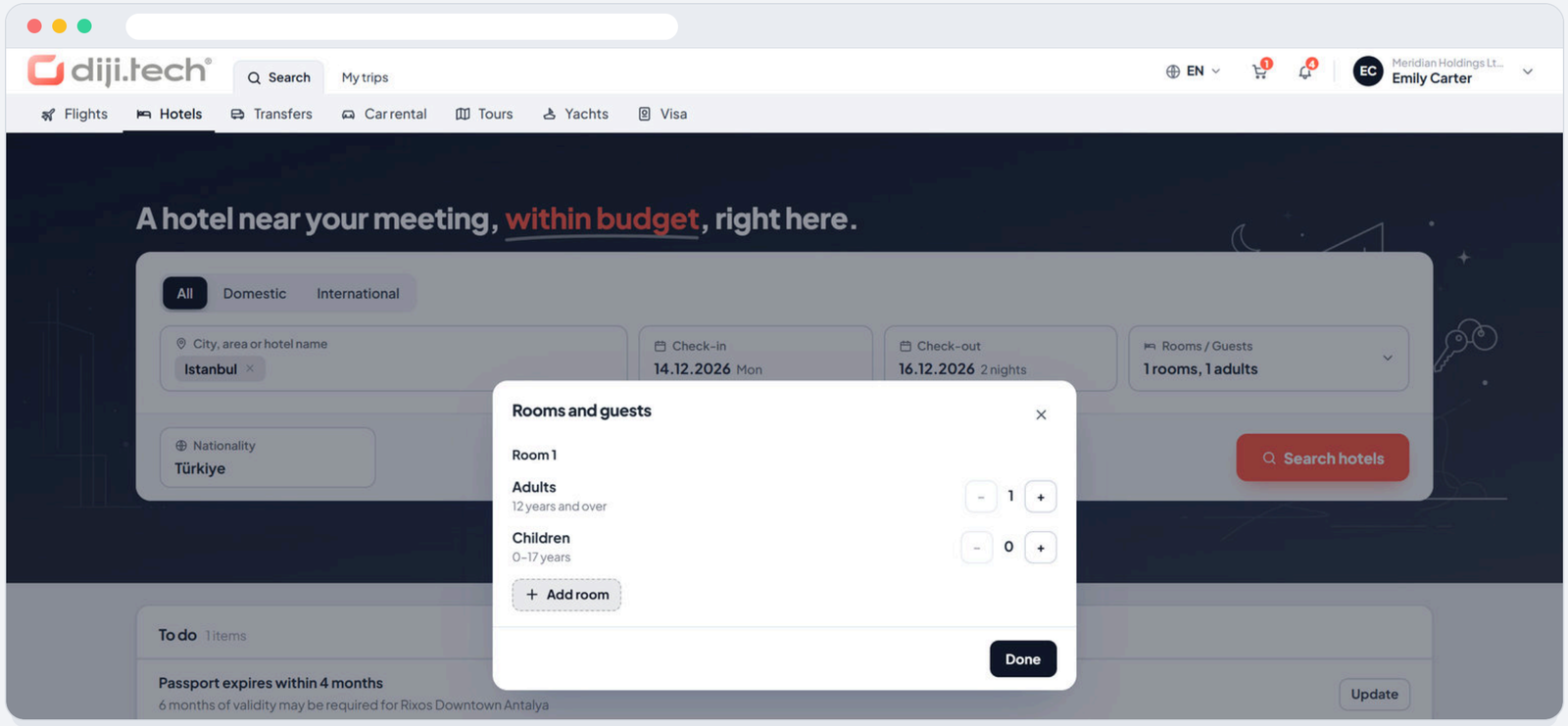


04 · SEARCH AND BOOKING: HOTELS

Rooms and guests

The number of rooms, adults and children is set in one window.

- Adult and child counters
- “Add room”
- Nationality comes from the profile

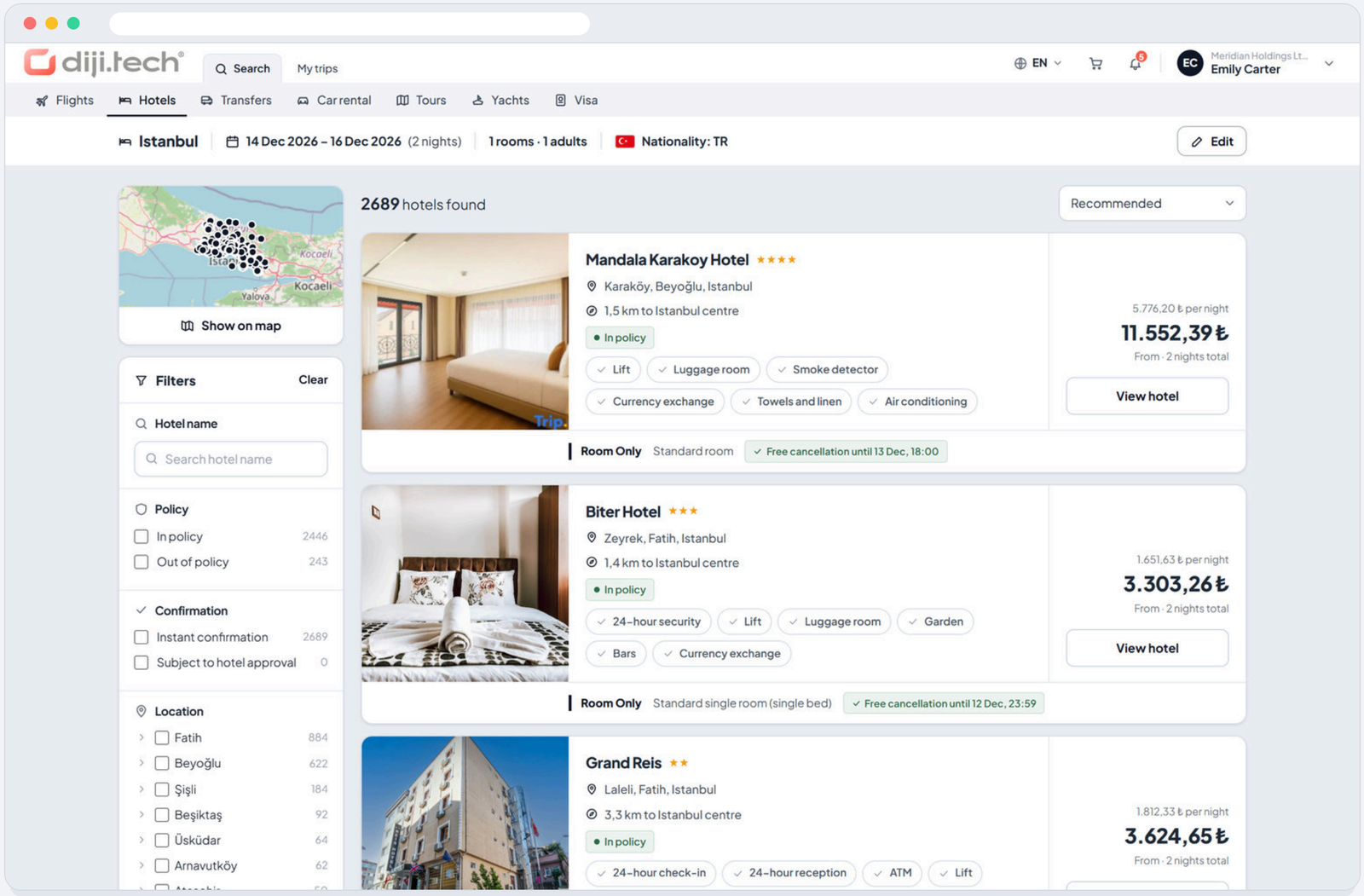


04 · SEARCH AND BOOKING: HOTELS

Hotel results

Thousands of hotels are listed with policy status, location and price, so the employee quickly finds the right one.

- Map preview and “Show on map”
- Filters: Hotel name, Policy, Confirmation, Location
- Hotel card: image, stars, location, distance to the centre
- Policy badge, nightly and total price
- Board, room type, free cancellation date

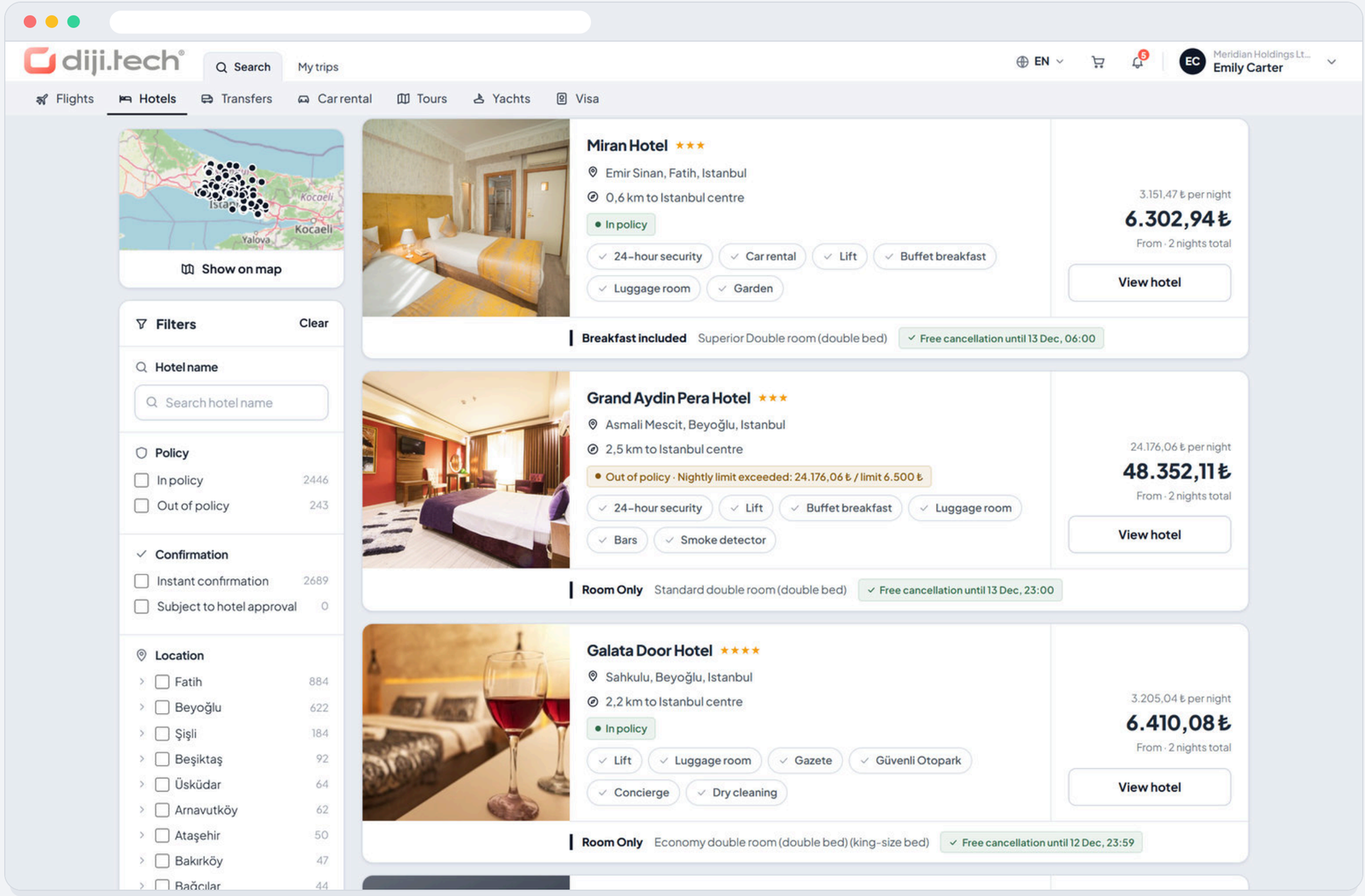


04 · SEARCH AND BOOKING: HOTELS

Out-of-policy hotels

Hotels above the nightly limit are shown with the actual rate and the limit.

- “Out of policy · Nightly limit exceeded” badge
- Limit and actual nightly rate
- Side by side with in-policy hotels
- Policy filter

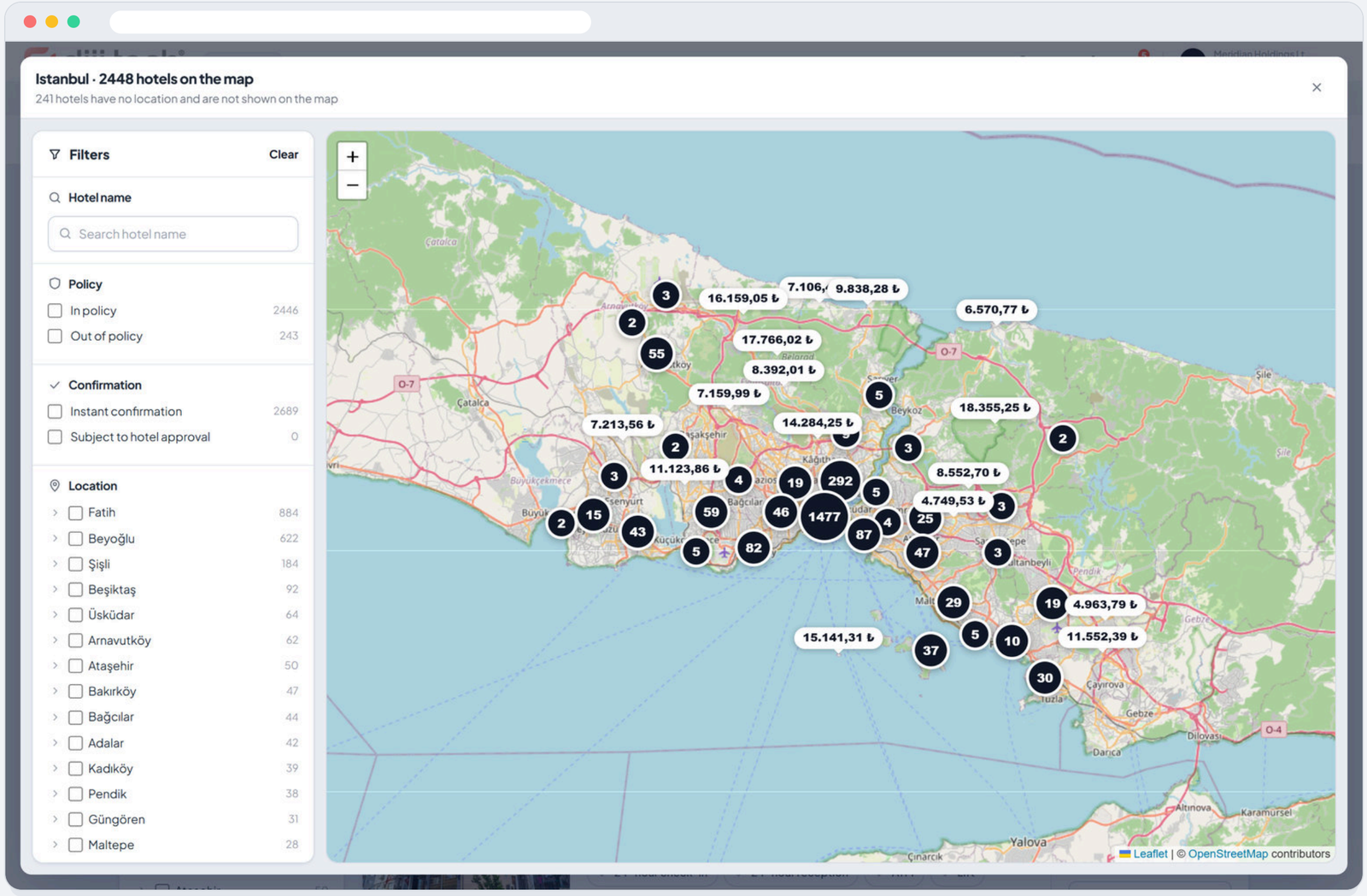


04 · SEARCH AND BOOKING: HOTELS

Exploring hotels on the map

Hotels are explored on a full-screen map with price pins and clusters; the filters stay open alongside.

- Price pins and clusters
- Filter panel alongside
- Location filter by district

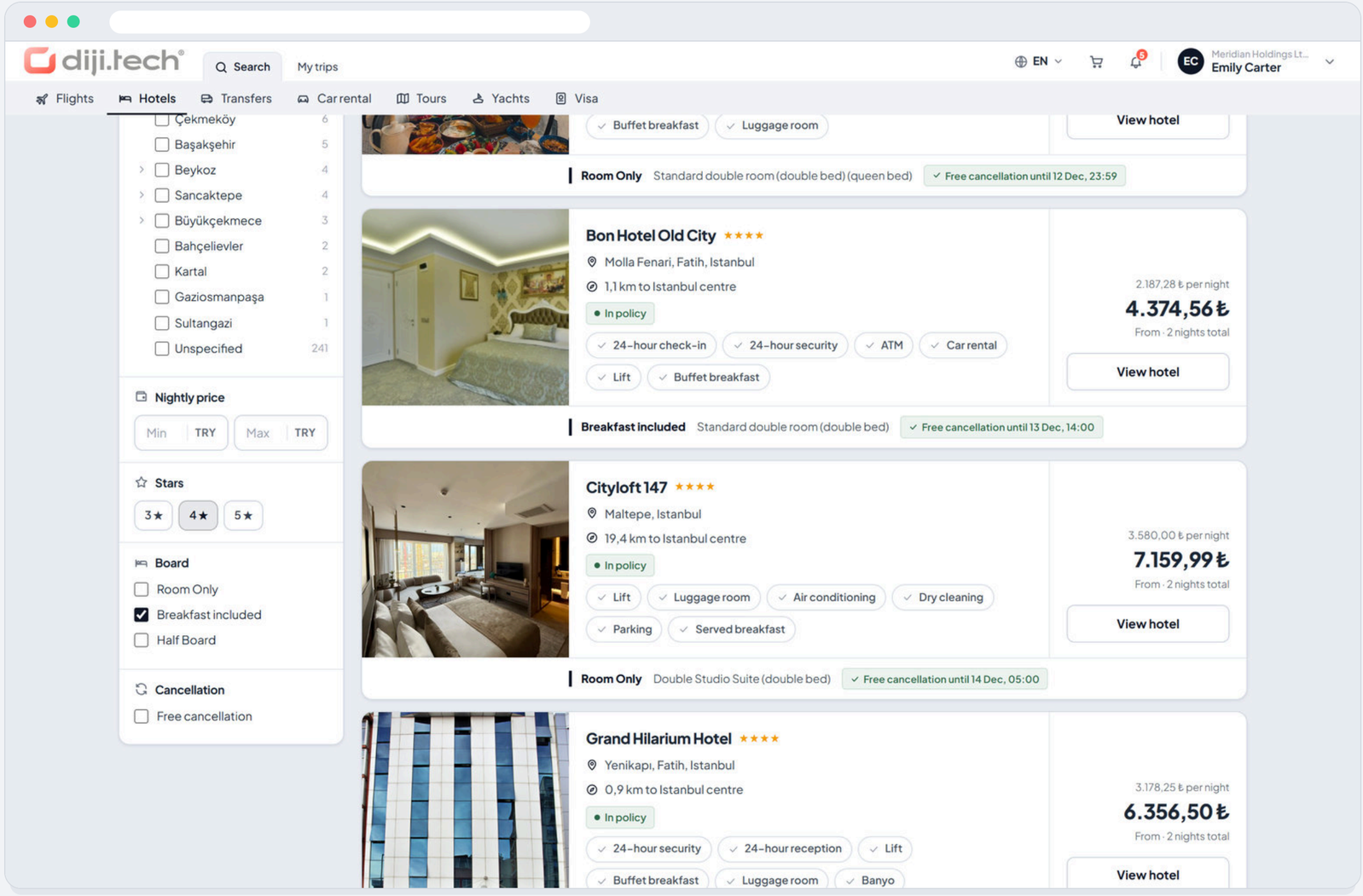


04 · SEARCH AND BOOKING: HOTELS

Filters

Star, board, cancellation and price filters narrow the results within seconds.

- Stars: 4★ selected
- Board: Breakfast included selected
- Free cancellation
- Nightly price range

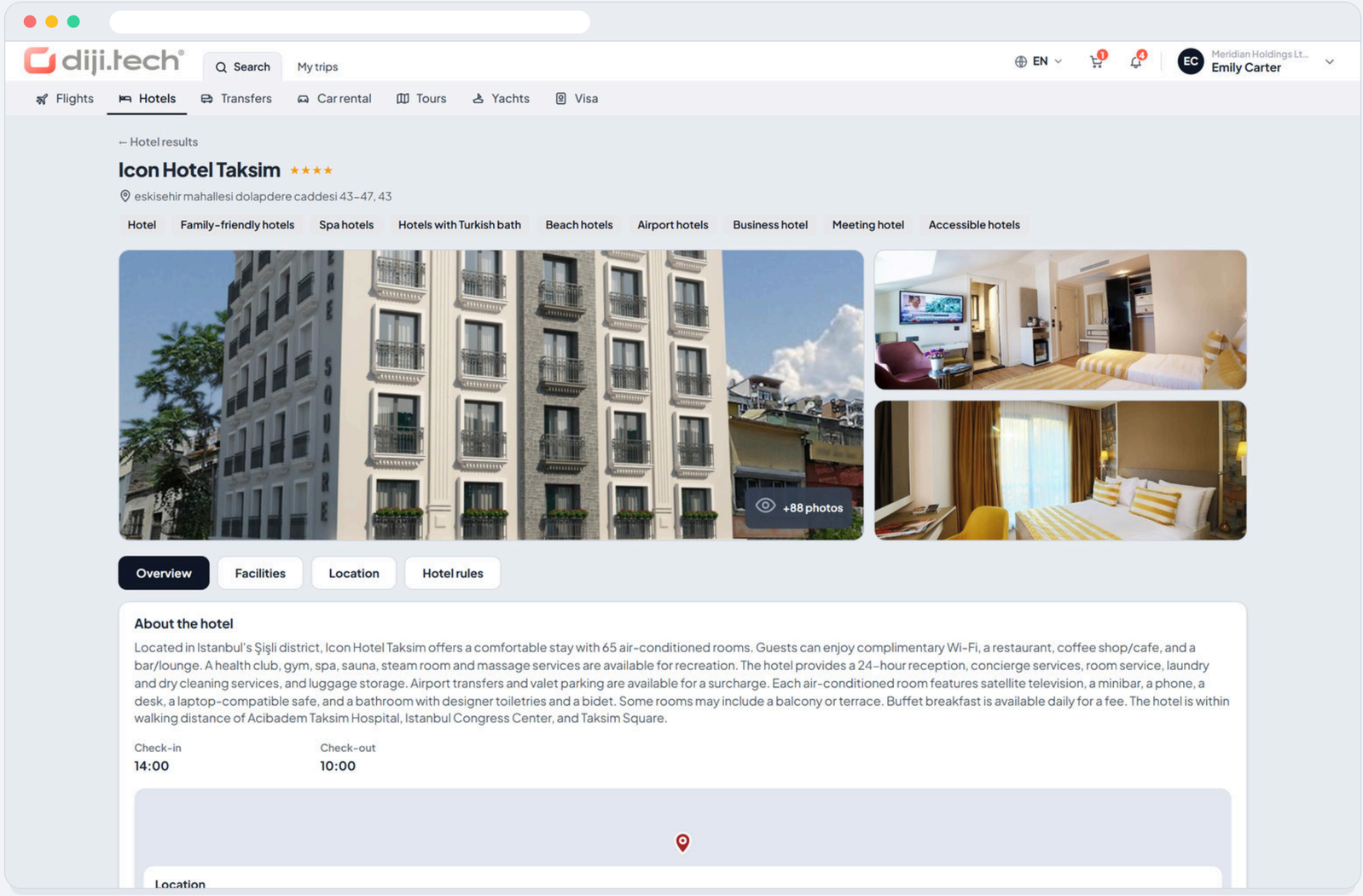


04 · SEARCH AND BOOKING: HOTELS

Hotel details

The hotel's gallery, address, property types and description are presented on one page.

- Photo gallery and "+88 photos"
- Stars, address and property tags
- About the hotel
- Check-in / check-out times
- Overview, Facilities, Location, Hotel rules tabs

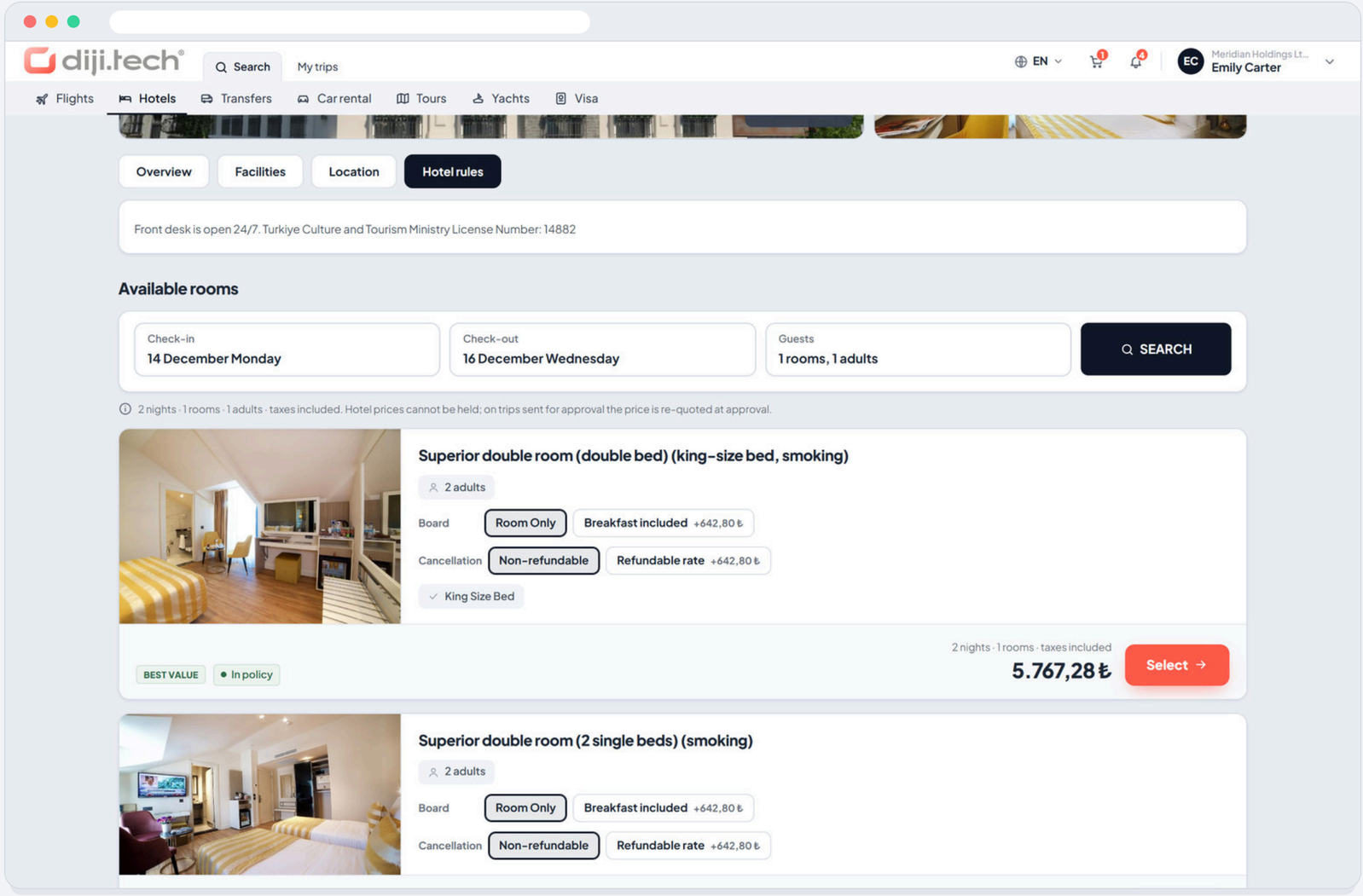


04 · SEARCH AND BOOKING: HOTELS

Hotel rules

Property rules and notes are read before booking.

- “Hotel rules” tab
- Property notes
- Date and guest search for available rooms

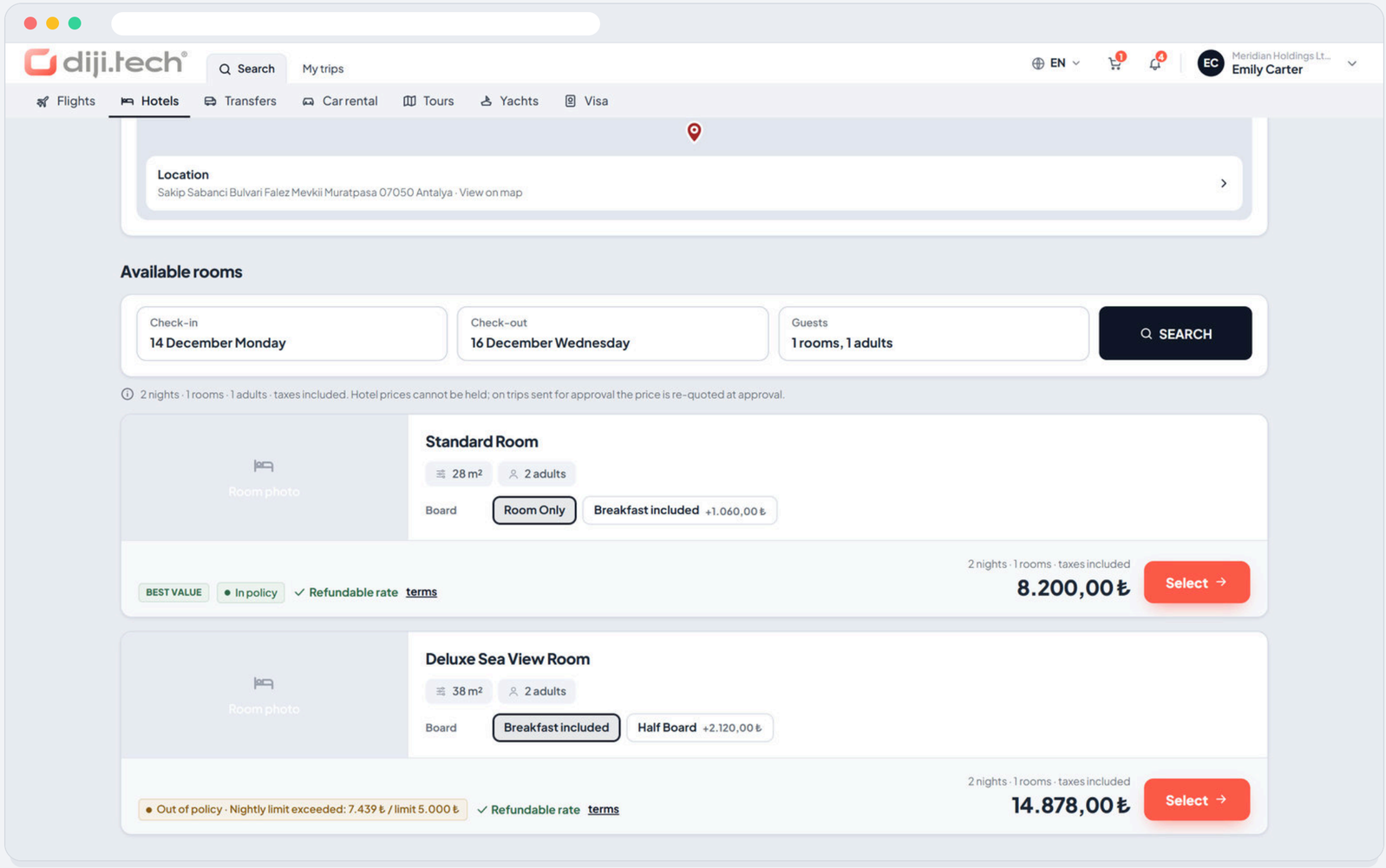


04 · SEARCH AND BOOKING: HOTELS

Available rooms and prices

Each room type is listed with its board options, policy status and cancellation terms.

- Room type, m² and number of guests
- Board options and “BEST VALUE”
- In policy / out of policy badges
- Refundable rate and its “terms”
- Total price and “Select”

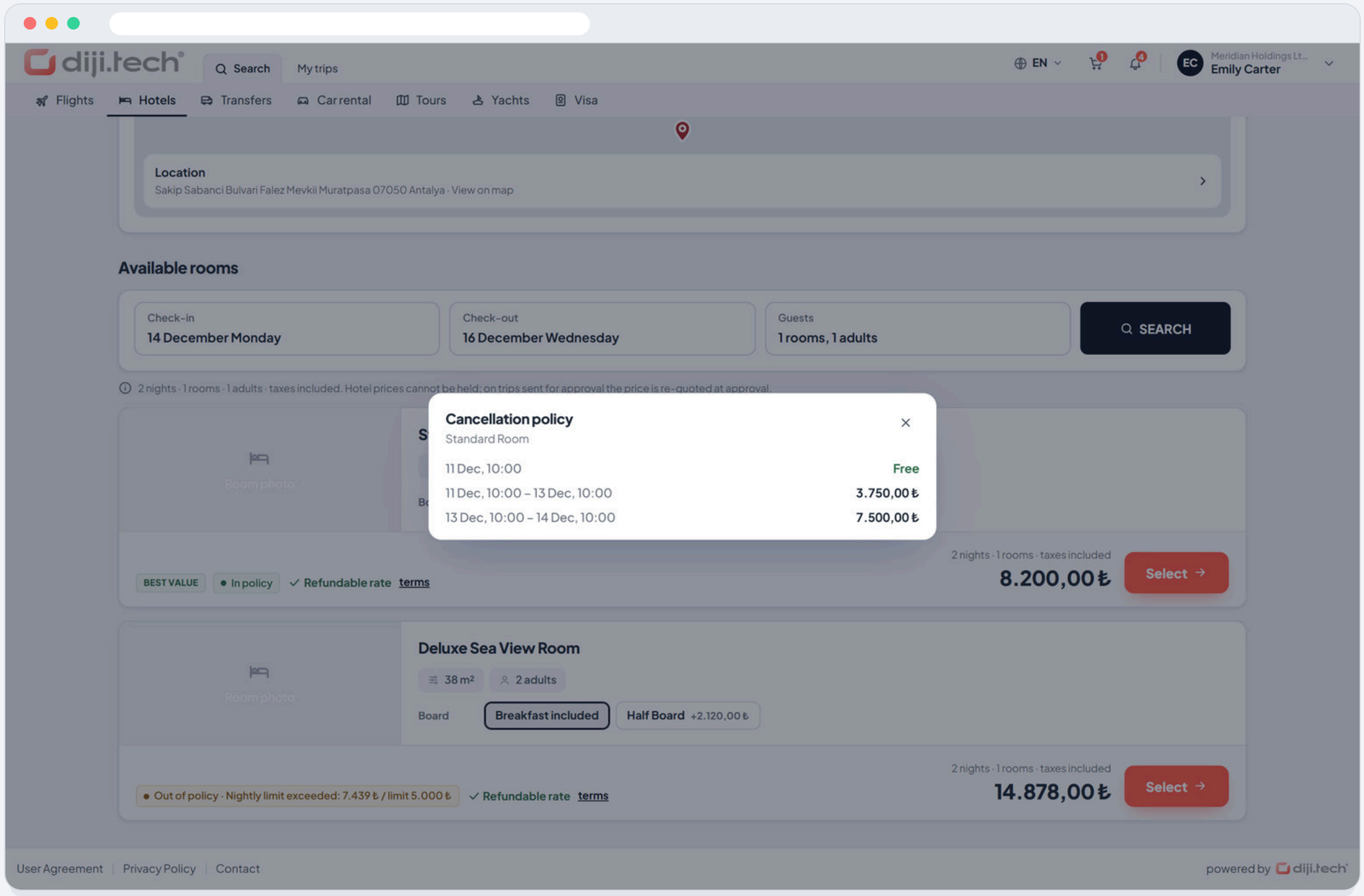


04 · SEARCH AND BOOKING: HOTELS

Cancellation policy

Cancellation terms are shown clearly for each room, with date ranges and penalty amounts.

- Last date for free cancellation
- Penalty tiers and amounts
- Terms per room

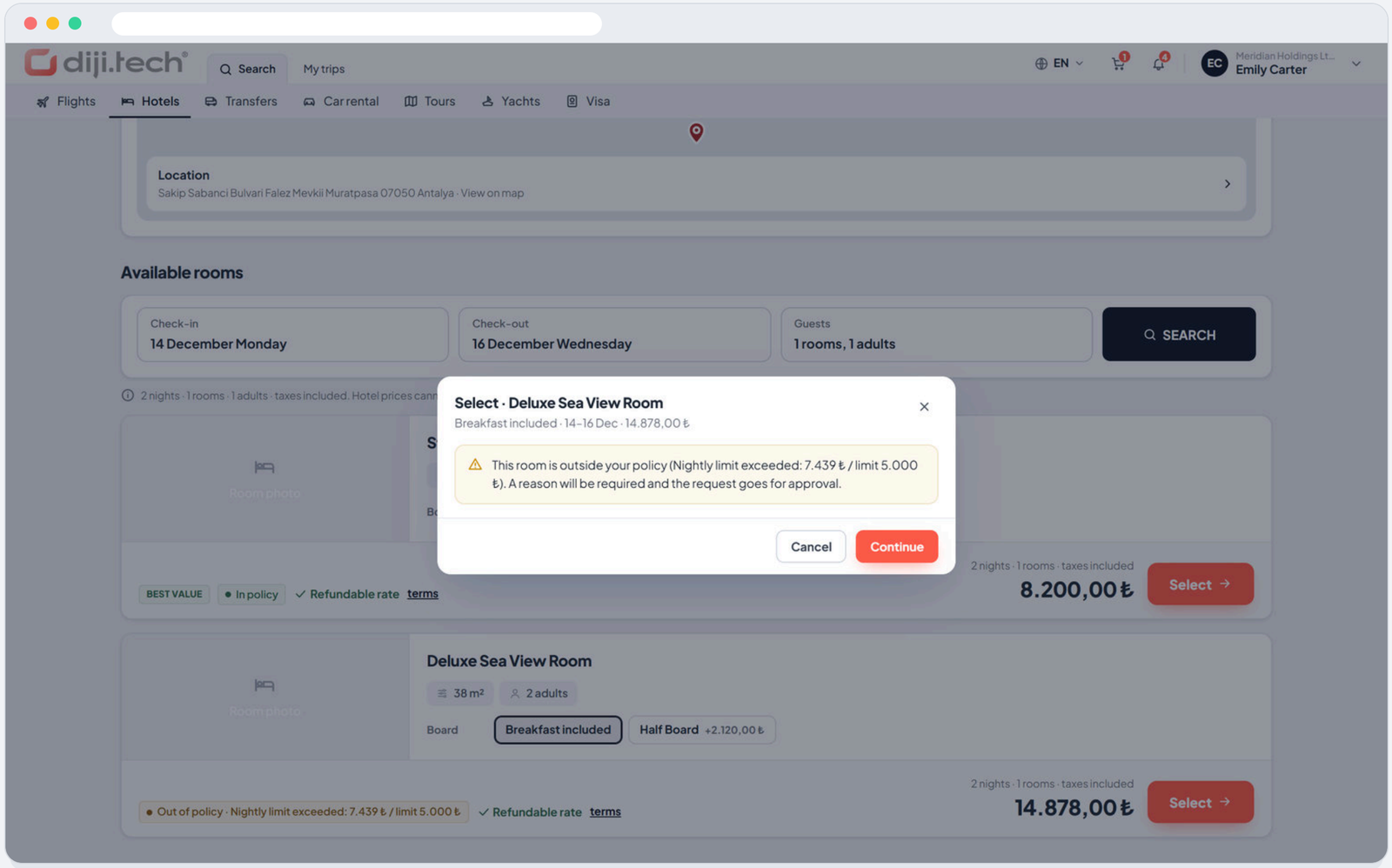


04 · SEARCH AND BOOKING: HOTELS

Out-of-policy choice warning

When an out-of-policy room is chosen, the employee is warned in advance: a reason is required and the request goes to approval.

- Selected room, board, dates and amount
- Explanation of the exceeded limit
- “Cancel” / “Continue”



05

Search and Booking: Transfers and Cars

Airport transfers and car rental from the same search screen, under the same rules.

