



Travel Arranger Portal

Overview

A travel arranger's job can be hectic. Booking travel for multiple travelers, across multiple continents in multiple time zones, and managing individual trips and traveler preferences is no easy task. Especially when it must all be done in a time-sensitive manner to keep travel spend under control.

The Travel Arranger Portal from *GetThere* is an industry-first, all-encompassing solution that brings a level of ease to the travel arrangers' daily, multi-layered responsibilities. With its innovative, user-friendly functionality and familiar appearance, the portal will instantly become a travel arranger's best friend.

How It Works

The Travel Arranger Portal is the result of extensive usability testing. Using a persona-based design, the portal is geared specifically toward facilitating daily traveler arranger tasks and fulfilling their crucial needs.

The desktop features two distinct workspaces identified by large summary tabs: the Traveler Arranger Tab to manage travelers and the Traveler Tab to book and manage trips for specific travelers. *GetThere* has also introduced a Frequent Travelers pane where arrangers can manage advanced features exclusively for the frequent traveler subset.

Travel Arranger Portal Benefits

GetThere's components within the Travel Arranger Portal bring unmatched benefits to an arranger's day-to-day work life. Starting with the divided workspaces, arrangers can enjoy a more organized format to manage travelers. Because the tabs clearly identify whose profile is selected, arrangers can confidently book travel for the right person and experience a lower margin of error. And by making many key tasks available through a single click, arrangers instantly become more efficient. To get a snapshot of where their travelers are and where they're going, arrangers need only take a quick glance at the Frequent Travelers calendar.

Managing Travelers Has Never Been Easier

- > A unique portal designed specifically to meet travel arranger needs
- > Two distinct workspaces: one for viewing all travelers in one place and one that's traveler-specific for booking or managing individual preferences
- > A home page with profile status, add/remove travelers options, trips and templates information, increasing your productivity

Booking for a Traveler Has Never Been So Simple

- > Take a quick look at current trips
- > Use templates – theirs, global ones and your own
- > With proper permission, edit any section of a profile with a single click



Key Features

Travel Arranger Tab

- > **My Travelers** – View all travelers in one easy-to-access list
- > **Frequent Travelers** – View your frequent travelers and their trip status in one place
- > **Trips List** – See upcoming frequent traveler trips in a single view
- > **Trips Calendar** – See upcoming frequent traveler trips in a two-week view

Traveler Tab

- > **Traveler Profile Alerts** – View profile alerts such as passport and credit card expirations
- > **Begin Search** – Begin booking process for specified traveler
- > **Active Trips** – View and access traveler trips with one click
- > **Profile Settings** – Access and update traveler profiles in one place
- > **Travel Preferences** – Access and update traveler preferences
- > **Traveler Templates** – Use traveler templates to book new trips



Key Travel Arranger Benefits

- > **Organization** – Stay organized with traveler lists all in one place
- > **Accessibility** – Easily find travelers, trips, preferences and more
- > **Efficiency** – Quickly drill down to see all travelers, frequent travelers and current trips
- > **Usability** – Better usability means less margin for error
- > **Speed** – Navigate quickly and easily through traveler lists, calendars and trip status
- > **Productivity** – Create and reuse templates for multiple travelers



**No Boundaries.
Just GetThere.**

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Experience Even More from GetThere

The Travel Arranger Portal is just one innovative feature comprising the complete *GetThere* travel procurement solution. A majority of the FORTUNE 200 and the BTN Corporate Travel 100 rely on *GetThere* to streamline processes, improve supplier and contract management, and achieve ongoing and sustainable savings in corporate travel spend.

Contact your *GetThere* representative by calling 1-800-*GetThere* or visiting www.getthere.com to learn more.

Readily Manage Multiple Travelers

From the home page, arrangers can quickly create a list of their top 10 road warriors. Imagine the ease and efficiency this brings to a busy travel arranger's work environment. From a single view, users have the ability to instantly review upcoming trips with record locator, trip type and trip status clearly apparent. They may also book new trips, view profile alerts, update profiles, email travelers and seamlessly navigate from traveler to traveler.

Travel Arranger Portal Features

The Travel Arranger Tab is the dashboard from which travel arrangers can organize, control and manage traveler lists, quickly access frequent traveler information and maintain an overall, at-a-glance view of all traveler activity.

- > **My Travelers** – View all travelers in an easy-to-access list. Click once to access traveler profiles, trips, add to frequent traveler list or remove completely from the arranger tab
- > **Frequent Travelers** – View frequent travelers in an easy-to-access list. Quickly access frequent traveler profiles, see trips or assign or remove travelers from the frequent traveler list
- > **Trips List** – See upcoming and current frequent traveler trips in a single list view. Get a quick glance at upcoming activity for your most frequent travelers and access trips to change or cancel itineraries. You can also see trip type (air, hotel and/or car), record locator number and trip status (active, on hold, ticketed, in progress)
- > **Trips Calendar** – See current and upcoming frequent traveler trips and their status in an easy-to-read calendar format

In the Traveler Tab, arrangers can begin booking travel for anyone on their list. The user name on the tab clearly identifies the selected traveler, and any profile alerts are displayed when applicable. Arrangers will notice the familiar search engine for booking trips, can quickly view and access trips and templates and update a traveler's profile if permitted.

- > **Traveler Profile Alerts** – View profile alerts such as passport and credit card expirations
- > **Begin Search** – Book air, hotel, car and/or rail for a specific traveler and then see the trip itinerary populate in the Trips List
- > **Active Trips List** – View and quickly access traveler trips to review status, change or cancel an itinerary
- > **Profile Settings** – Easily access and update traveler profile information
- > **Travel Preferences** – Easily access and update traveler preferences