Frequent Traveler Controls & Icons

Frequent Traveler Profile information Icons
(Due to the fact that all profile information is maintained on the Connexxus Portal, you will not see these icons on your GetThere screen.)

- 🔒 This traveler has not authorized you to make profile changes. Ask the traveler to update their profile setting allowing you to make changes.
- 📋 The traveler's passport/visa is about to expire, or has expired.
- ▭ The traveler's credit card is about to expire, or has expired.
- ▤ The traveler's email address and/or country setting have not been stored

All profile updates must be done from the Connexxus Portal using the "My Profile" tab.

Frequent Traveler Controls
- ✖ Unassigns the traveler from the Frequent Traveler list

Email Link
- Click on the email link to launch your email editor and send an email to the traveler.

How do I add a Traveler to My list of Travelers?

1. Profiles are maintained on the Connexxus Portal. That system allows your travelers to assign you as their arranger and they will then be displayed in the booking site. You will not have access to Add or Remove Travelers in the online booking tool.

Remove a Traveler from the My Travelers page

1. All traveler additions and deletions must be made via the Connexxus Portal using the "My Profile" tab.

How do I book for a guest?
1. Click on "Guest Traveler" in the My Travelers list.

How do I add a Frequent Traveler?

1. Select the check boxes to add travelers to the Frequent Traveler tab. You may select up to 10 travelers.

Unassign a Frequent Traveler

1. Uncheck the check boxes to remove travelers from the Frequent Traveler tab.

2. OR click on the ✖ to remove travelers from the Frequent Traveler tab.

How do I view Frequent Traveler trips?

Trips – List View

1. To view a list of travelers' active trips, click the checkboxes next to their names. A list of active trips for the next two weeks displays to the right. Trips have the status of Active, In Progress, On Hold, or Ticketed.

Frequent Travelers	Trips - List View		Trips - Calendar View	
Traveler ▼	Location	Date	Trip Type	Record #	Status
Cator, Anita B	Paris	08/04/08 - 08/06/08	✈ 🏨	LMHWXC	Active
Hatch, Karen	Chicago	08/03/08 - 08/13/08	✈ 🚗	BNMQNA	On Hold
Jordan, Tyra	Houston	08/04/08 - 08/06/08	✈	EOMJCP	Ticketed
Katz, Antoine	Miami	07/20/08 - 08/28/08	🏨 🚗	MYDLJV / JJMDNV	In Progress

2. Click the Record # or Status link to view the Trip Details page for that trip.

Trips - Calendar View

1. If you want to see a calendar view of travelers' active trips, click the checkboxes next to their names.
2. Click the 2 week "Trips - Calendar View" tab

- 🔄 indicates a trip **in progress**
- ✅ Indicates an upcoming **ticketed** trip.
- ⏳ Indicates a trip **on hold**.
- ⚙ Indicates an **active** trip that has not been ticketed.

3. Click the city 🔄 Miami ▸ (07/20/08-08/28/08) link to display the trip detail page

How do I book for a Traveler or Myself?

Click on the traveler's name or your name (Ex: Sam Oh).

1. The traveler's tab is displayed with the traveler's name.
2. Continue the booking process.

Traveler Desktop

Use the Traveler's tab to book trips for the selected traveler.
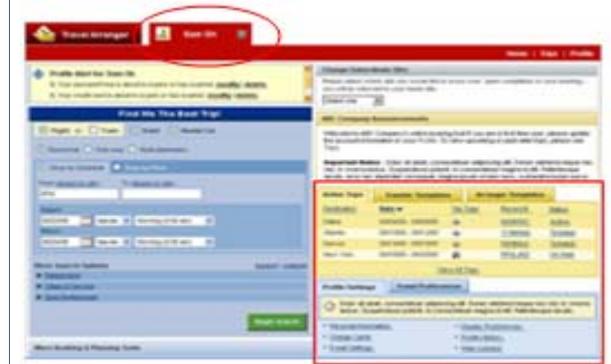
One click access to all trips and templates

Active Trips

Active Trips	Traveler Templates		Arranger Templates	
Destination	Date ▼	Trip Type	Record #	Status
Dallas	08/04/08 - 08/08/08	✈	KKHWXC	Active
Atlanta	08/10/08 - 08/12/08	✈	YYMANA	Ticketed
Denver	08/14/08 - 08/15/08	✈	WWMAA	Ticketed
New York	08/16/08 - 08/20/08	🏨	PPOLJKD	On Hold

View All Trips

Templates

Active Trips	Traveler Templates	Arranger Templates		Legend
Type	Name ▼		Locations	Trip Type
🏨	Anita's template		DFW-LAX	✈ 🏨
👤	Client visit - Chicago		PDX-ORD	✈ 🚗
👤	First Template		DFW-ORD	✈
🏨	Todays template		ORD-LAX	🏨 🚗
🏨	Annual Seminar and Exhibits		DFW-JFK	✈

Profile Access

Profiles are not enabled on this site. All profile management can be done from the Connexxus Portal via the My Profile link. In order to access your traveler's profile, they must have selected you as their traveler arranger and choose both the "Can Book" and "Can Access" options.