IN THIS SECTION · 2 SCREENS

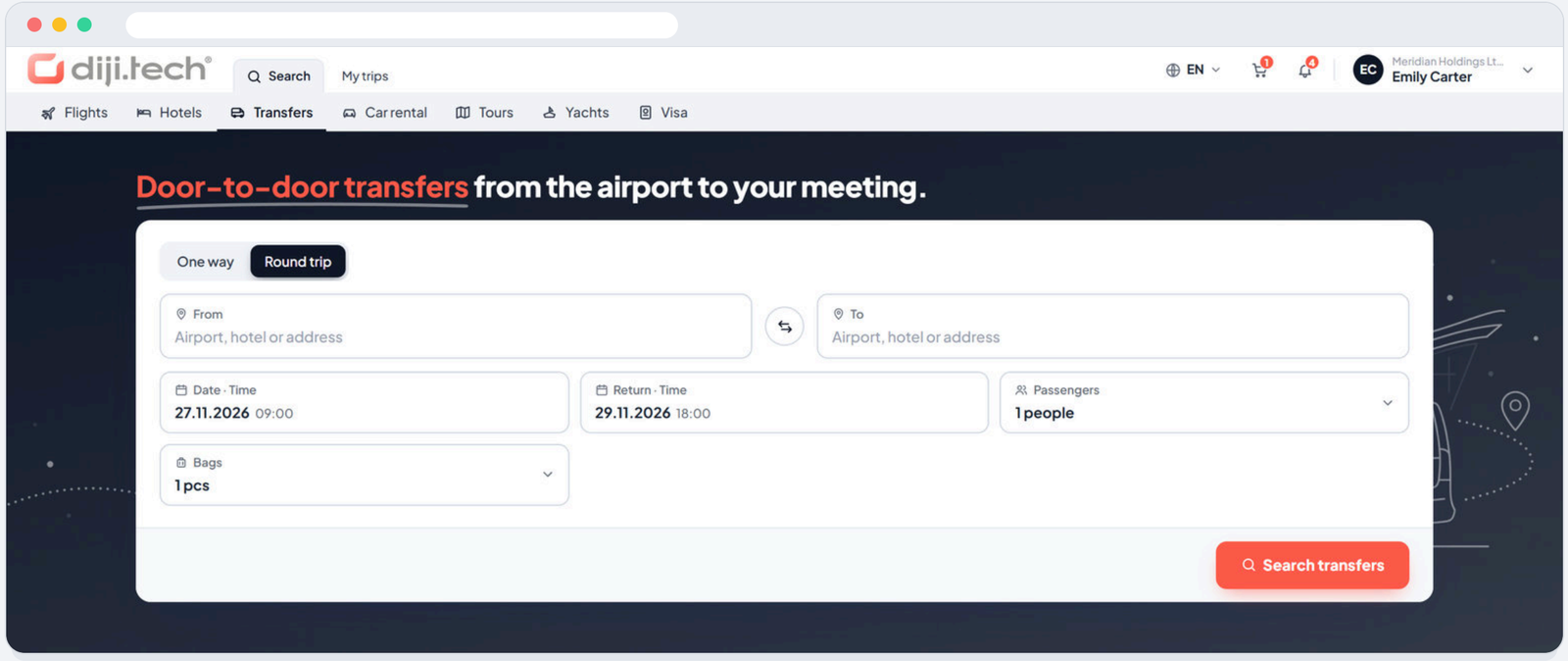
- Transfer search
- Car rental search

05 · SEARCH AND BOOKING: TRANSFERS AND CARS

Transfer search

Door-to-door transfers from the airport to the meeting are searched in the same portal.

- One way / Round trip
- From / To: airport, hotel or address
- Date and time, return time
- Passengers and bags

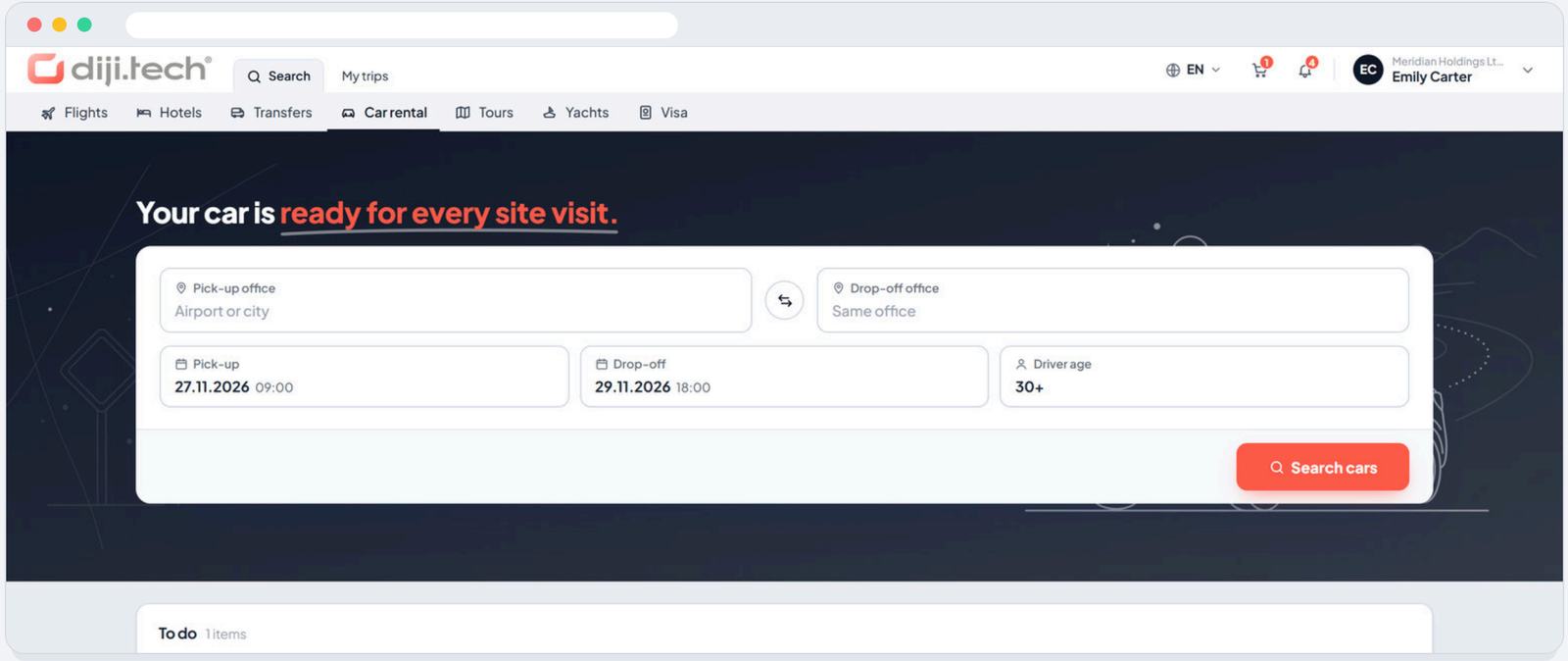


05 · SEARCH AND BOOKING: TRANSFERS AND CARS

Car rental search

Cars for site visits are rented with the same search experience.

- Pick-up and drop-off office
- Pick-up and drop-off date and time
- Driver age
- “Search cars”



06

Visa

Visa search with the passport details from your profile, the country regime table, the application steps and the policy that applies to visas.

IN THIS SECTION · 3 SCREENS

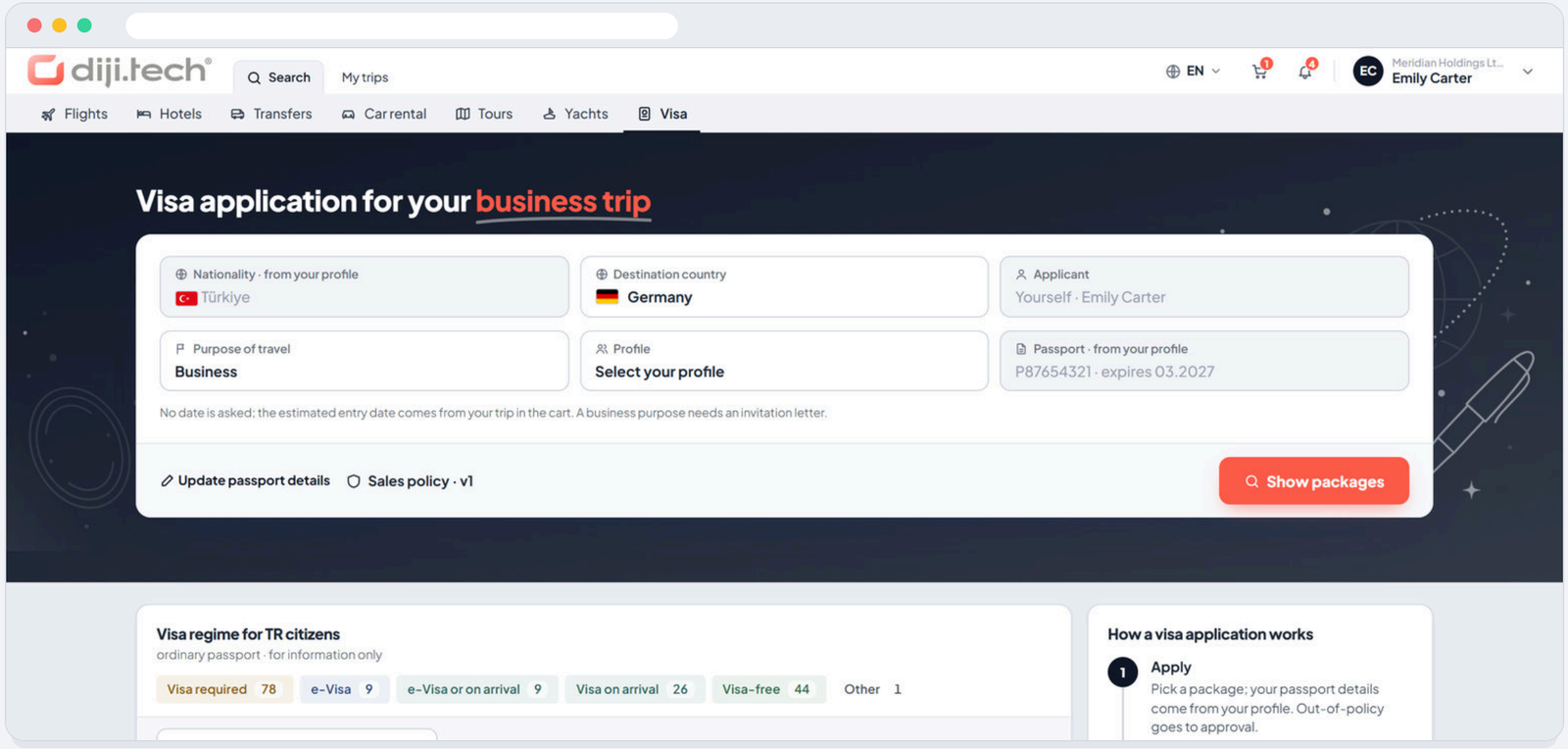
- Visa application
- Visa regime table and process
- Policy in visa applications

06 · VISA

Visa application

The visa search starts from the nationality and passport details in the profile; the employee does not type them again.

- Nationality and passport come from the profile
- Destination country: Germany
- Purpose of travel: Business / Tourism
- Applicant: yourself
- “Update passport details” and “Show packages”

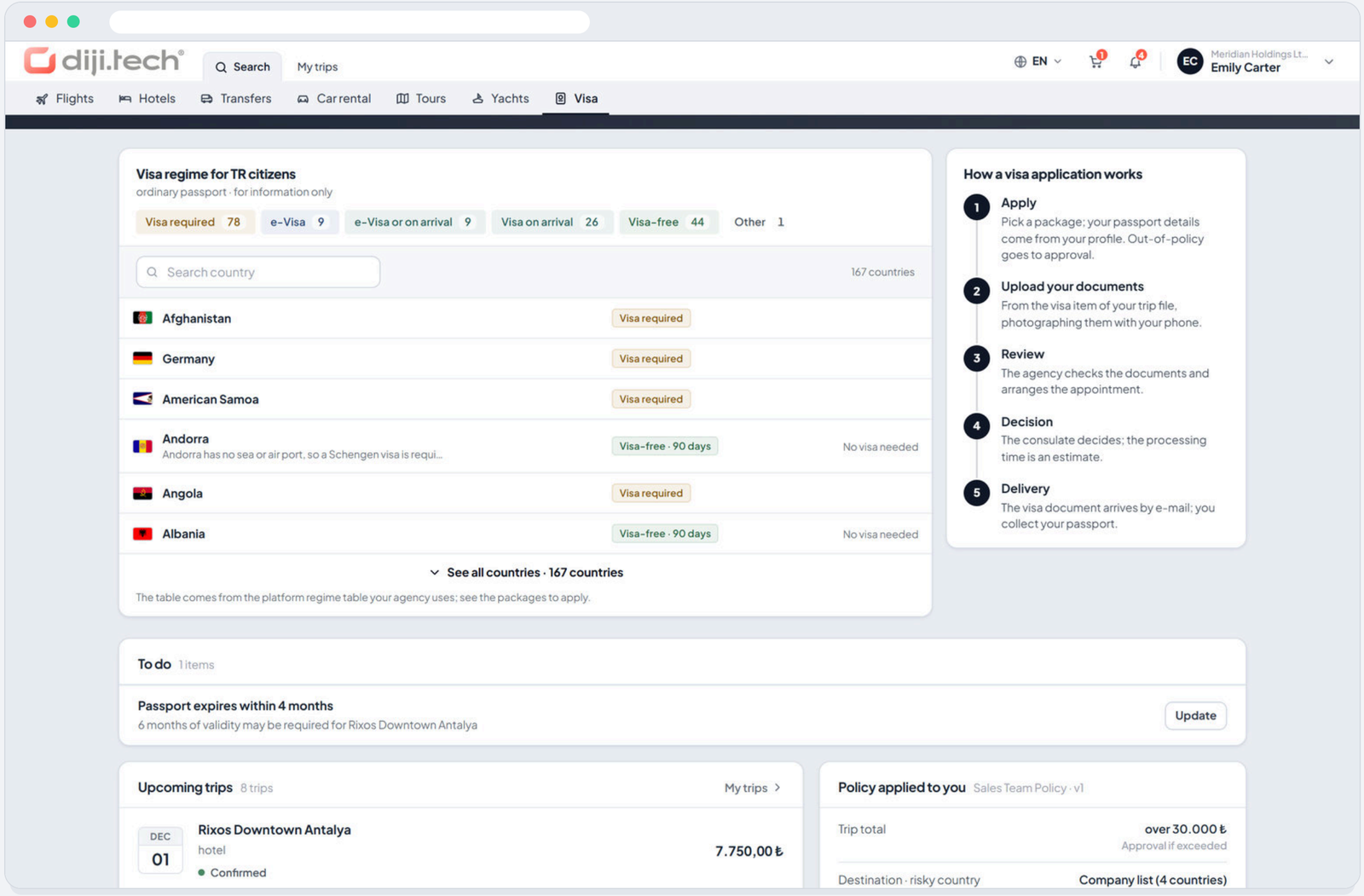


06 · VISA

Visa regime table and process

The visa regime for Turkish citizens and the application process are visible at a glance, country by country.

- Regime summaries: Visa required, e-Visa, Visa on arrival, Visa-free
- Country search and a list of 167 countries
- Regime badge for each country
- Process: Apply, Upload your documents, Review, Decision, Delivery

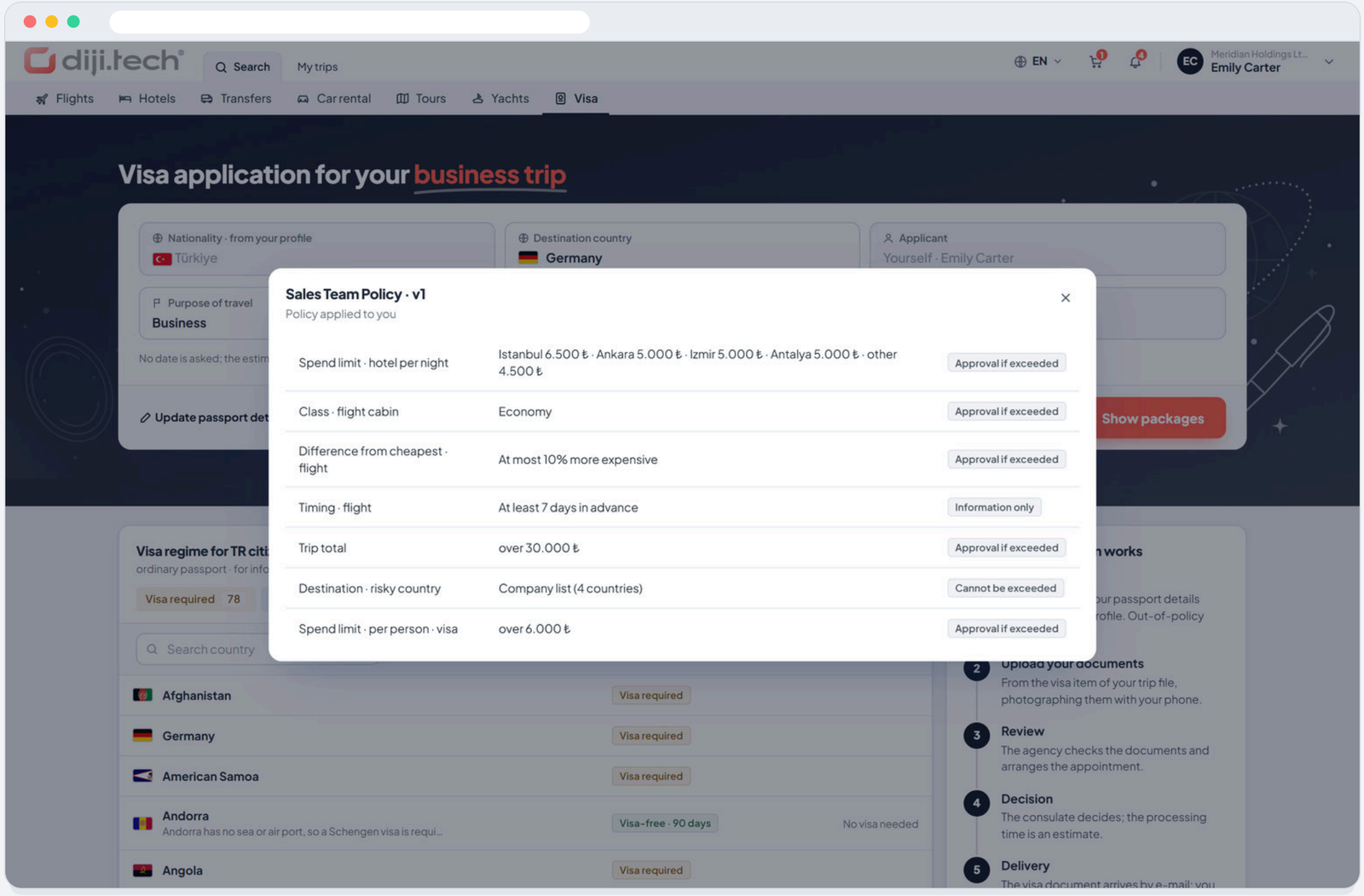


06 · VISA

Policy in visa applications

The rules applied to a visa application are visible before searching.

- Per-person visa spend limit
- Risky country: Cannot be exceeded
- Other travel rules and their outcomes



07

Cart and Purchase

Trip details, traveller and billing profile; purchase directly from the company wallet when in policy, otherwise send for approval with a reason.

