

Frequent Traveler Controls & Icons

| Frequent Travelers | | | | |
|--------------------------------|----------|-------|---|--|
| Traveler (4 of 10) | Alerts ? | Email | Phone Number | |
| Cator, Anita B | | | Anita@sabre.com | |
| Hatch, Karen | | | Hatch@sabre.com 469-312-5588 | |
| Jordan, Tyra | | | Jordan@sabre.com 972-369-0092 | |
| Katz, Antoine | | | Katz@sabre.com | |

Frequent Traveler Profile information Icons

- This traveler has not authorized you to make profile changes. Ask the traveler to update their profile setting allowing you to make changes.
- The traveler's passport/visa is about to expire, or has expired.
- The traveler's credit card is about to expire, or has expired.
- The traveler's email address and/or country setting have not been stored

Click on an icon to update that information in the profile

Frequent Traveler Controls

- Unassigns the traveler from the Frequent Traveler list

Email Link

- Click on the email link to launch your email editor and send an email to the traveler.

How do I add a Traveler to My Travelers?

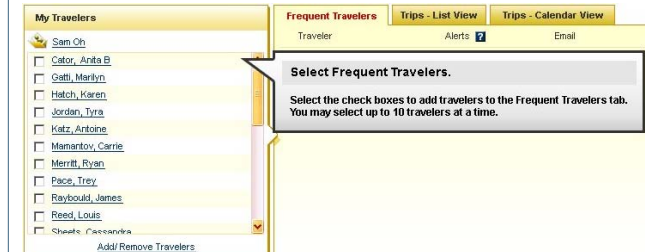


- Click [Add/Remove Travelers](#) on the My Travelers page. The [People Who Allow Me to Arrange Their Travel](#) page displays.
- Click [Add a Traveler](#) and search for the traveler's name
- Click [Add](#) for the traveler's name you want to add to your list of travelers

Remove a Traveler from the My Travelers page

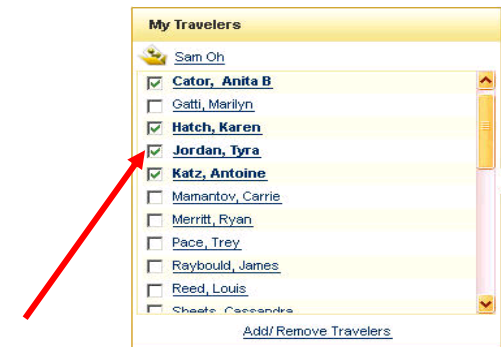
- Click [Add/Remove Travelers](#) on the My Travelers page. The [People Who Allow Me to Arrange Their Travel](#) page displays.
- Click [Remove](#) for the traveler's name you want to remove from the list.

How do I add a Frequent Traveler?



- Select the check boxes to add travelers to the Frequent Traveler tab. You may select up to 10 travelers.

Unassign a Frequent Traveler



- Uncheck the check boxes to remove travelers from the Frequent Traveler tab.

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- OR click on the to remove travelers from the Frequent Traveler tab.

How do I view Frequent Traveler trips?

Trips – List View

- To view a list of travelers' active trips, click the checkboxes next to their names. A list of active trips for the next two weeks displays to the right. Trips have the status of Active, In Progress, On Hold, or Ticketed.

| Traveler | Location | Date | Trip Type | Record # | Status |
|--|----------|---------------------|-----------|-----------------|-------------|
| <input checked="" type="checkbox"/> Cator, Anita B | Paris | 08/04/08 - 08/06/08 | ✈️ | LMHMXC | Active |
| <input checked="" type="checkbox"/> Hatch, Karen | Chicago | 08/03/08 - 08/13/08 | ✈️ | BNMQNA | On Hold |
| <input checked="" type="checkbox"/> Jordan, Tyra | Houston | 08/04/08 - 08/06/08 | ✈️ | EOMJCP | Ticketed |
| <input checked="" type="checkbox"/> Katz, Antoine | Miami | 07/20/08 - 08/28/08 | ✈️ | MYDLJV / JJMDNV | In Progress |

- Click the Record # or Status link to view the Trip Details page for that trip.

Trips - Calendar View

- If you want to see a calendar view of travelers' active trips, click the checkboxes next to their names.
- Click the 2 week "Trips - Calendar View" tab

| Traveler | Location | Date | Trip Type | Record # | Status |
|--|-----------------------------|----------------------------|-----------------------|----------|--------|
| <input checked="" type="checkbox"/> Cator, Anita B | Paris (08/04/...) | London (08/08/08-08/12/08) | Austin... | | |
| <input checked="" type="checkbox"/> Hatch, Karen | Chicago (08/03/08-08/13/08) | | | | |
| <input checked="" type="checkbox"/> Jordan, Tyra | Houston (08/...) | Los Angeles (08/12/08-...) | Dallas (08/12/08-...) | | |
| <input checked="" type="checkbox"/> Katz, Antoine | Miami (07/20/08-08/28/08) | | | | |

- indicates a trip in progress
- indicates an upcoming ticketed trip.
- indicates a trip on hold.
- indicates an active trip that has not been ticketed.

- Click the city Miami ▶ (07/20/08-08/28/08) link to display the trip detail page

How do I book for a Traveler or Myself?

Click on the traveler's name, or your name (Ex: Sam Oh).

- The traveler's tab is displayed with the traveler's name.
- Continue the booking process.

Traveler Desktop

Use the Traveler's tab to book trips for the selected traveler.

One click access to all trips, templates and profiles

| Active Trips | Traveler Templates | