

Step-by-Step Instructions

Trip Manager XE



Trip Manager is customized to your company's travel policy. Please contact the Trip Manager Administrator for questions regarding Trip Manager at:

Keona Boothe

kboothe@jlab.org, or ext. 7192

Access - Click on your Internet browser. In the address box type in: www.tripmanager.com/xe

Step One - Sign-In Screen - In order to access Trip Manager, please complete the following items:

- Company = **JLAB** (*this is not case sensitive*)
- Member ID = **TM Member ID (first initial of first name + last name, [ex. kboothe])**
- Password = *your personal password (see notes below for First time users)*
- Click on [Log In](#)

Trip Manager XE



- > [Travel Information](#)
- > [Customer Testimonials](#)
- > [My Trip & More](#)

Company:

Member ID:

Password: [Lost Password](#)

[Clear Selections](#) [Secure Login](#)

Worldspan Trip Manager® XE runs best with [Microsoft Internet Explorer](#).
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[Privacy](#)
Version: 3.3.0.6
System: 161



PLEASE NOTE: First Time Users - Make sure you **DO NOT** enter a password the first time you utilize the system, if you leave it blank, you will be prompted to create a password.

Reset Password

Password can be any combination of 1-35 letters and/or numbers.

Enter New Password:

Re-Enter New Password:

This will be your password until you change it. (If you forget or lost your password click [Lost Password](#) on the main login screen, or contact your Trip Manager Administrator to have it reset to blank and then start again as a First Time User.)

Step Two – Daily Briefing. The Daily Briefing page will appear. After that, the briefing can be found by clicking [Daily Briefing](#) on the top submenu under [Flights](#).

Trip Manager XE Step-by-Step Instructions (continued)

Daily Briefing

Confidentiality Notice: All information contained within Trip Manager, inclusive of travel itineraries, rates and preferred suppliers, is confidential and protected from disclosure.

Welcome to Trip Manager!

The Daily Briefing Page is a customized screen.

[Start a New Trip](#)

Step Three - Book a Flight. Complete the basic Departure and Arrival cities, dates and times of travel. Leave Priced Itineraries as the search default. Click [Search for Flights](#).

Travel Arrangers: click [Select a Traveler](#), highlight the traveler's name and click [Select](#).

Note: If a traveler's name is not listed, the traveler will have to add the Travel Arranger's Trip Manager Member ID to his/her personal settings by clicking [Profile, Notification](#). Add the arranger's Member ID and click [Submit](#). Traveler Profile updates must be done through the traveler login.

Airline Search Options:

Flight Search Options:

Time Window Search Options:

More Preferences offers additional search options.

Link to City Names and Airport Codes. If Airport is unknown, enter city name, without state, to find default airport.

Multiple airport comparisons can be done in several cities:

<u>City</u>	<u>Multi-Airport Search Code</u>	<u>Airports Searched</u>
Chicago, IL	CHI	Midway (MDW) O'Hare (ORD)
New York, NY	NYC	Kennedy (JFK) La Guardia (LGA) Newark, NJ (EWR)
Washington DC	WAS	Baltimore (BWI) Dulles (IAD) Reagan National (DCA)

Entering a city name without a state will create a list of cities and airports to choose from.

Chicago entered:

Chicago, IL (CHI) Chicago - All Airports
Chicago, IL (MDW) Chicago Midway Airport
Chicago, IL (ORD) Chicago O'Hare Int'l Airport

Please select a city or airport.

Greenville entered:

Greenville, MS (GLH) Greenville Airport
Greenville, NC (PGV) Greenville Pitt-Greenville Airport
Greenville-Spartanburg, SC (GSP) Greenville Spartanburg Airport

Please select a city or airport.

Step Four Flight Search Results. Clicking [Search for Flights](#) benchmarks company contract airfare options with the lowest price flights available. Trip Manager will search for itinerary options within the Time Window of the times requested. Changing the time(s) or Time Window may change the search results.

Modify Air search options.

Sort flight options.

Sort by: Original Display Departure Time Arrival Time Stops

Flight	Departure	Arrival	Details
<p>USD 284.48 <i>Non-Refundable</i></p> <p>Delta Flight: 1090 Boeing 737-200 Duration: 2hrs 40mins</p>	<p>7:45 AM Monday, August 08 Minneapolis, MN MSP</p>	<p>11:25 AM Monday, August 08 Atlanta, GA ATL</p>	<p>Stops: 0 Cabin: Coach/Economy - U Meal: None</p>
<p>Delta Flight: 4835 Canadair Jet Duration: 2hrs 36mins</p>	<p>1:49 PM Wednesday, August 10 Atlanta, GA ATL</p>	<p>3:25 PM Wednesday, August 10 Minneapolis, MN MSP</p>	<p>Stops: 0 Cabin: Coach/Economy - U Meal: None</p>
<p>USD 261.59 <i>Non-Refundable</i></p> <p>Northwest Airlines Flight: 1426 Airbus Special Jet Duration: 2hrs 23mins</p>	<p>10:15 AM Monday, August 08 Minneapolis, MN MSP</p>	<p>1:38 PM Monday, August 08 Atlanta, GA ATL</p>	<p>Stops: 0 Cabin: Coach/Economy - L Meal: None</p>
<p>Northwest Airlines Flight: 1423 Airbus Special Jet Duration: 2hrs 41mins</p>	<p>2:30 PM Wednesday, August 10 Atlanta, GA ATL</p>	<p>4:11 PM Wednesday, August 10 Minneapolis, MN MSP</p>	<p>Stops: 0 Cabin: Coach/Economy - L Meal: None</p>
<p>USD 261.59 <i>Non-Refundable</i></p> <p>Northwest Airlines Flight: 1428 Airbus 320 Duration: 2hrs 39mins</p>	<p>7:00 AM Monday, August 08 Minneapolis, MN MSP</p>	<p>10:39 AM Monday, August 08 Atlanta, GA ATL</p>	<p>Stops: 0 Cabin: Coach/Economy - L Meal: None</p>
<p>Northwest Airlines Flight: 1423 Airbus Special Jet Duration: 2hrs 41mins</p>	<p>2:30 PM Wednesday, August 10 Atlanta, GA ATL</p>	<p>4:11 PM Wednesday, August 10 Minneapolis, MN MSP</p>	<p>Stops: 0 Cabin: Coach/Economy - L Meal: None</p>

Display results per page.

Previous | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Next

[Individual Flights](#)

Create additional flight options Individual Flights.

Verify rules that apply to the price listed.

Click Reserve on your selected flights.

Customize your results.

A Indicates itinerary was created from Individual Flights feature.

C Indicates a contracted discount.

P Indicates a company preferred option.

Reporting Information

Customized **Corporate Compliance Reporting Information** may appear at various times through the Trip Manager booking process. Complete requirements listed on the screen. A common example is:

Required Information

Please select the reason you declined the lowest fare.

(Select One)

Class of Service Exception

Accepted Negotiated Fare

Business Class Within Policy

Please do not press the back button during the reservations process.

Trip Itinerary Screen (If neither a car rental nor a hotel room is needed, proceed to Step nine.)

The Trip Itinerary screen displays after each trip segment is booked. It displays all flight or train, hotel and car reservations booked for the current trip. Flight and train segments cannot be booked in the same itinerary. Links provide access to more detailed information for the flights, cars and hotels booked, and allow changes to the itinerary. Any car or hotel listed on this page is reserved, but not prepaid.

Step Five – Rent a Car. Click [Cars](#) to reserve a rental car. Both At Airport and Off Airport options are available. Data is pre-populated if air has been booked, change as necessary.

Screen Six – Reserve a Room. Click [Hotels](#) to reach the Reserve a Room search screen. Data is pre-populated if air has been booked, change as necessary. Click the appropriate radio button to choose your preferred Hotel Search option; click [Search for Hotels](#).

The screenshot shows the 'Reserve a Room' interface in Trip Manager XE. The 'Hotels' tab is selected in the top navigation bar. The main form includes fields for 'Destination/Airport' (ATL), 'Check-In Date' (8/8/2005), and 'Check-Out Date' (8/10/2005). Under 'Search Options', radio buttons are provided for 'City Center', 'Airport', 'Specific City/Point of Interest', 'Zip/Postal Code', and 'Hotel Name'. A dropdown menu is open for 'Specific City/Point of Interest', showing a list of locations including ALGONQUIN, ALVERNO COLLEGE, ANTIOCH, ARLINGTON HEIGHTS, BARAT COLLEGE, BARRINGTON, BARRINGTON HILLS, BARTLETT, BAYSIDE, BEACH PARK, BEAVER DAM, BELOIT, BELOIT COLLEGE, BELVIDERE, BROOKFIELD, BROWN DEER, BUFFALO GROVE, and BURLINGTON. A 'Search for Hotels' button is located at the bottom right. On the left, there are sections for 'Hotel search options' and 'Chain Search Option' with dropdown menus. A 'Trip Summary' section shows flight and car details. A 'View Itineraries' section shows 'ATL 08/08/2005'. Annotations include a yellow box pointing to the 'Hotels' tab, a yellow box pointing to the 'Specific City/Point of Interest' dropdown, a yellow box pointing to the 'Zip/Postal Code' radio button, and a yellow box pointing to the 'Search for Hotels' button.

Hotel search options.

Specific City/Point of Interest searches within the specified miles of the chosen suburb, city or point of interest.

Zip/Postal Code searches within a zip code area. The first five or four digits of a zip code can be used.

Click [Search for Hotels](#).

Step Seven – Hotel Search Results. Find the hotel and click [Rates](#) to check for room rates and availability. Corporate hotels are listed first, followed by hotels that meet requested hotel search options.

Modify Hotel Search Options.

▼ Modify Search
 Destination/Airport: ATL
 Check-In: 8/8/2005
 Check-Out: 8/10/2005
 Change Location / Option
 Clear Search

▼ Preferences for This Trip
 Display Distance in: Miles
 Chain Search Option: All Hotel Chains

▼ Trip Summary
 Flight: 08/08/05 7:45 AM
 Delta 1090
 MSP-ATL
 Car: 08/08/05 12:00 PM
 National
 ATL
 Flight: 08/10/05 1:49 PM
 Delta 4835
 ATL-MSP

▼ View Itineraries
 ATL 08/08/2005
 View all Itineraries...

Hotel Search Results

Check-In: Monday, August 08 Search Option: Airport: ATL
 Check-Out: Wednesday, August 10


USD 83.00
C

Photo Not Available
Crowne Plaza Perimeter Nw
 6345 Powers Ferry Road
 Atlanta Ga Us 30339
[Hotel Details](#) Check Availability
Negotiated Rates Available

[Map Selected Hotels](#)


Map it Map Marker: 1

USD 89.00
C


Doubletree Club Atlanta Airport
 3400 Norman Berry Drive
 Atlanta Ga 30344
[Hotel Details](#) Check Availability
Negotiated Rates Available

Map it Map Marker: 2


USD 85.00
C


Hilton Atlanta Airport
 1031 Virginia Avenue
 Atlanta Ga 30354
[Hotel Details](#) Check Availability
Negotiated Rates Available

[Rates](#)

Map it Map Marker: 3

USD 144.00 - 194.00


Res Inn Atlanta Airport
 3401 International Blvd
 Hapeville Ga 30354
[Hotel Details](#) Hotel is available

Distance & Direction from Search Option
 2 Miles North

Map it Map Marker: 4


[Map Selected Hotels](#)
 Previous | 1 | 2 | Next

Step Eight – Hotel Rates Results. Click [Reserve](#) of the applicable room.


Hotel Rates Results

Check-In: Monday, August 08 | **Search Option:** | [Display Map](#)
Check-Out: Wednesday, August 10 | Airport: ATL

Doubletree Club Atlanta Airpor



[Hotel Details](#)



Doubletree/Guest Quarters
3400 Norman Berry Drive
Atlanta Ga 30344

Phone: 404 763 1600
Fax: 404 765 0200
Property ID: DT4718

USD 124.00 C	View Rules Reserve
THOR 1KG-DELUXE RM-NON SMOKING	
USD 124.00 C	View Rules Reserve
THOR 1KNG-ACCESS RM-NONSMOKING	
USD 124.00 C	View Rules Reserve
THOR 2DBLS-DELUXE RM-NONSMOKING	
USD 124.00 C	View Rules Reserve
THOR 2 DOUBLE BEDS DELUXE RM	

[Return to Hotel Search Results](#)

C Indicates a contracted discount.

[View Rules](#) provides room rate restrictions.

Click [Reserve](#) to book a room.

Step Nine – Final Itinerary Screen. Nearing the end of the reservation process, a detailed itinerary page will appear. On this page you will have many options.

[Change Trip Name](#): Customize the title listed under View Itineraries.

[Refresh Itinerary](#): Refreshes the screen with any.

[Printable Itinerary](#): Changes view to a text format.

[E-mail Itinerary to Traveler](#): E-mail itinerary to the traveler.

[E-mail Itinerary to Others](#): E-mail itinerary to the traveler and up to four additional email addresses.

[View All Itineraries](#): A list of all itineraries with travel dates, status E-mail

Ticket number will appear after the airline ticket is issued.

Trip Itinerary For Daffy Duck

The last date to purchase and issue a ticket for this reservation is 3/30/2005 11:59:00 PM. The fare will not be guaranteed until the ticket is issued.