IN THIS SECTION · 9 SCREENS

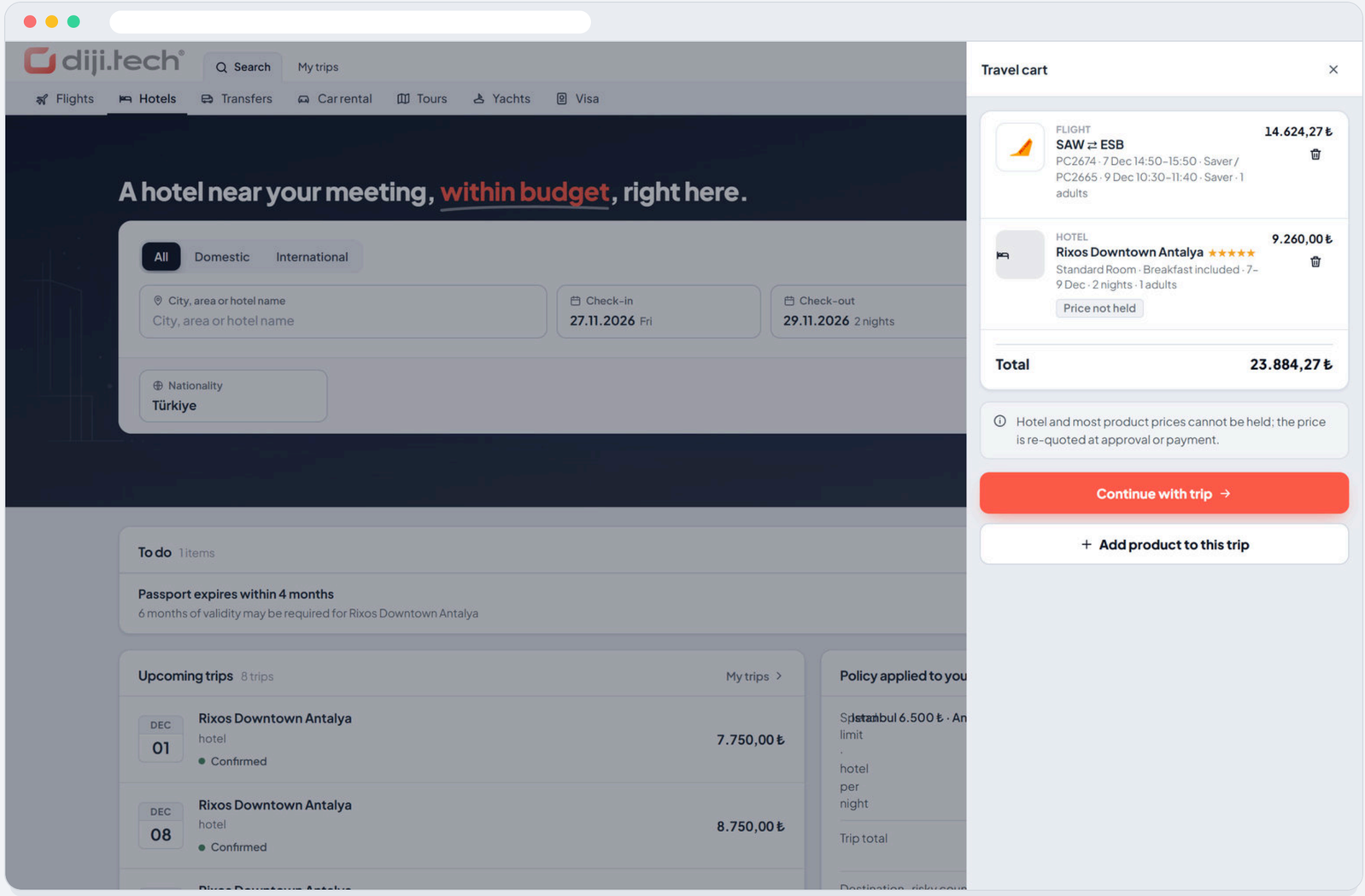
- Travel cart
- Trip details
- Traveller details
- In policy: direct purchase
- Out-of-policy item and reason
- Sending for approval
- Your trip was sent for approval
- Your trip is confirmed
- Approval request rejected

07 · CART AND PURCHASE

Travel cart

Flights and hotels are collected in the same travel cart; the items and the total are always in view.

- Items: flight and hotel, with prices
- “Price not held” note
- Total
- “Continue with trip” / “Add product to this trip”

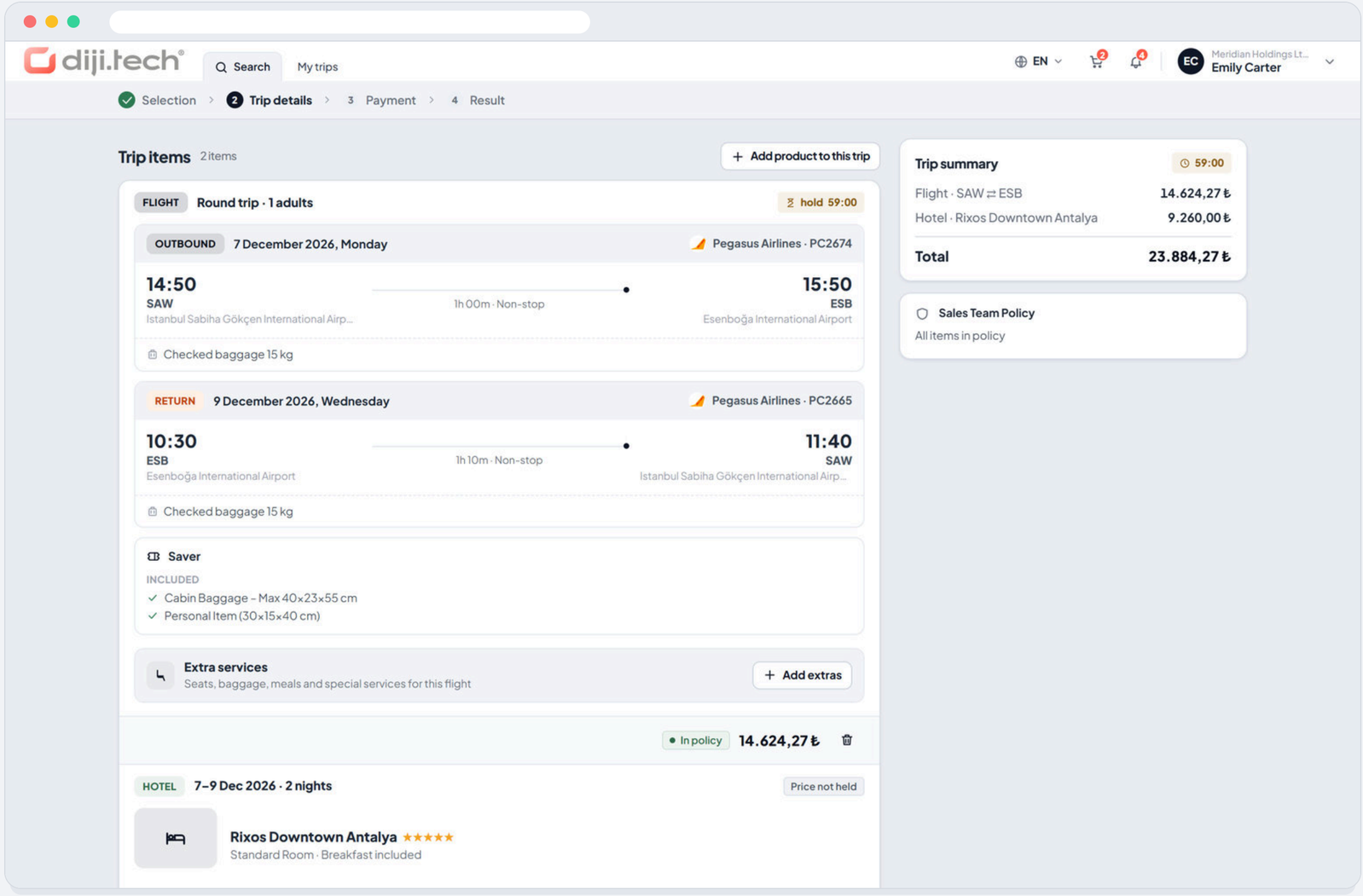


07 · CART AND PURCHASE

Trip details

Before purchase, all items, the time left on the cart and the policy summary are checked on one screen.

- Step bar: Selection → Trip details → Payment → Result
- Flight card: round trip, time-left counter, fare entitlements
- Hotel card: dates, room, cancellation terms, policy badge
- Trip summary and policy summary on the right

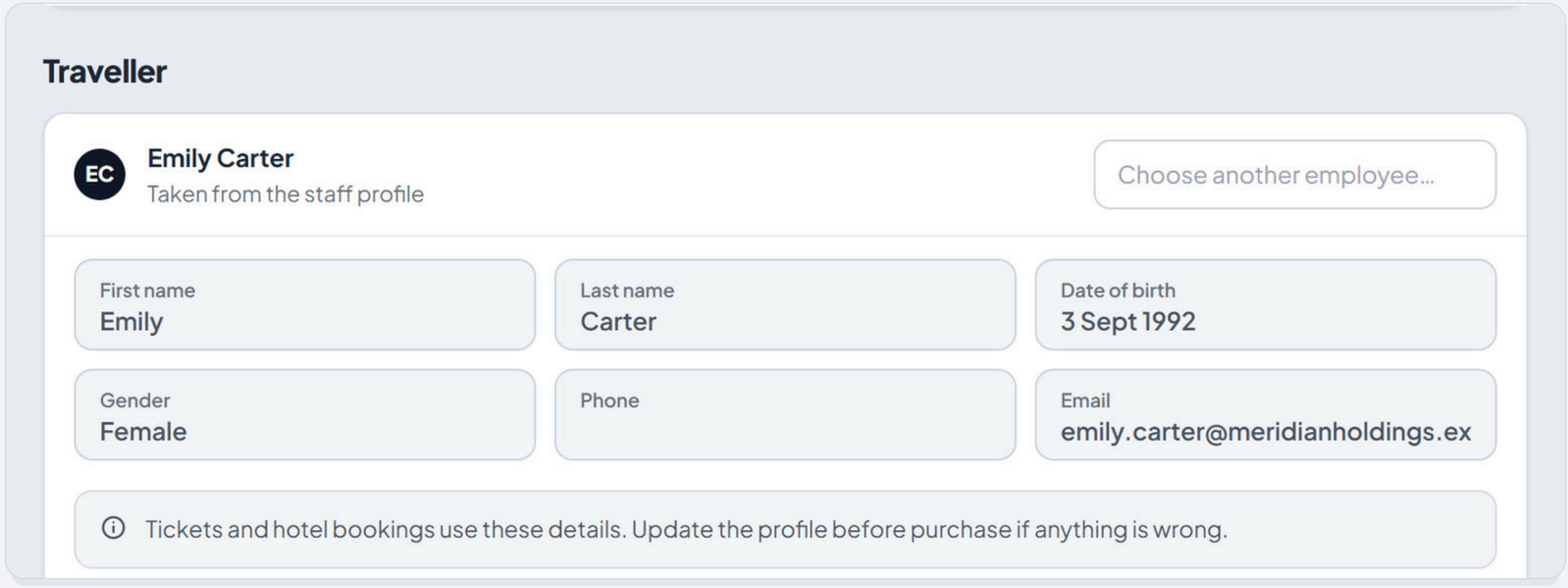


07 · CART AND PURCHASE

Traveller details

Traveller details come automatically from the staff profile; the employee does not fill the form again.

- Lead traveller: the signed-in employee
- Read-only first name, last name, date of birth, gender, phone, e-mail
- “Update the profile before purchase if anything is wrong” note

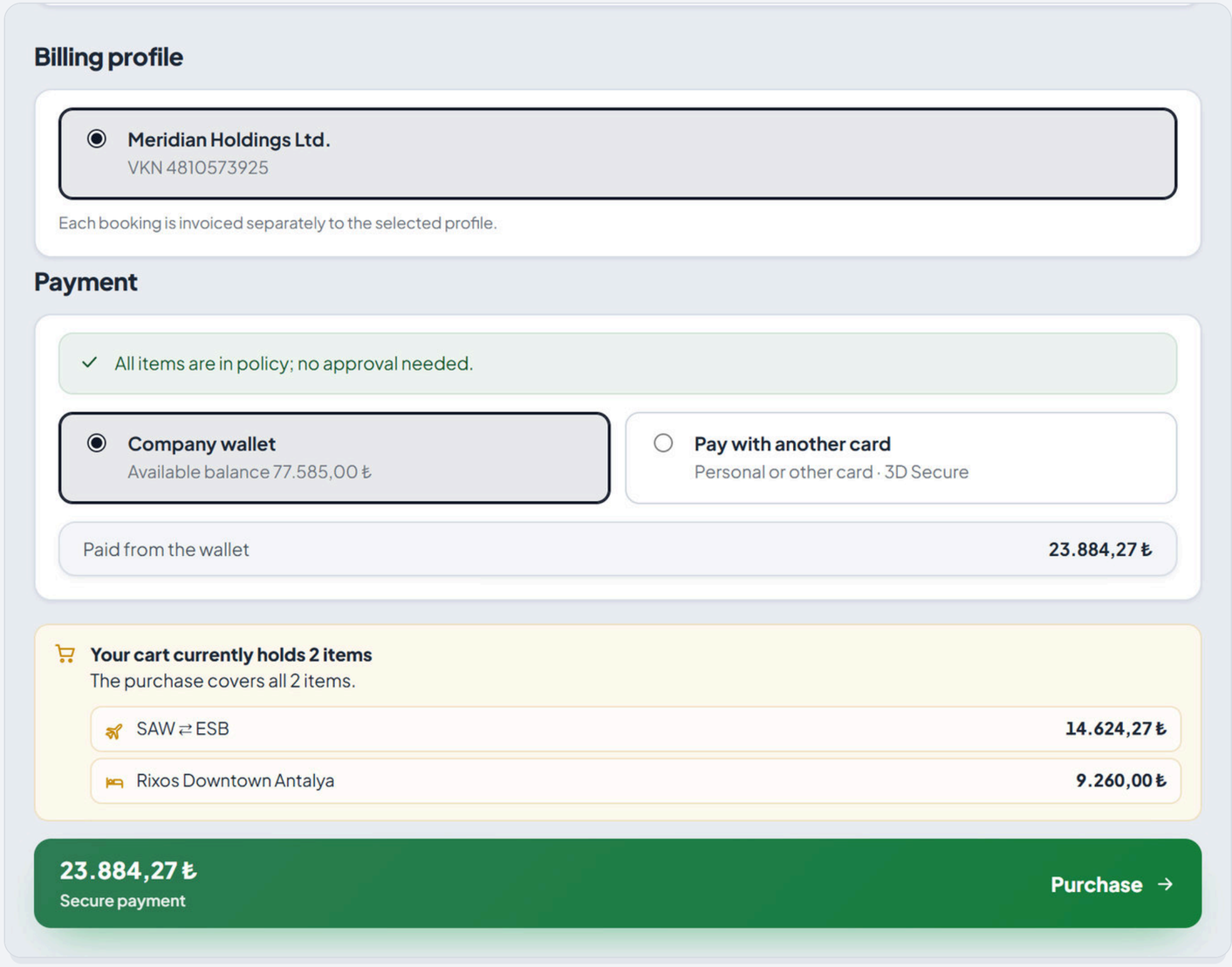


07 · CART AND PURCHASE

In policy: direct purchase

When every item is in policy, there is no waiting for approval; the trip is bought from the company wallet in one click.

- Billing profile selection
- “All items are in policy; no approval needed.”
- Payment: Company wallet and available balance
- Amount paid from the wallet
- “Purchase”

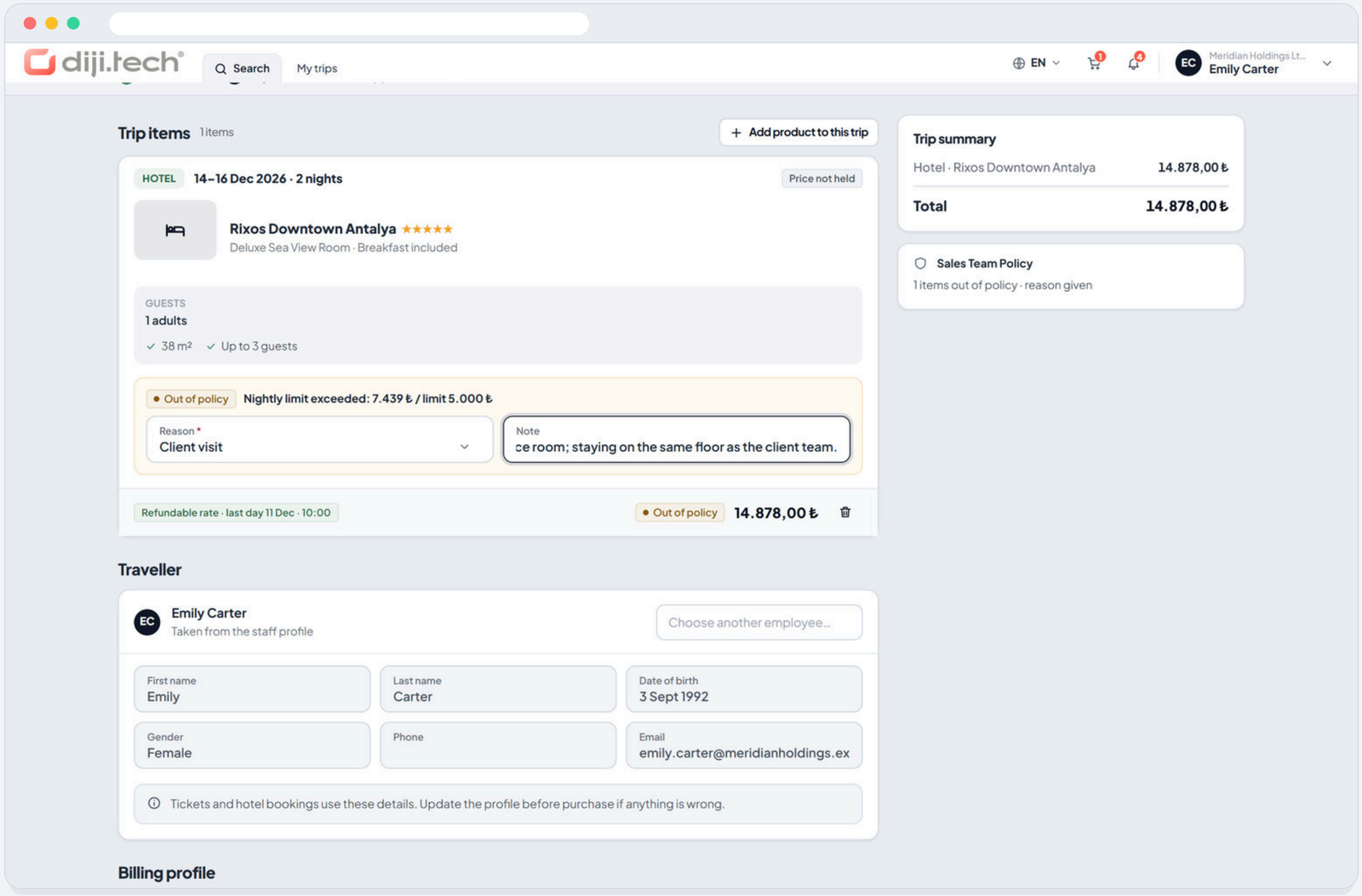


07 · CART AND PURCHASE

Out-of-policy item and reason

For an out-of-policy item, a reason is picked from the list and a note is added; the summary updates instantly.

