

When and how to use the Guest Traveler profile

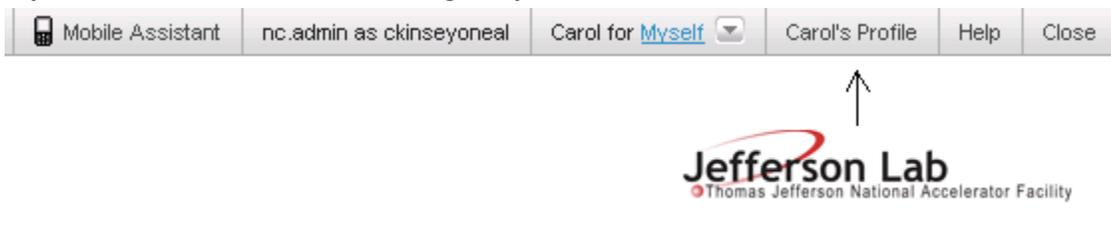
The Guest Traveler profile should be used for one time travelers.

Before using the Guest Traveler profile, verify the traveler does not already have a profile in the system. There are two ways to verify profiles.

1. Check your drop down list on your homepage to see if you are already assigned as a Delegate for the traveler:

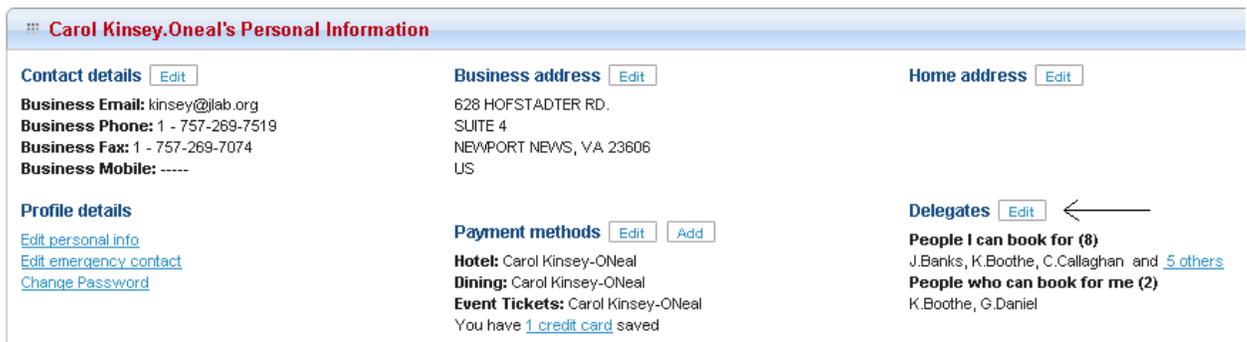


2. If you do not see the traveler listed, go to your Profile:



Select EDIT next to Delegates:

Profile



Select Become a Delegate under People I Can Book For:

☰ People I Can Book For

You have access to these people's account:

Name	Email address	
Banks, Johnie	jbanks@jlab.org	Delete
Boothe, Keona	kboothe@jlab.org	Delete
Callaghan, Cela	callagha@jlab.org	Delete
Daniel, Gloria	gdaniel@jlab.org	Delete
Hummel, Christine	chummel@jlab.org	Delete
Sundeen.Coleman, Gayle	sundeen@jlab.org	Delete
Traveler, Guest	travels@jlab.org	Delete
Williams, LaChelle	lachelle@jlab.org	Delete

[+ Become a delegate](#)



☰ People Who Can Book For Me

These people have access to your account:

Name	Email address	
Boothe, Keona	kboothe@jlab.org	Delete
Daniel, Gloria	gdaniel@jlab.org	Delete

Enter the traveler's name or email address to search:

☰ Search

Search for someone within JLAB and become a delegate for them.

Name or email address:

If the traveler is found, hit Select and they will be added to your drop down list where you can select them and book travel under their profile:

☰ Search

Search for someone within JLAB and become a delegate for them.

Name or email address:

Search Results

Name	Email address
<input checked="" type="radio"/> Sayed, Hisham	hsayed@jlab.org

If you do not find the traveler using either two methods above, you would then use the Guest Traveler profile.

When you select the Guest Traveler profile, you will go straight to booking the trip. Then on the final Purchase Page, you will be asked to enter the traveler's name and information.

Items to note:

- You can add frequent flyer numbers, hotel requests and numbers, and car membership information.
- By clicking EDIT next to Air, Hotel, and Car, you will be able to add any frequent travel information. **NOTE:** These will not add to the Guest Traveler profile. This will only apply to the current trip.

Optional preferences

Flights [Hide](#)

Meal
Standard

Flight special requests (Check up to 3)

<input type="checkbox"/> Visually impaired traveller	<input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>
<input type="checkbox"/> Hearing impaired traveller	
<input type="checkbox"/> Wheelchair - can ascend and descend stairs	
<input type="checkbox"/> Wheelchair - cannot ascend or descend stairs	

Delta Air Lines Membership
Delta Air Lines

Number

Hotel [Edit](#)

- **You can also add Trip Itinerary or Flight Status Notifications for this trip.**

Notifications

Notifications contain information and updates about your services. You can have them sent to you by email, voice message, or mobile text. You can also have them sent to friends, family, and colleagues.

Travel notifications

	Email 	Voice message 	Mobile text 
(You do not have any Notifications set up.)	—	—	—
To add a Notification, click below:			
+ Trip itinerary + Flight status update ←			

You will receive a pop up box allowing you to add the method you wish to receive the notifications:

Manage Notifications

Select a Notification

Flight status update ▼

Flight status update
You will receive your first update three hours before your scheduled flight time. After that, you will only receive an update if your flight status changes.

Select a delivery method

Email **Voice message** **Mobile text**

Email address

Email note (optional)

4000 characters remaining

Save this Notification to my Profile

NOTE: Do not check the box to “Save this Notification to my Profile” (highlighted in yellow above). Checking this box will save the notification you set to the Guest Traveler profile and the next person who uses the Guest Traveler profile will have that notification as well.

If you do see a notification already set, you can delete it from the reservation: (Also, send an email to E-Solutions@citavel.com so we can permanently remove.)

Notifications

Notifications contain information and updates about your services. You can have them sent to you by email, voice message, or mobile text. You can also have them sent to friends, family, and colleagues.

Travel notifications

		Email 	Voice message 	Mobile text 
Flight status update	 Edit Delete	nclark@citra...	—	—

You will then complete the reservation as normal.

If you have any questions, please email E-Solutions@citavel.com.