

How To Create a One-Time Traveler in TM

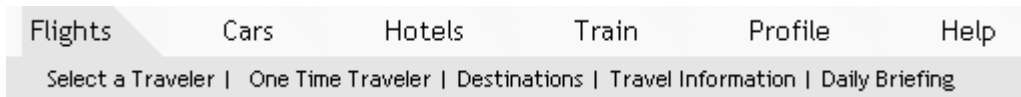
In Trip Manager, a One-Time Traveler is simply a profile which lasts for 90 days and then evaporates. During that 90 days the traveler can make one or many trips. A travel planner can create a one-time traveler any-time they wish. It's handy for booking distributors coming to a convention or a customer you want to fly in.

First you create a profile, then you book travel for them.

Creating the profile

Log-in to Trip Manager.

NOTE: if you are not a travel planner, call Reasons Travel at 952-944-0518 and we will get you signed up.



The Trip Manager menu (located top left of your screen)

Click on One Time Traveler (you might need to click Flights first).

Click Create & Plan a Trip.

*The Trip Manager menu
(see page 2 for the entire
screen that appears).*



Enter the traveler's profile information (see page 2).

Click the Submit button (this records what you have entered).

One more thing to do: click on the Profile tab in the top menu.

This brings you to the Personal Information screen. Fill in the Work Address. This is where tickets and other papers are mailed.

Click the Submit button.

Booking travel

Click on Select a Traveler. A scrolling box with a list of names appears.

Click on the traveler's name.

Click Select.

Click on Flights (or Car or Hotel) and book travel as usual.

A Trip Manager How To

Genmar

Flights Cars Hotels Train Profile Help

Select a Traveler | One Time Traveler | Destinations | Travel Information | Daily Briefing

Trip Manager XE

Welcome Maxim Hurwicz | Log Off

▼ One-Time Traveler

View List
Create & Plan a Trip

▼ View Itineraries

View all Itineraries...

Create & Plan a Trip

This information will be used to set up your One-Time Traveler Profile.

PERSONAL INFORMATION

This information will be used to set up your One-Time Traveler Profile.

(*Indicates a required field.)

Prefix (Mr./Ms./...):

First Name:

Required 1

Middle Initial:

Last Name:

Required 2

Suffix:

E-mail Address:

Required 3

Note: for hyphenated last names, use a period instead of a hyphen

Can be the planner's email

Date of Birth: (SELECT) (SELECT) (SELECT)

Gender: (SELECT)

Country City/Area Phone Number * Extension

Code Code *

Home Phone:

Required 4

These can be the same number

Work Phone:

Required 5

CREDIT CARD OPTION

Payment Method: New Credit Card

NEW CREDIT CARD

This information will be used to set up your One-Time Traveler Credit Card.

(*Indicates a required field.)

Bank Card Type: ACCESS AIR

Required 6

Account Number:

Required 7

Note: no spaces!

Expiration Date:

Required 8

(mm/yy)

If you are using an air travel card that does not have an expiration date, leave the date field blank.

Enter the following information exactly as it appears on your Credit Card.

First Name:

Middle Initial:

Last Name:

Enter the billing address of your credit card.

Street Address:

Address Line 2 (optional):

City:

State/Province:

Zip/Postal Code:

Country: (SELECT)

9 Required!

Clear Selections

Submit

To get to this screen
1. click Flights
2. click One Time Traveler
3. click Create & Plan a Trip