- “Out of policy · Nightly limit exceeded” flag
- Reason list: Client visit
- Note field
- Policy summary: “1 items out of policy · reason given”

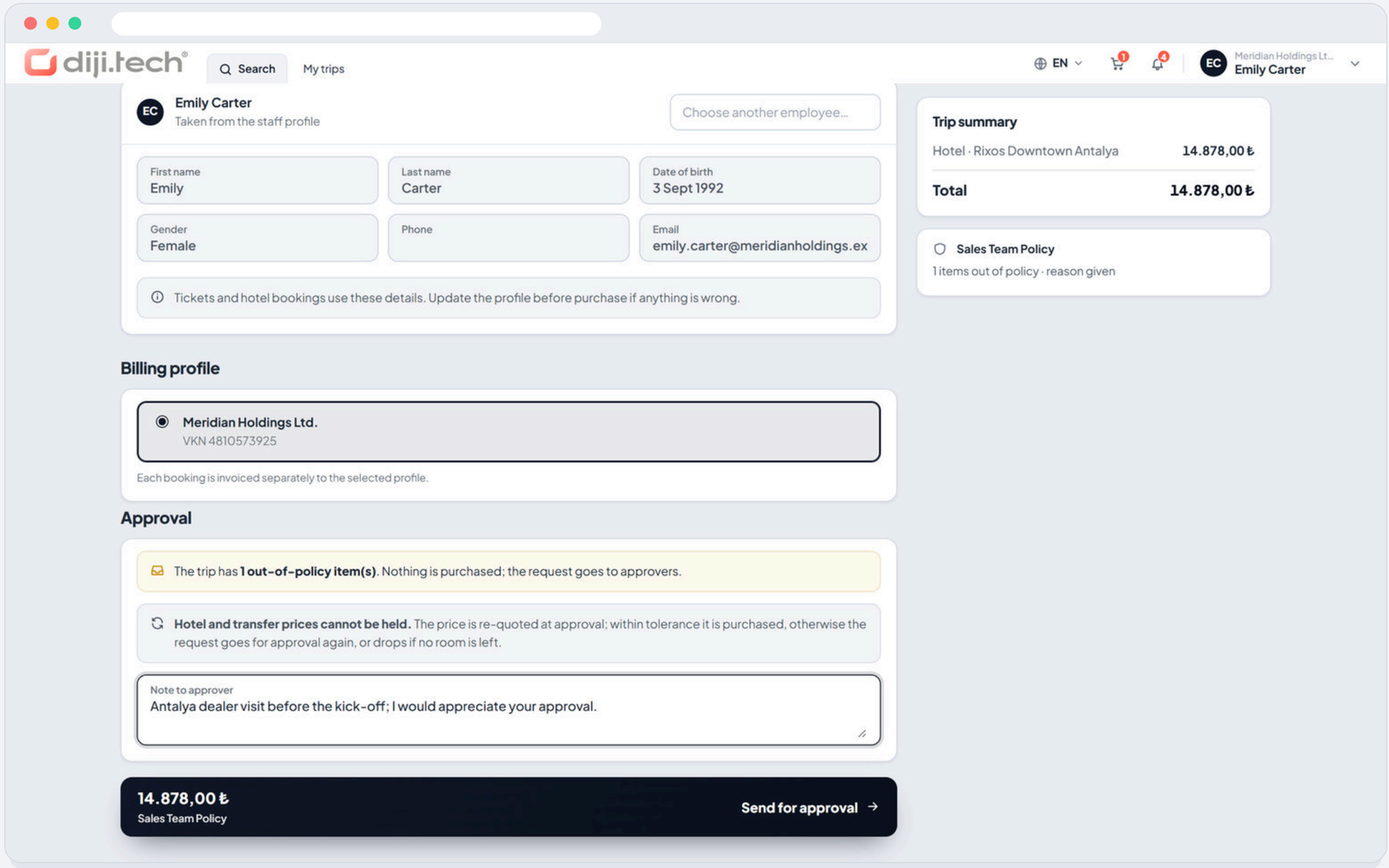


07 · CART AND PURCHASE

Sending for approval

An out-of-policy trip is not purchased; the request goes to the approver together with the reason.

- “The trip has 1 out-of-policy item(s)” notice
- The hotel price is re-quoted at approval
- Note to approver
- “Send for approval”

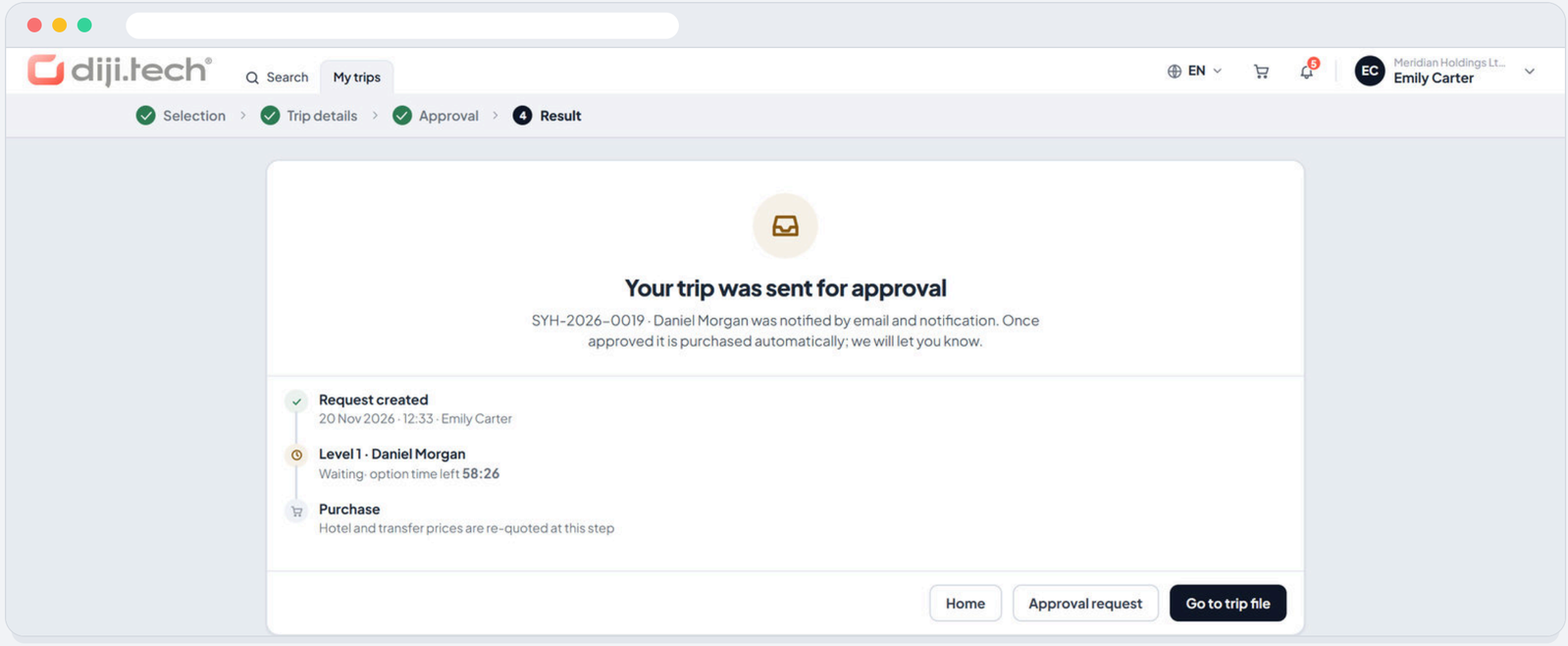


07 · CART AND PURCHASE

Your trip was sent for approval

The request reaches the approver; the employee sees at which level it is waiting and how much time is left.

- File number and approver name
- Timeline: request, level, purchase
- Time left for approval
- “Approval request” / “Go to trip file”



07 · CART AND PURCHASE · FLOW

What happens after you send for approval?

You can follow the status of your request at any time; you are notified when a decision is made.

1

Sent for approval

Your approver and the time left are shown on the result screen.

2

The approver decides

Approves, approves with a better alternative or rejects with a reason.

3

Automatic purchase

The approved trip is purchased automatically and paid from the company wallet.

4

Travel file

The itinerary and vouchers are in your file; notifications are in the bell.

Approved / approved with an alternative

Your trip is confirmed; if an alternative was chosen, you see the approver's note.

Rejected

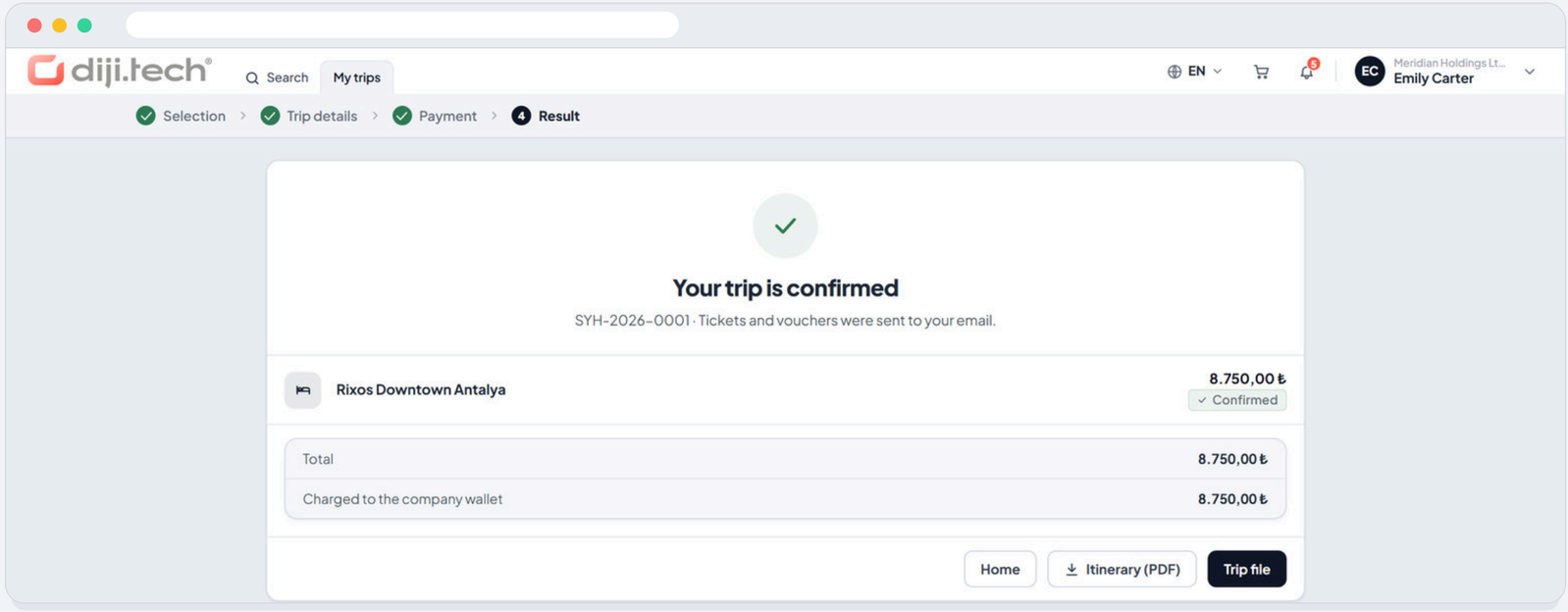
Nothing is purchased or charged; you see the reason and can search again.

07 · CART AND PURCHASE

Your trip is confirmed

Once the purchase is complete, the items, the total and the payment are summarised on one screen.

- Item and “Confirmed” status
- Total
- “Charged to the company wallet”
- “Itinerary (PDF)” and “Trip file”

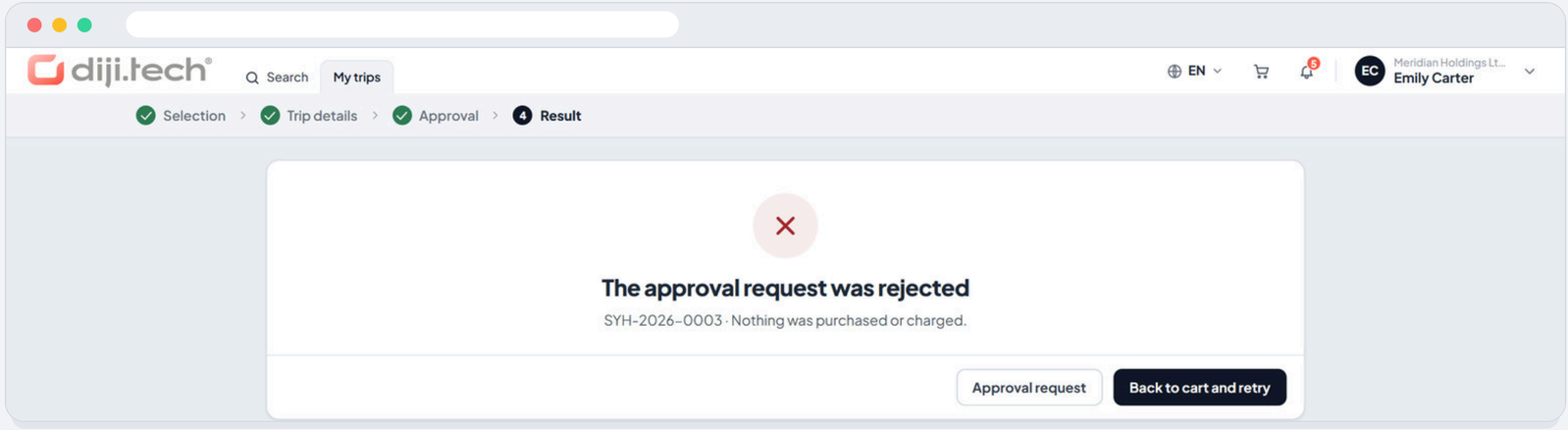


07 · CART AND PURCHASE

Approval request rejected

A rejected request means no purchase and no payment; the employee can go back to the cart and try again.

- “The approval request was rejected”
- “Nothing was purchased or charged.”
- “Approval request” / “Back to cart and retry”



08

My Trips

Travel files, approval status, documents, change and cancellation requests.

IN THIS SECTION · 12 SCREENS

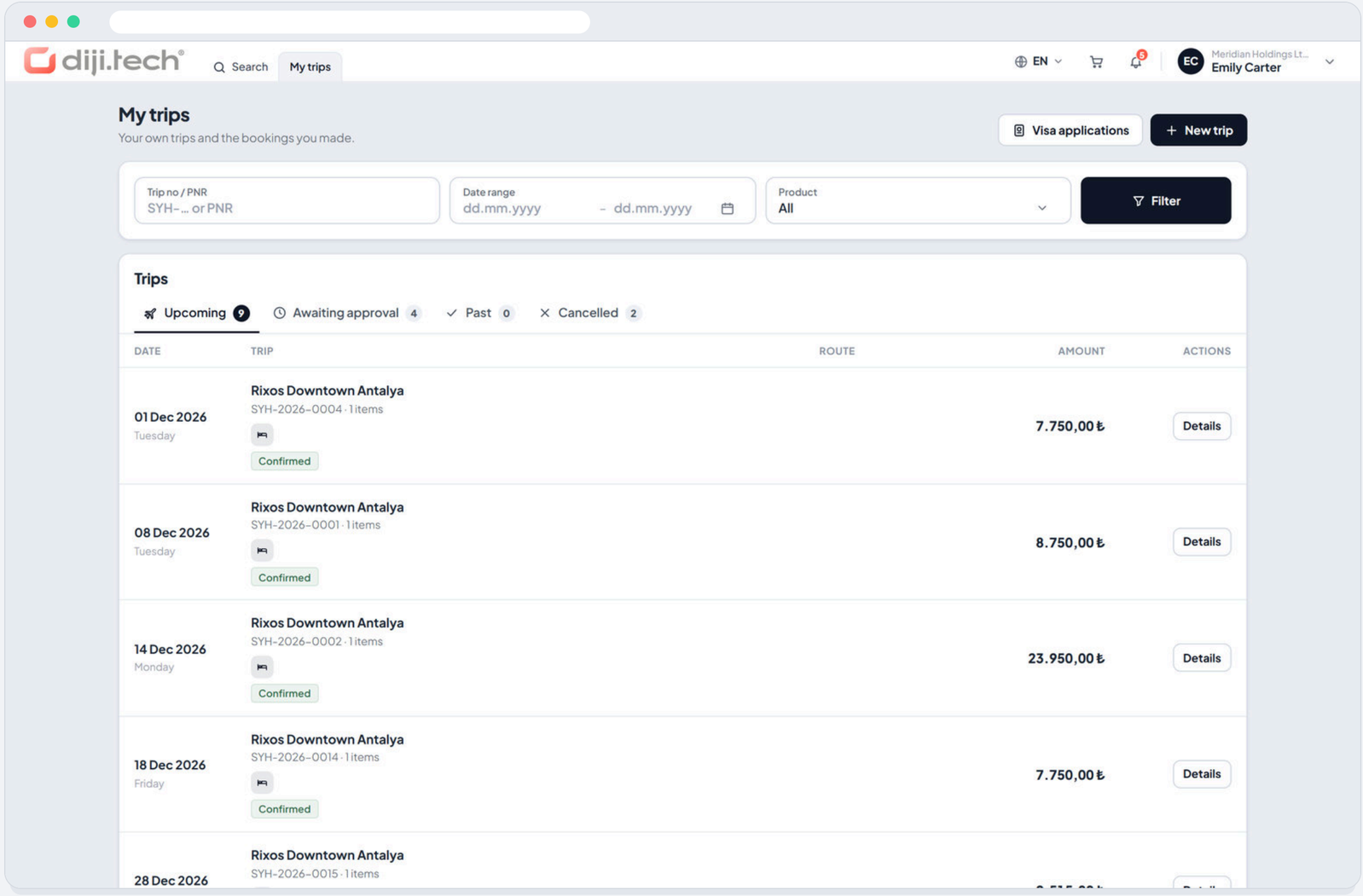
- My trips
- Trips awaiting approval
- Cancelled and rejected
- Trip file
- Change request
- Approval status: pending
- Approved and purchased trip
- Approval status: approved
- Rejected trip
- Approver chose an alternative
- Cancel a trip
- Cancellation request

08 · MY TRIPS

My trips

All trips are managed in one list with tabs, search and filters.

- Tabs: Upcoming, Awaiting approval, Past, Cancelled
- Search: trip no / PNR, date range, product
- Row: date, trip, file no, status, amount
- “Visa applications” and “New trip”

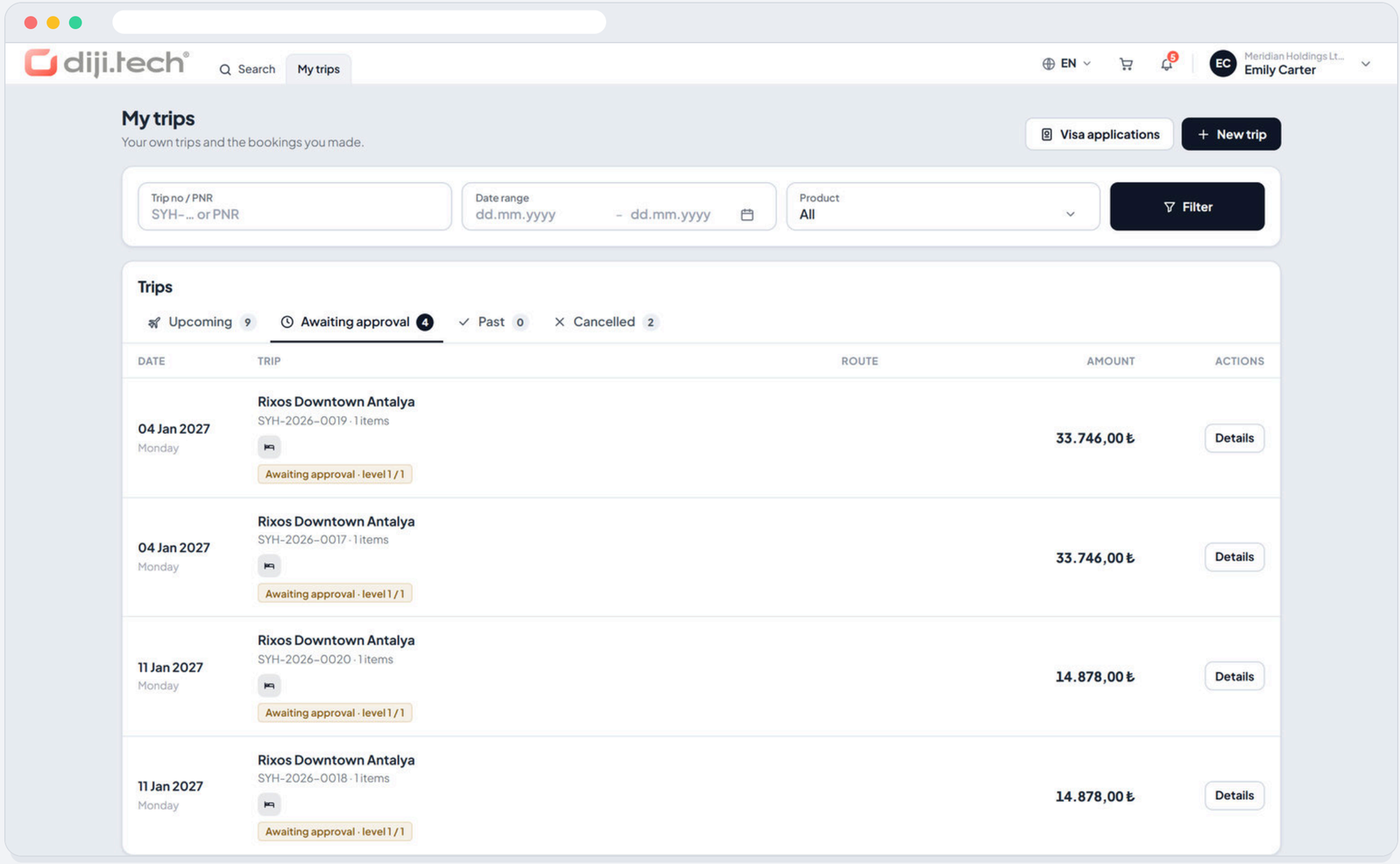


08 · MY TRIPS

Trips awaiting approval

Trips in approval are listed on their own tab, together with the level they are waiting at.