Itinerary Name: TEST ORD 05/02/2005 [Change Trip Name](#)

Ticket Price: USD 218.40

Ticket Number: Pending

Trip Locator: L4PXN4

[Purchase Now](#)
[Purchase Later](#)
[Cancel All Flights](#)
[Cancel Entire Trip](#)

Your airline reservation will be issued when the [Purchase Now](#) button is clicked

Finalize Purchase

Total Ticket Price: USD 218.40

Flight Type: [View All Itineraries](#)

Payment Method: [View All Itineraries](#)

Special Handling Instructions: [View All Itineraries](#)

Send Money To Order: [View All Itineraries](#)

Do not press the Back button during the purchase process.

[Add To Bookmarks](#) [Remember Me](#)

[Refresh Itinerary](#) | [Printable Itinerary](#) | [Email Itinerary To Traveler](#) | [Email Itinerary To Others](#) | [View All Itineraries](#)

Monday, May 02

USD 218.40 * *** Includes taxes, fees, and/or surcharges**

Flight	Departure	Arrival	Details
United Airlines	9:45 AM	11:58 AM	Stops: 0
Flight: 1210	Monday, May 02	Monday, May 02	Cabin: Coach/Economy
Boeing 737-300	Dallas, TX	Chicago, IL	Class of Service: S
	DFW	ORD	Duration: 02hrs 13min
	Seat: 12-F		Mileage: 801
			Meal: Brkfst

[View Rules](#) [Cancel This Flight](#) [Change This Flight](#)

Your airline reservation will not be issued if the [Purchase Later](#) button is clicked. Airfares are subject to change until ticketed.

Thank You!

- Thank you for reserving your travel with us.
- If your reservation includes air or train travel, please remember to finalize your ticket purchase.

[Start a New Trip](#) [View All Itineraries](#) [Log Off](#)

Monday, August 08

USD 38.00 * Total Rate USD 121.01 *** Additional taxes, fees, surcharges and/or rate changes may apply**

Car	Pick-Up	Drop-Off	Details
NATIONAL	12:00 PM	01:00 PM	USD38.00 per Day Unlimited Rate guaranteed
Car Type: Intermediate	Monday, August 08	Wednesday, August 10	Total Rate: USD 121.01
	Atlanta Hartsfield Jackson International Airport, GA (USA)	Atlanta Hartsfield Jackson International Airport, GA (USA)	Drop Off Fee: 0.00
	Phones: 404-530-2800, 800-328-4300	Phones: 404-530-2800, 800-328-4300	Mileage: Unlimited
	Hours: MON 08AUG 1201A-1159P	Hours: WED 10AUG 1201A-1159P	Confirmation Number: 327562616COUNT

[View Rules](#) [Cancel This Car](#) [Change Dates/Time](#)

Monday, August 08

USD 124.00 * *** Additional taxes, fees, surcharges and/or rate changes**

Hotel	Check-In Date	Check-Out Date	Details
DOUBLETREE CLUB ATLANTA AIRPOR	Monday, August 08	Wednesday, August 10	Rate: USD 124.00
Doubletree/Guest Quarters			Number of Nights: 2
3400 NORMAN BERRY DRIVE			Confirmation Number: 87363652
ATLANTA GA 30344			Cancellation Policy: 4PM CANCEL
Phone: 404 763 1600			
Fax: 404 765 0200			

[View Rules](#) [Cancel This Hotel](#) [Change Hotel](#)

Wednesday, August 10

Flight	Departure	Arrival	Details
Delta	1:49 PM	3:25 PM	Stops: 0
Flight: 4935	Wednesday, August 10	Wednesday, August 10	Cabin: Coach/Economy
Operated by ATLANTIC SOUTHEAST	Atlanta, GA	Minneapolis, MN	Class of Service: U
AIRLINES	ATL	MSP	Duration: 02hrs 36min
CanadairJet	Seat: 14-B		Mileage: 908
			Meal: None

[View Rules](#) [Cancel This Flight](#) [Change This](#)

[Cancel Entire Trip](#) [Purchase Later](#) [Purchase Now](#)

View Seat Maps—and change the seat if you wish. Simply click on the seat number and a seat map will appear. Click on the seat you now want to confirm.

Congratulations, you have completed the reservation on Trip Manager. Changes to car rental or hotels can be made anytime on Trip Manager. Changes to the air portion of the reservation should be made by contacting **Lisa Gelhaar** at lgelhaar@cittravel.com or ext. 7269.