

How To Find a Particular Flight

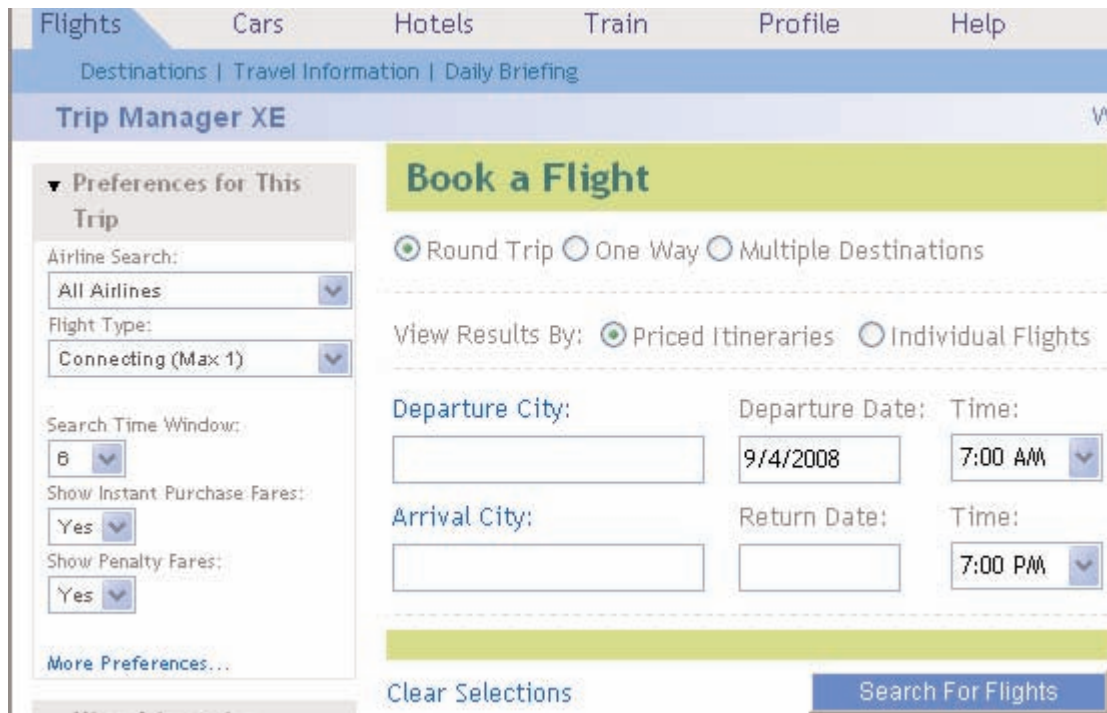
Sometimes you know the exact flight you want, or you know the airline you want – this explains how to narrow down the search results to find exactly what you want.

When you start using Trip Manager, it wants to show you all the flights possible. By changing the search preferences you can narrow down what it searches for.

First you'll search for a specific airline, then you'll select the time that flight leaves.

Selecting a specific airline

1. Go to www.TripManager and log in.
2. Click on the Flights tab at the top left.
The following screen appears.
Notice the “Preferences for This trip” menu on the left.
This is where you narrow (or broaden) your search.



3. To pick a specific airline, click on the “All Airlines” box and choose “Specific Airline”.

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4. Click on the box below Specific Airline and choose your airline.

▼ Preferences for This Trip

Airline Search:
 ▼

▼

Flight Type:
 ▼

Search Time Window:
 ▼

Now when you do a search ONLY that airline's flights will appear as shown below.

▼ Modify Search

From:

To:

Depart Date & Time:
 ▼

Return Date & Time:
 ▼

Priced Itineraries
 Individual Flights

Clear

▼ Preferences for This Trip

Airline Search:
 ▼

▼

Flight Type:
 ▼

Search Time Window:

Search completed. All results are shown below.

Flight Search Results

[Individual Flights](#)

Sort by: Original Display Departure Time Arrival Time Stops

Flight	Departure	Arrival	Details
USD 397 View Rules <input type="button" value="Reserve"/>			
Northwest Airlines Flight: 138 McDonnell Douglas DC9-50 Duration: 1hrs 21mins	7:00 AM Friday, September 26 Minneapolis, MN MSP	8:21 AM Friday, September 26 Chicago, IL ORD	Stops: 0 Cabin: Coach/Economy- T Meal None
Northwest Airlines Flight: 625 Airbus 320 Duration: 1hrs 34mins	6:35 PM Tuesday, September 30 Chicago, IL ORD	8:09 PM Tuesday, September 30 Minneapolis, MN MSP	Stops: 0 Cabin: Coach/Economy- T Meal None
USD 397 View Rules <input type="button" value="Reserve"/>			
Northwest Airlines Flight: 138 McDonnell Douglas DC9-50	7:00 AM Friday, September 26 Minneapolis, MN MSP	8:21 AM Friday, September 26 Chicago, IL ORD	Stops: 0 Cabin: Coach/Economy- T Meal None

Selecting an exact departure time

Below the “Airline search” box, you’ll see a “Search Time Window” box. By default it is set to 6. This means it searches six hours earlier and six hours later than the time you chose.

If you know the time your flight departs, set it to a lower number. Try setting it to “1” and it will only return flights 1 hour earlier or

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later than your chosen departure times.

If that doesn't do the trick, try a 2 hour time window.

Search Time Window:

Two more hot tips - show more flights

More choices to choose from

To see more choices, click on “More preferences...”.

More choices will appear at the bottom of the left-hand menu.

For an explanation of what they mean, click on the “Help” tab at the upper right.

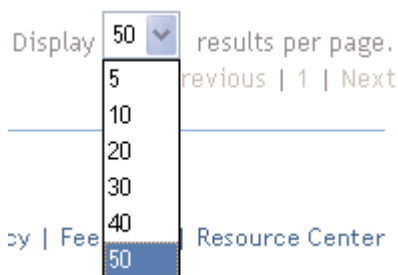
See more flights in the results list

After you do a search, you might have many pages of results.

It's easier to look through them if more than 10 are displayed. Here is how to see 50 at a time in the list.

Scroll to the bottom of the page and at the lower right it says “Display 10 results per page”.

Click on the number and change it to 50.



Now you'll see 50 results in the list (or fewer, if there aren't 50 flights at that time on that airline).