- “Awaiting approval · level 1 / 1” badge
- Date, hotel, file no and amount
- “Details”

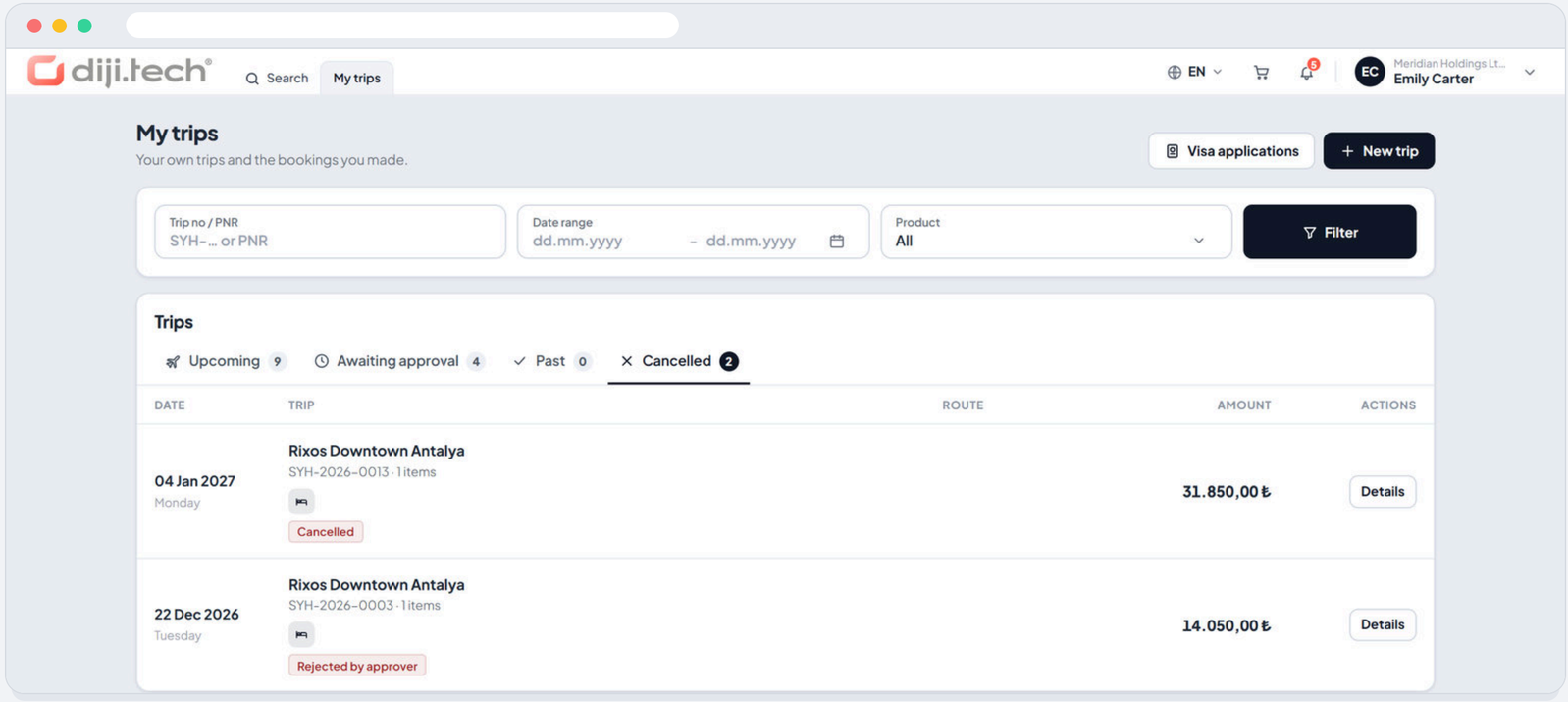


08 · MY TRIPS

Cancelled and rejected

Cancelled trips and trips rejected by the approver are followed on a separate tab.

- “Cancelled” badges
- “Rejected by approver” badge
- Date, file no and amount

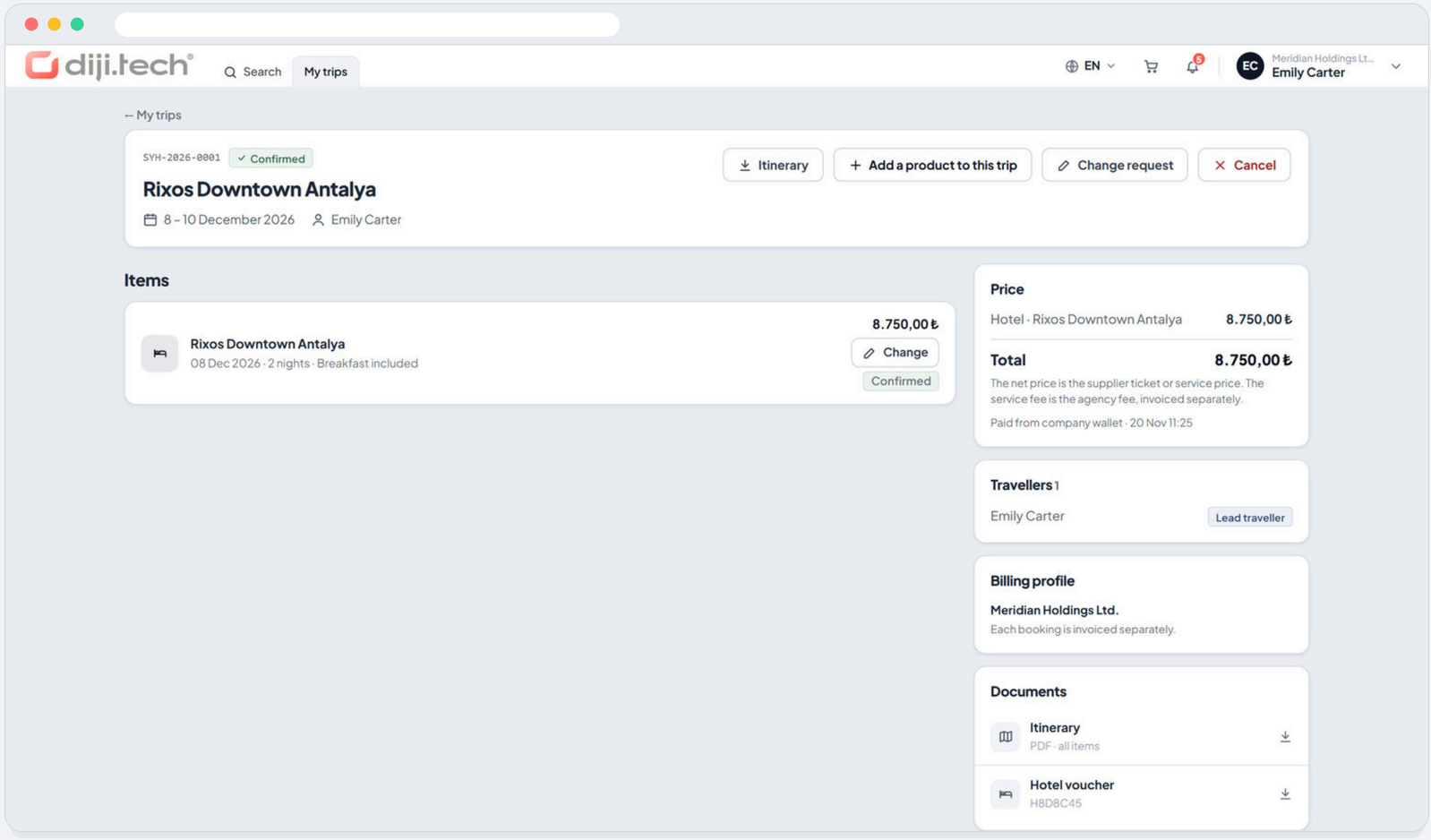


08 · MY TRIPS

Trip file

The items, price, travellers and documents of a confirmed trip are kept together in one file.

- Header: file no, “Confirmed”, dates, traveller
- “Itinerary”, “Change request”, “Cancel”
- Price: “Paid from company wallet”
- Billing profile and travellers
- Documents: itinerary (PDF), hotel voucher



08 · MY TRIPS · FLOW

After-sales: changes and cancellations

For purchased trips, change and cancellation requests are sent from the portal; your agency's expert team carries them out.

1

Travel file

Items, payment, travellers and documents in one file.

2

Change request

Date/time, name correction or other requests are sent with a description.

3

Cancellation preview

The penalty and refund are shown per item before cancelling.

4

Your agency handles it

The expert team settles the request with the supplier.

5

Refund

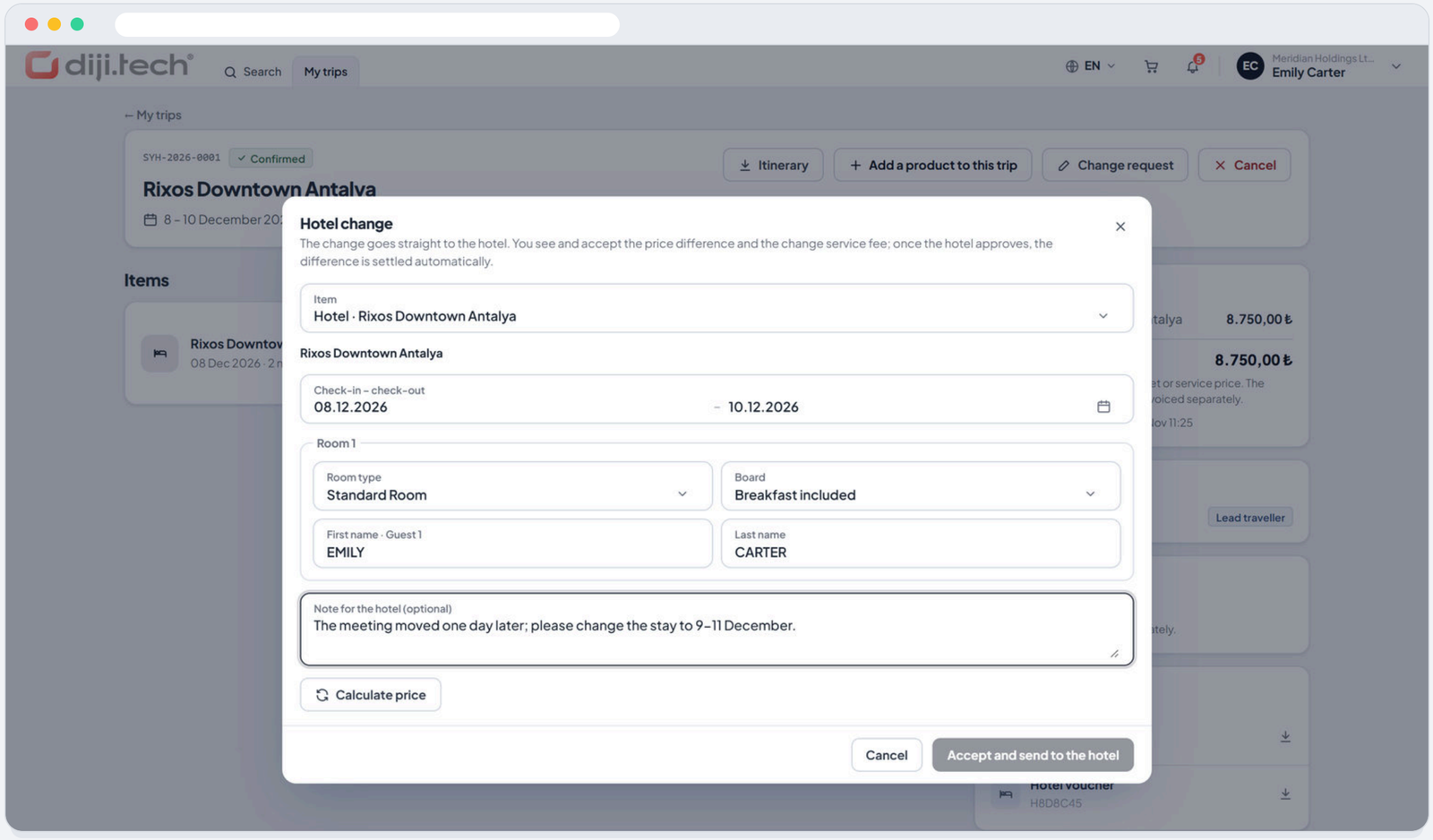
The refund goes back to the company wallet; the movement shows on the statement.

08 · MY TRIPS

Change request

Changes to a purchased trip are requested from the portal; the price difference and conditions are shown before you accept.

- Item selection
- New dates, room type and board
- Note field
- Nothing changes until you accept
- “Accept and send to the hotel”

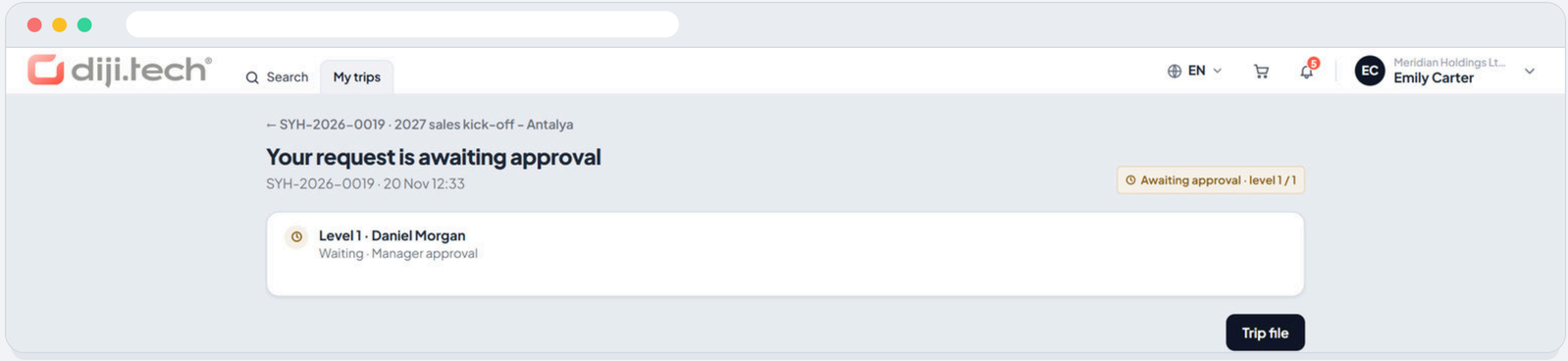


08 · MY TRIPS

Approval status: pending

The employee can follow at any time which approver the request is waiting with.

- “Your request is awaiting approval”
- Level and approver name
- “Awaiting approval · level 1 / 1” badge
- “Trip file”

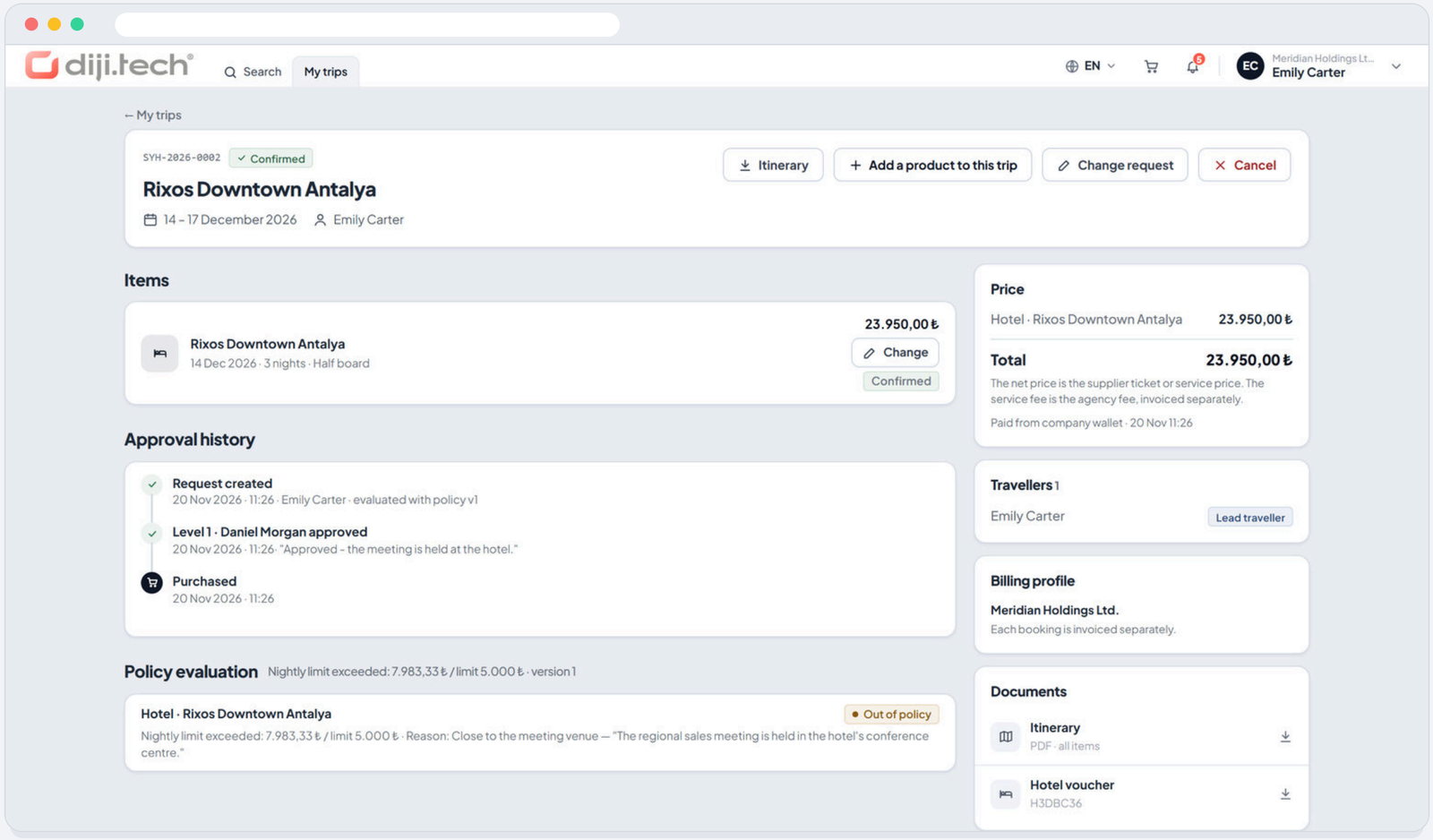


08 · MY TRIPS

Approved and purchased trip

An approved trip is purchased automatically; the approval history and policy evaluation stay in the file.

