

Choosing Seating in Trip Manager

When a traveler makes a reservation in Trip Manager the last page shows their itinerary. Below is a screenshot of part of an itinerary.

| Friday, October 13 | | | |
|----------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| USD 137.10 * | | * Includes taxes, fees, and/or surcharges | |
| Flight | Departure | Arrival | Details |
| Northwest Airlines Flight: 1284 Airbus Special Jet | 7:04 AM Friday, October 13 Minneapolis, MN MSP Seat: 20-C | 8:30 AM Friday, October 13 Chicago, IL MDW | Stops: 0 Cabin: Coach/Economy Class of Service: K Duration: 01hrs 26min Mileage: 344 Meal: None |

In an itinerary is their seat number ("Seat: 20-C" circled in the example).

The traveler can click on the seat number and a map of the plane's seats appears where they can choose new seating (see screen on next page).

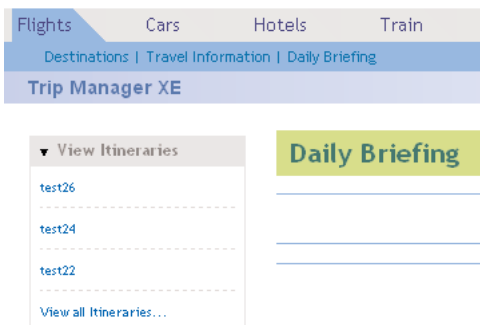
What seating they can choose depends partly on their frequent flyer status, so they should enter their membership number in their profile (FF#s are entered in Profile > Traveler Preferences > Flights).

Seats reserved by a colleague are marked with a star. If you don't wish to be "seen" this way, you can make your self invisible in your Flight preferences.

The traveler or trip planner can log in later and change their seating.

Upgrading to first class or obtaining exit row seating must be called in to the airlines. A traveler can call the airline themselves or a Reasons agent can do it for them*.

How to See an Existing Itinerary



When a traveler logs in or when you select a traveler (if you are a Travel Planner), you'll see the Daily Briefing page. One the left side you will see a menu entitled View Intineraries.

To see one, simply click on its name. To see them all, click on View all itineraries...

* Agent-assisted services incur a service fee

A Trip Manager How To

Seat Map

[Return to Itinerary](#)

Northwest Airlines Flight #145

Departing 10/31/2006 8:01 PM

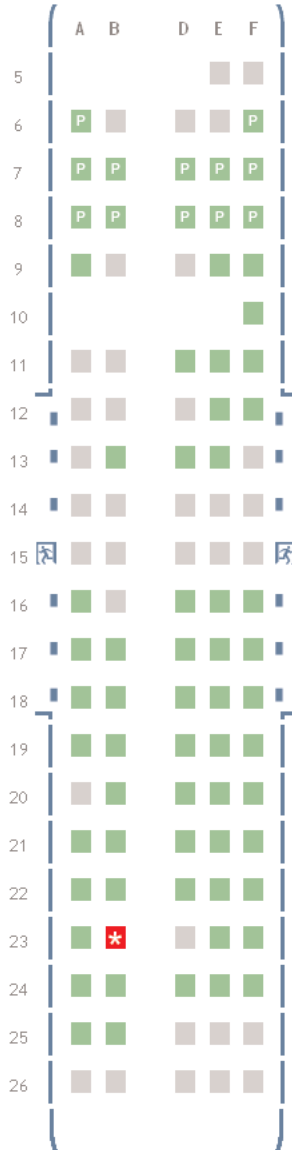
Airplane Type: D95

Company Travelers:

Lower Deck:

Click on an available seat to confirm or change a current seat assignment.

Front of Plane



- Seat Blocked by Airline

- Exit Row

- Wing

- ✱ Traveler's Seat

- Available Seat

- P Preferred Frequent Flyer

- Available Handicapped Seat

- Reserved Seat

- ✱ Seat Reserved by Colleague

- Reserved Handicapped Seat

- U Available Undesirable Seat

- B Available Seat Next to Bulkhead

- Lavatory

- Galley