- Approval history: request, approval, purchase
- Approver's note
- Policy evaluation and reason
- Documents: itinerary, hotel voucher

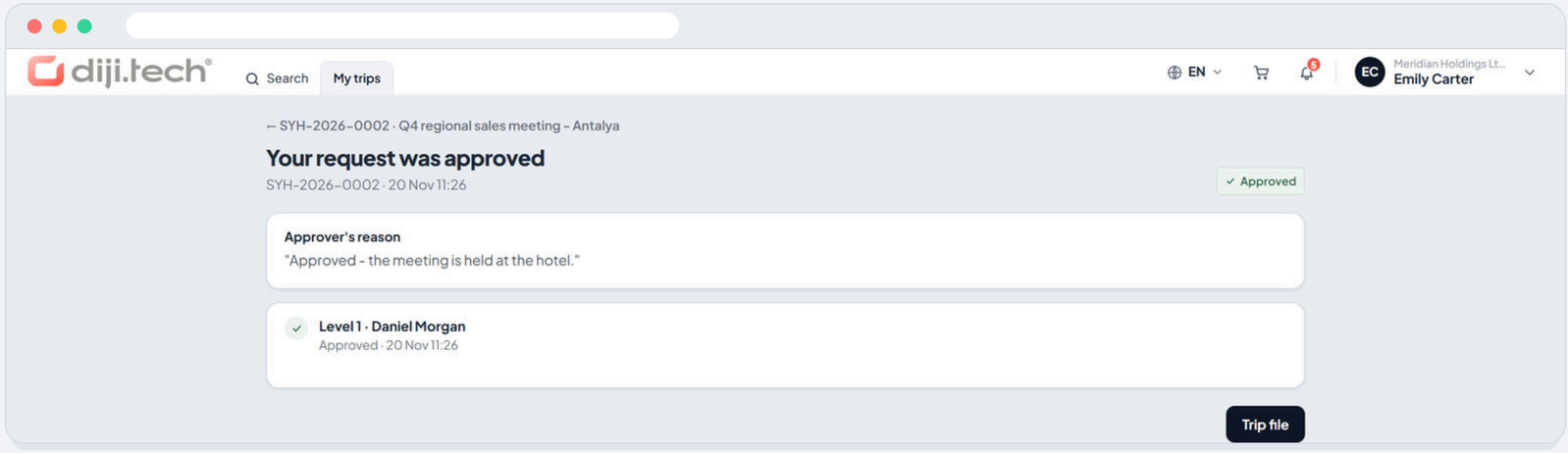


08 · MY TRIPS

Approval status: approved

For an approved request, the approver's note and the time of the decision are clearly visible.

- "Your request was approved"
- Approver's reason
- Level 1 · approver and time
- "Trip file"

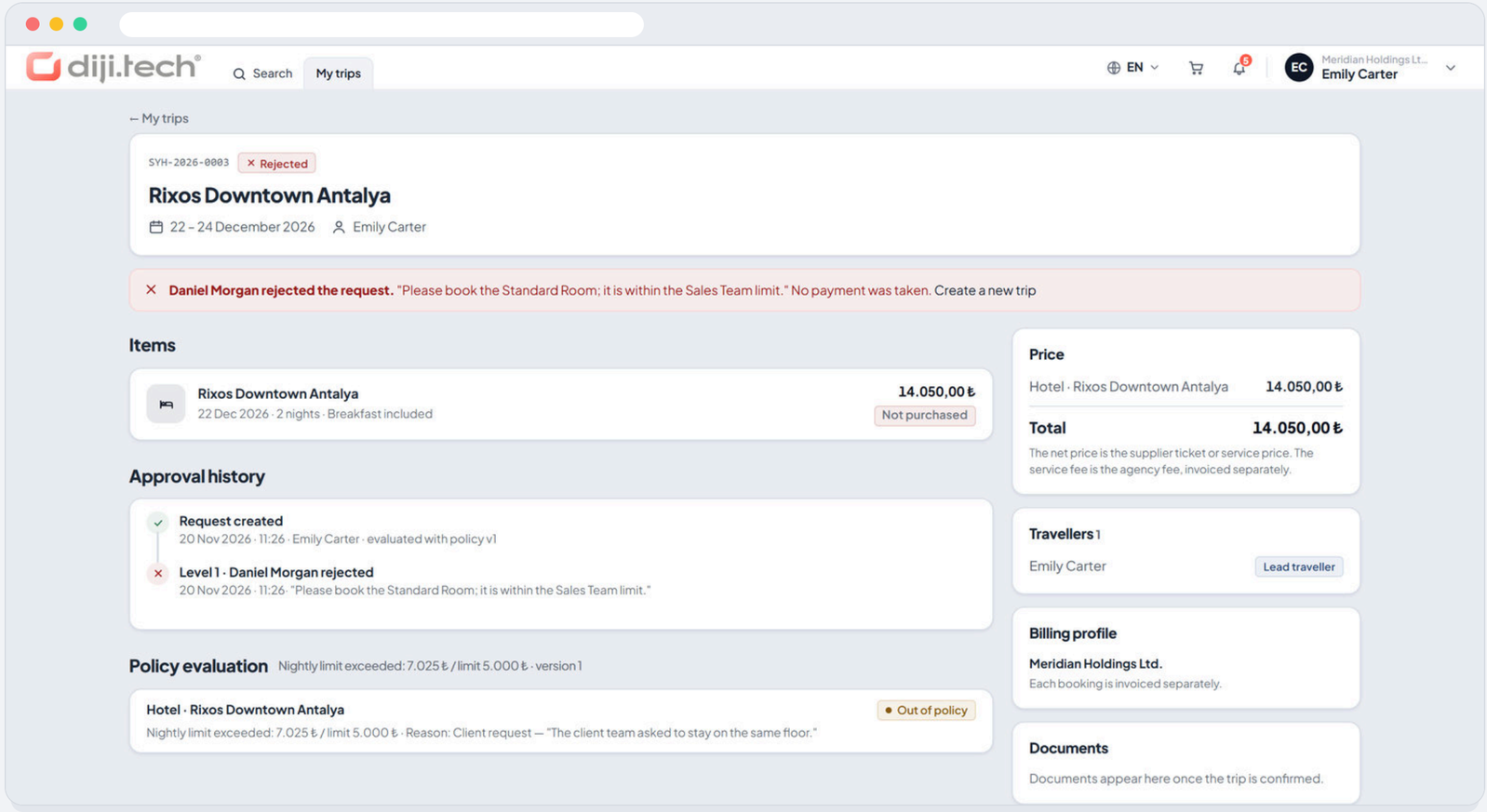


08 · MY TRIPS

Rejected trip

A rejected request shows the approver's reason; no payment is taken and a new trip can be created right away.

- Rejection banner and approver's note
- "No payment was taken." and "Create a new trip"
- Approval history and policy evaluation
- Item status: "Not purchased"

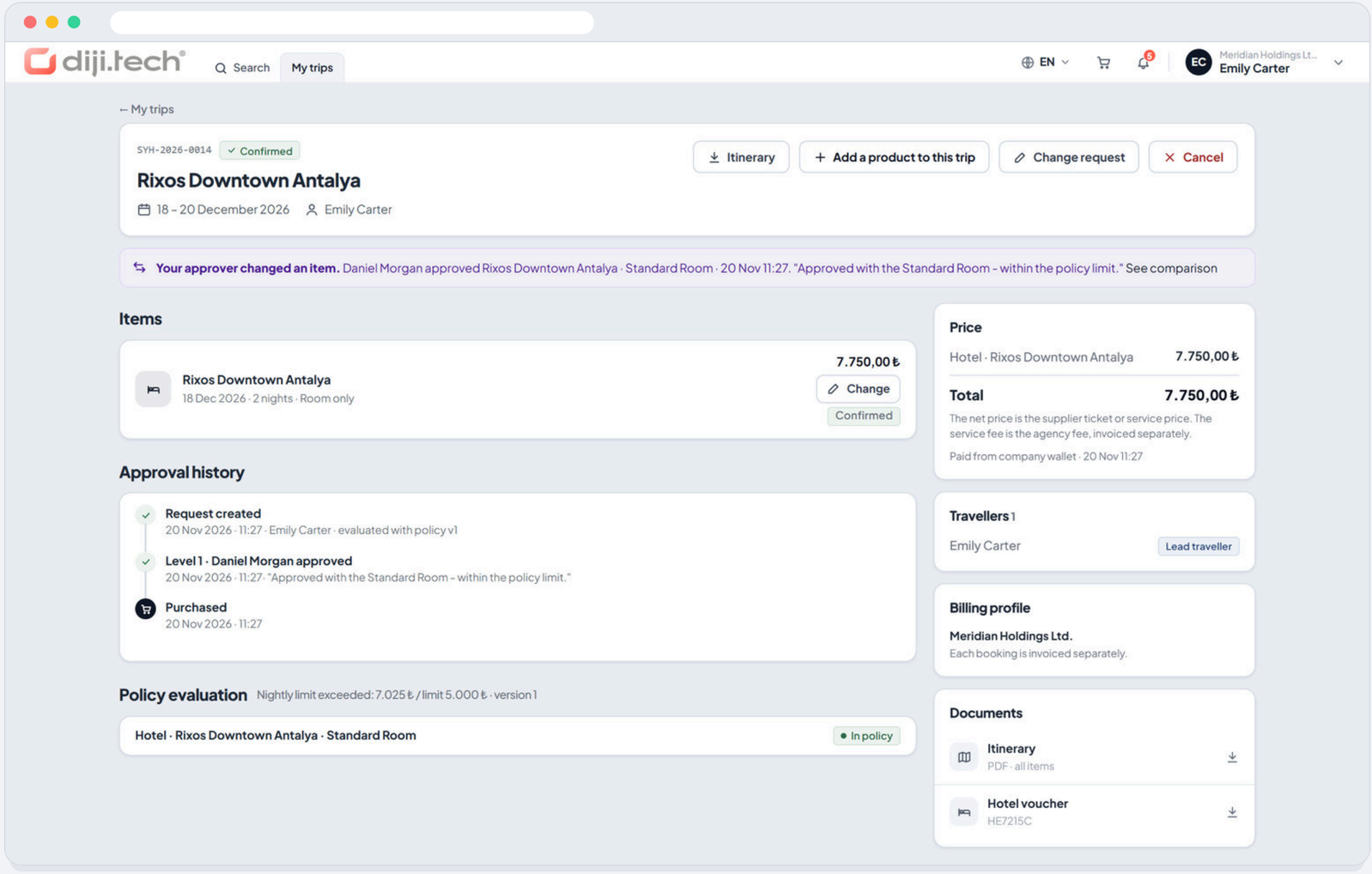


08 · MY TRIPS

Approver chose an alternative

The approver can approve with a better-suited option; the employee sees the change and the reason in the file.

- “Your approver changed an item.” banner
- Approver’s note and “See comparison”
- Purchased item: Standard Room
- Policy evaluation: “In policy”

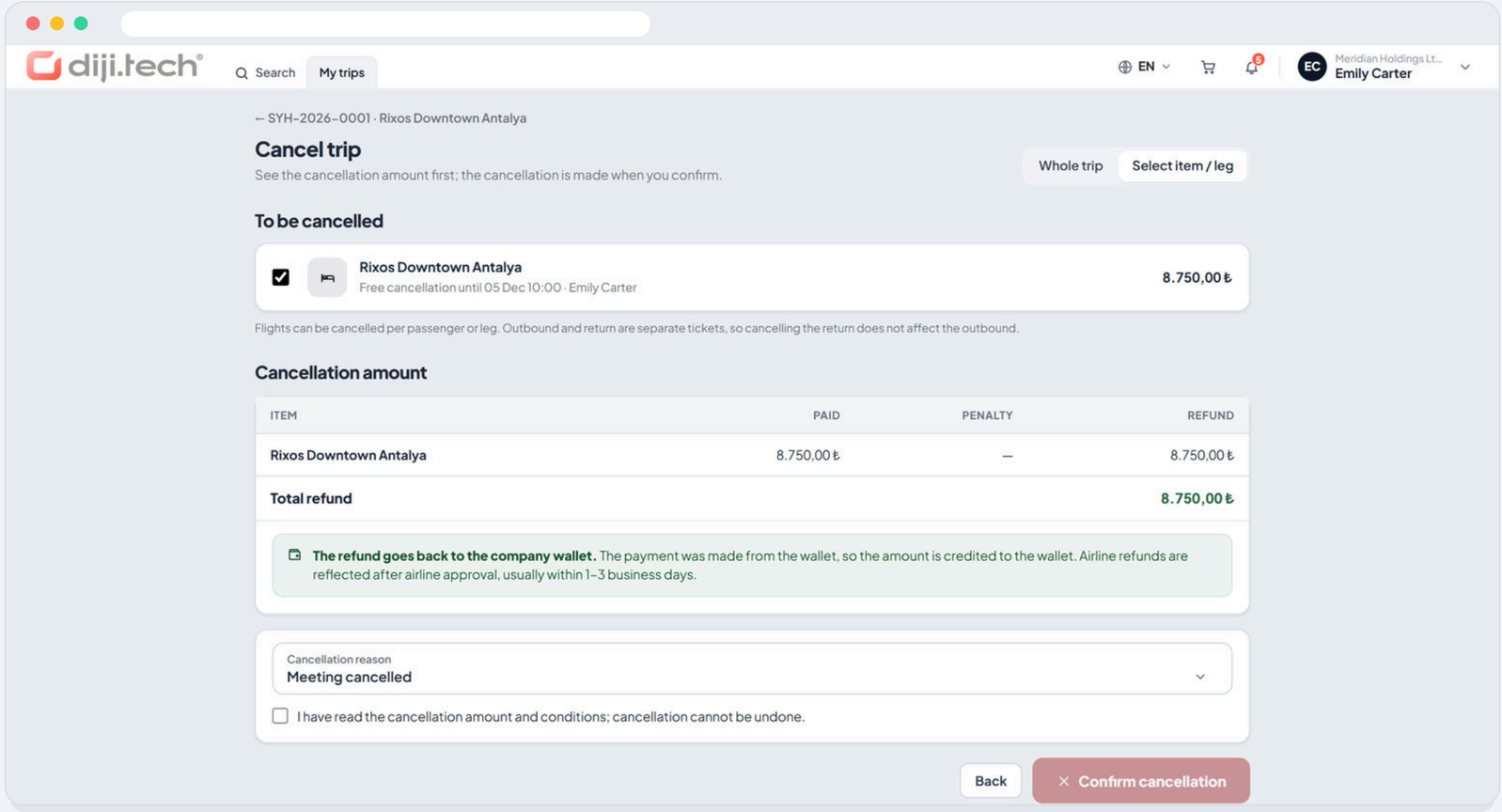


08 · MY TRIPS

Cancel a trip

Before cancelling, the paid, penalty and refund amounts are shown item by item.

- “Whole trip” / “Select item / leg”
- Item to cancel and free cancellation date
- Amount table: paid, penalty, refund
- The refund goes back to the company wallet

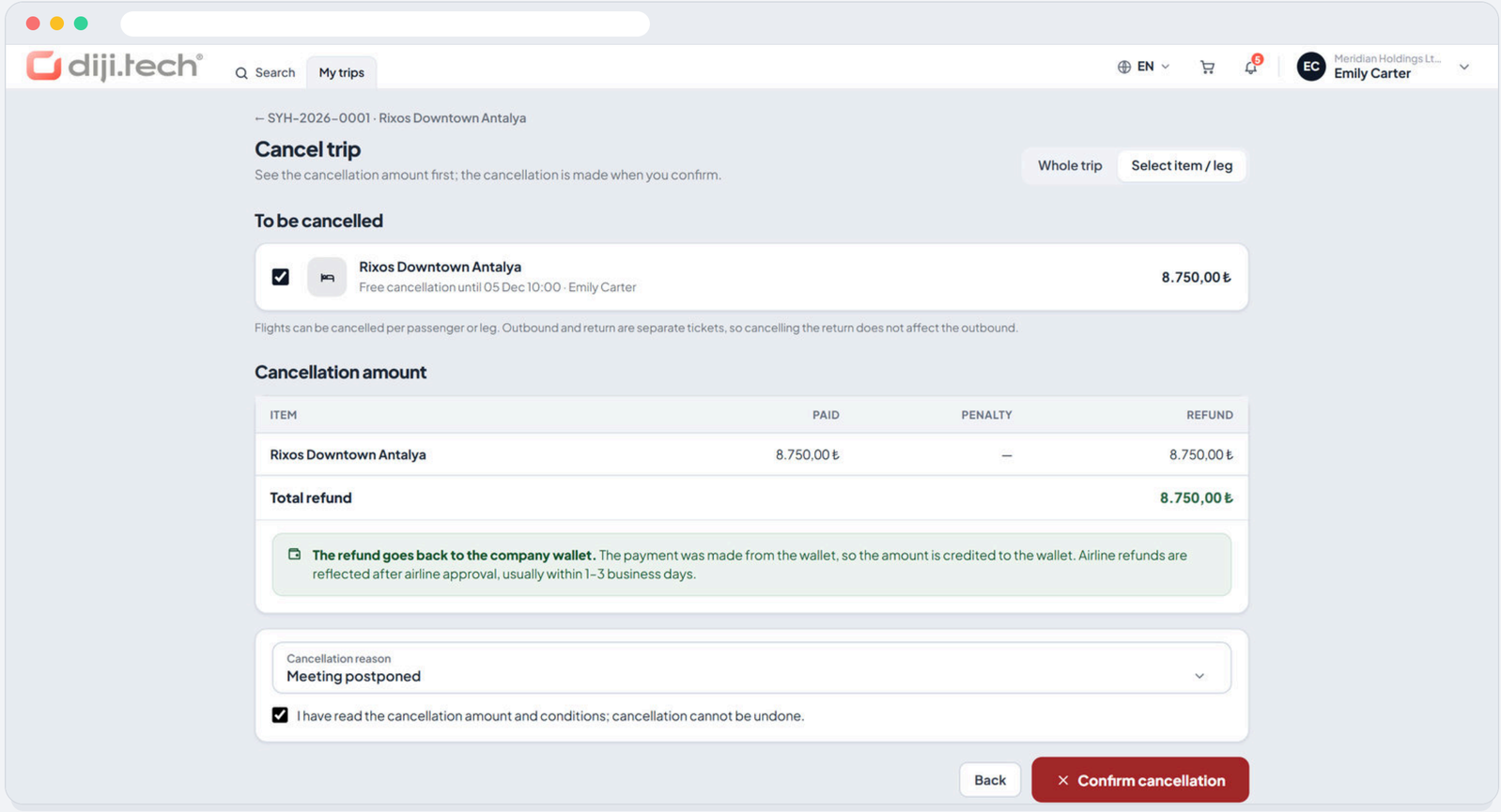


08 · MY TRIPS

Cancellation request

A cancellation reason is chosen and the conditions are confirmed; your agency processes the cancellation request and the refund goes back to the company wallet.

- Cancellation reason: Meeting postponed
- “I have read the cancellation amount and conditions”
- Total refund
- “Back” / “Confirm cancellation”



09

Notifications and Profile

In-app notifications; ID, passport and documents, loyalty cards, travel preferences, emergency contact and security.

IN THIS SECTION · 7 SCREENS

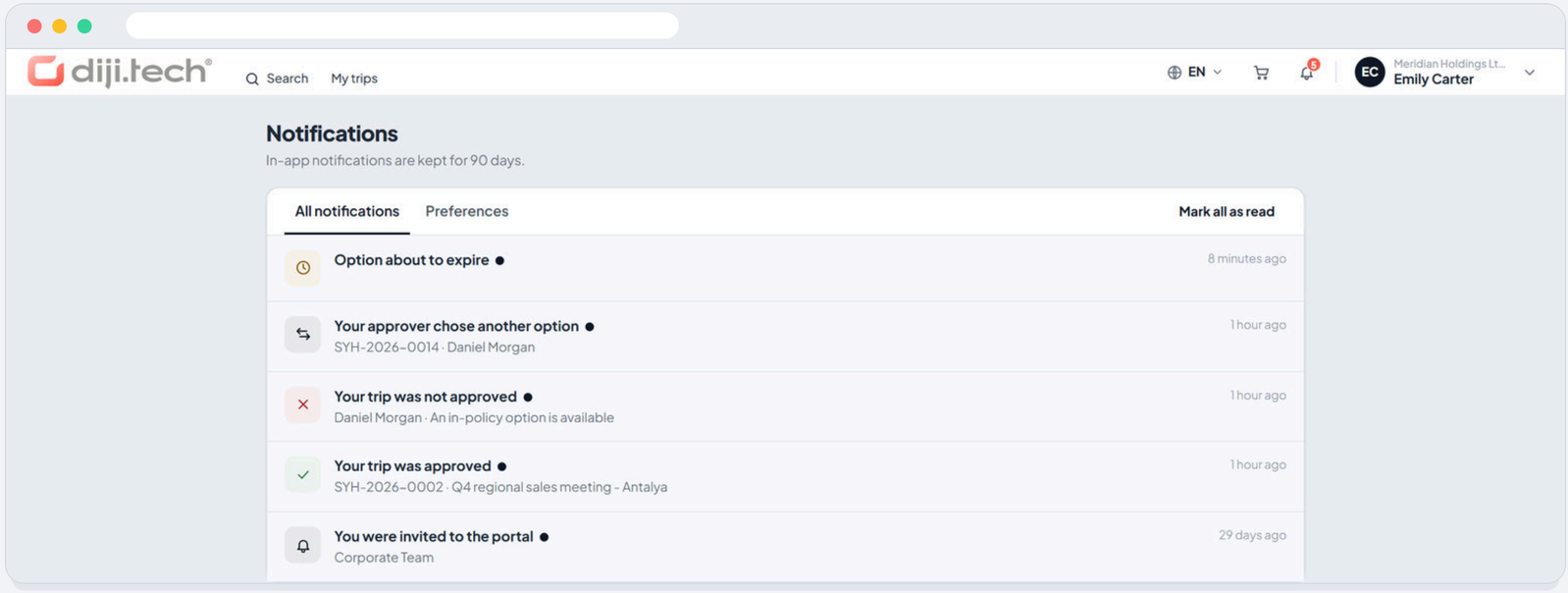
- Notifications
- My profile: identity and contact
- Passports and documents
- Loyalty cards
- Travel preferences
- Emergency contact
- Security

09 · NOTIFICATIONS AND PROFILE

Notifications

Approval decisions, alternative choices and option alerts are collected in one list.

- Unread marker and relative time
- Approved, not approved and alternative chosen notifications
- Option about to expire alerts
- “Mark all as read”
- Preferences tab: in-app and e-mail per event

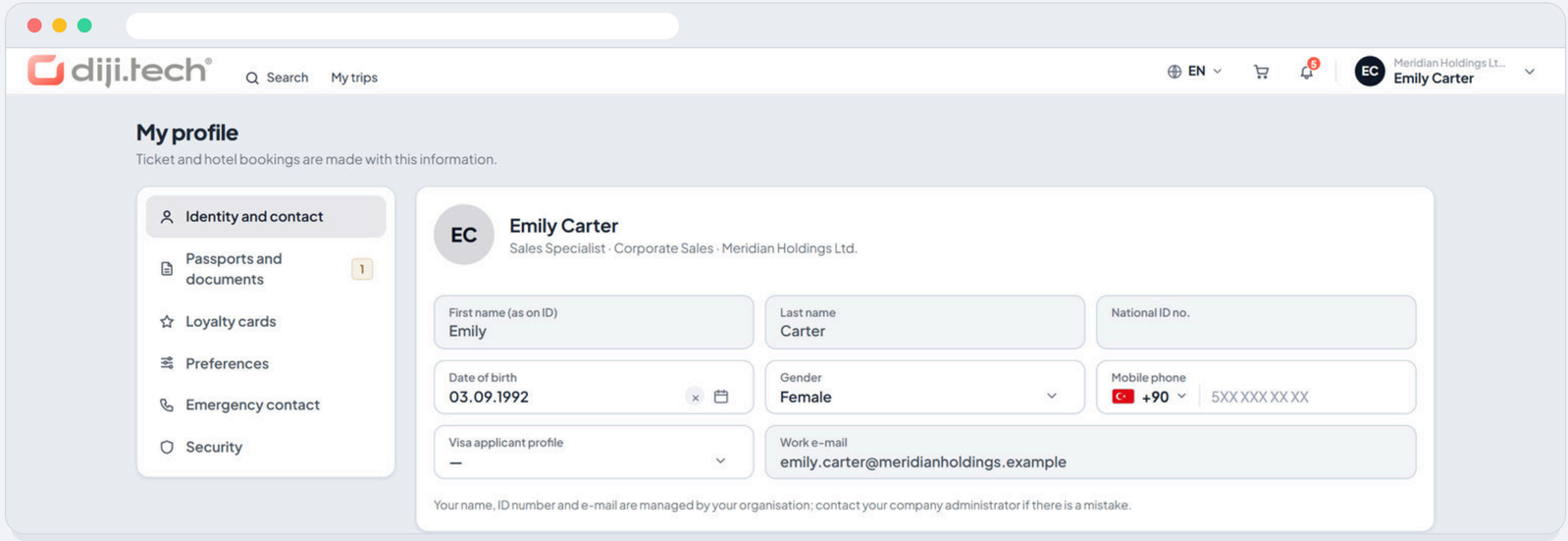


09 · NOTIFICATIONS AND PROFILE

My profile: identity and contact

Tickets and hotel bookings are made with the details in the profile; identity fields are managed by the company.

- Read-only: first name, last name, national ID no., work e-mail
- Editable: date of birth, gender, mobile phone
- Visa applicant profile
- Title, department and company

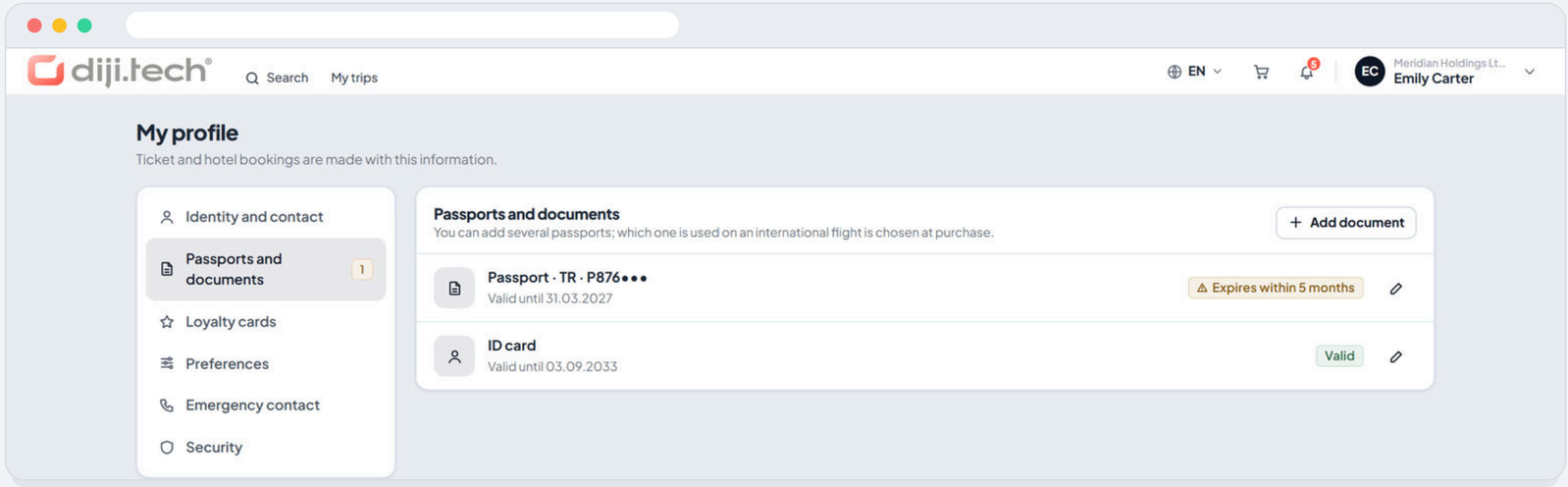


09 · NOTIFICATIONS AND PROFILE

Passports and documents

Passports and ID documents are stored with their validity; a document nearing expiry is flagged.

- Passport: country, masked number, expiry date
- “Expires within 5 months” badge
- ID card: “Valid”
- “Add document”

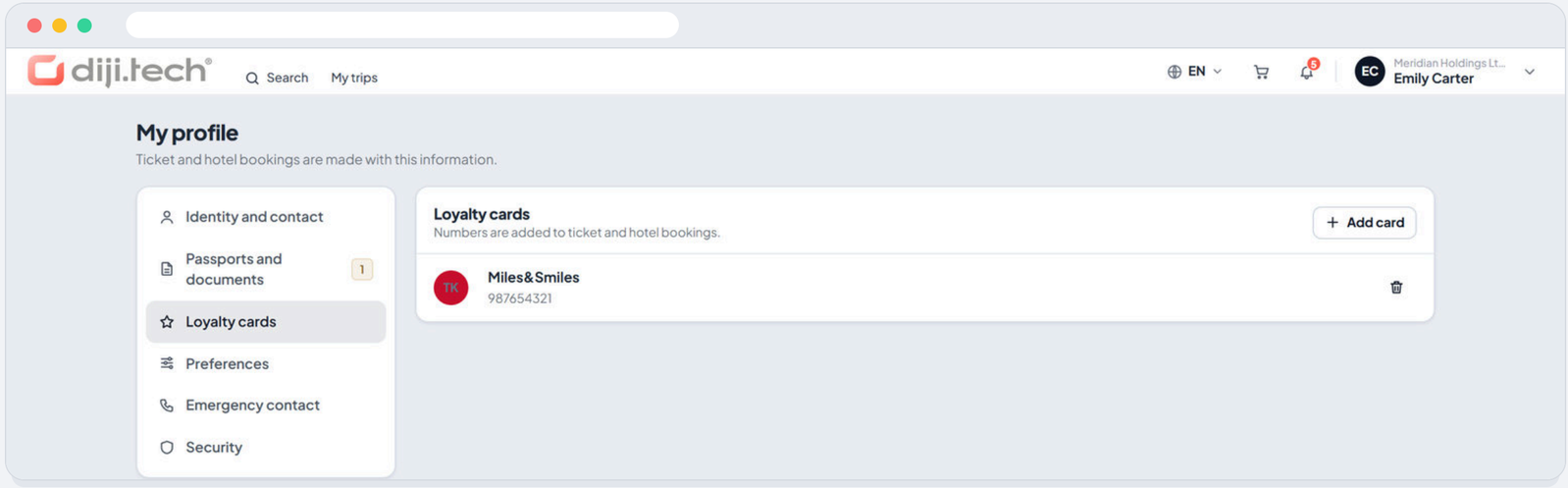


09 · NOTIFICATIONS AND PROFILE

Loyalty cards

Loyalty programme numbers are stored in the profile; the Miles&Smiles number is added to flight bookings automatically.

- Programme: TK Miles&Smiles
- Card number
- “Add card” and delete

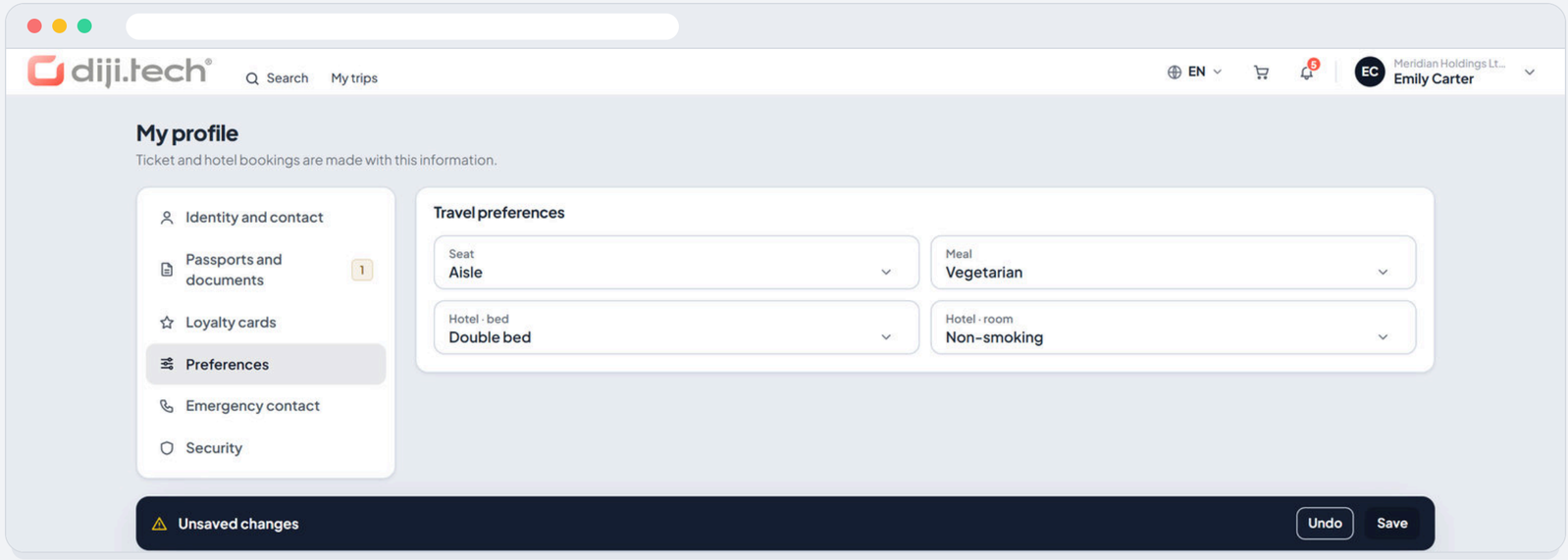


09 · NOTIFICATIONS AND PROFILE

Travel preferences

Seat, meal and hotel preferences are stored in the profile; unsaved changes are clearly flagged.

- Seat: Aisle
- Meal: Vegetarian
- Hotel bed and room preferences
- “Unsaved changes” bar: Undo / Save

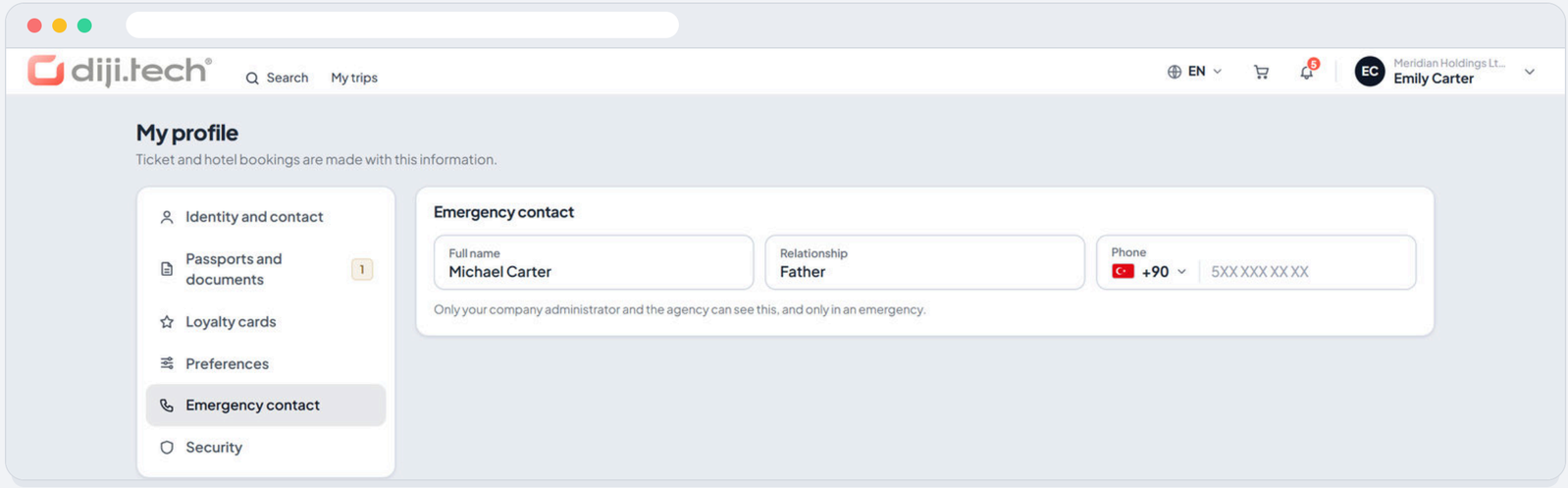


09 · NOTIFICATIONS AND PROFILE

Emergency contact

The person to reach in an emergency is stored in the profile and is seen only when needed.

- Full name, relationship, phone
- Seen only by the company administrator and your agency, and only in an emergency

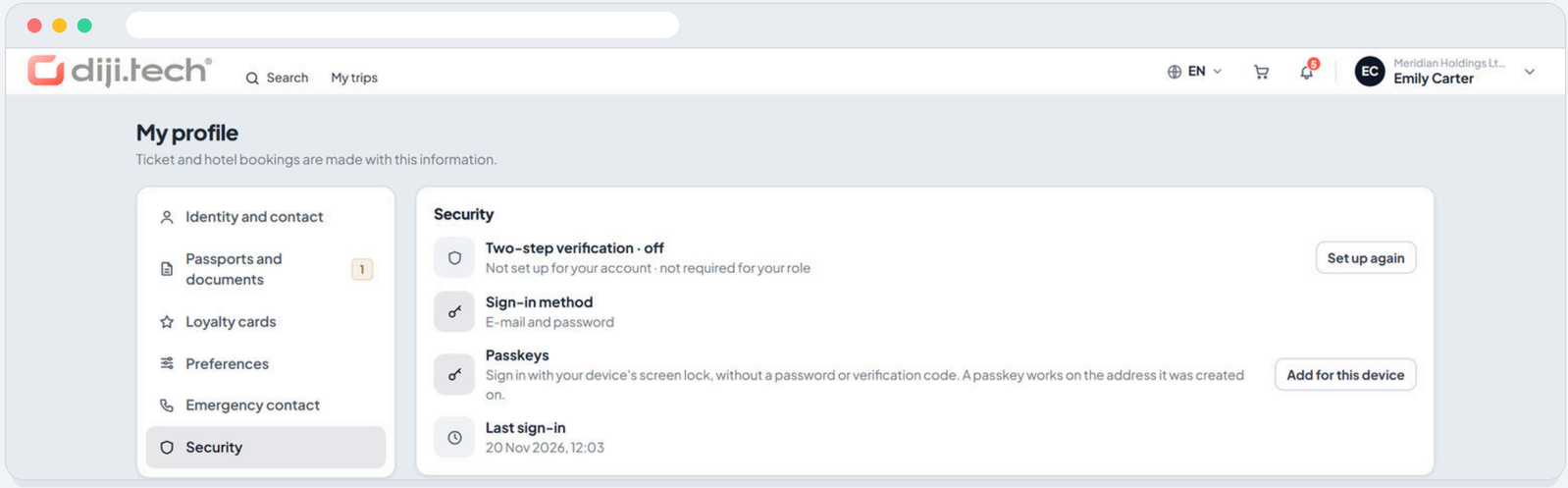


09 · NOTIFICATIONS AND PROFILE

Security

Employees see their two-step verification status, sign-in method and last sign-in.

- Two-step verification status
- Whether it is required for the role
- Sign-in method: e-mail and password
- Last sign-in time



Your account is opened from your company’s staff list

When your company imports its staff list into the portal, your account opens ready with your department and manager; all you have to do is accept the invitation.

01

An account from the staff list

Your company administrator imports the list in bulk with Excel/CSV; your department, manager and role come with your account.

02

Invitation link

When your account is opened, your invitation link is prepared; you set your password and sign in.

03

Connection to company systems

Automatic sync with your SAP ERP or HR system can be set up through an integration project for your company (project-based).

Security and control

Your account and personal data are protected by corporate security rules.

01

Accounts by invitation

Accounts are opened only by your company; the invitation link is valid for 7 days.

02

Strong password

At least 10 characters, upper and lower case letters and a digit, checked as you type.

03

Failed sign-in lock

After 5 failed attempts in a row the account is locked for 15 minutes.

04

Session security

Sessions close when idle; password links expire and work only once.

05

Two-step verification

If your company requires it, a 6-digit code from an authenticator app is asked at sign-in.

06

Screens for your role

You see only the pages open to your role.

07

Company wallet

Purchases are paid from your company's prepaid wallet; no personal card is needed.

08

Data protection (KVKK)

The privacy notice is accepted when you accept the invitation; your data is protected by corporate security rules.

In short: what can you do on the platform?

Every step of your business trip in one portal, with your agency at your side for questions.

7
services on one search screen

1
travel file holding every document

2
notification channels: in-app and e-mail

2
languages: Turkish and English

- Search flights, hotels and other services and see policy compliance instantly
- For out-of-policy choices, write a reason and send for approval
- Download your documents, send a change or cancellation request
- Buy in-policy trips with one click
- Follow the approval status and decisions as they happen
- Keep your profile up to date so your details flow into bookings automatically

diji.tech®

Thank you

With the diji.tech Corporate Travel Platform, your company’s business travel is managed in one portal, under your own rules.

info@diji.tech

www.diji.tech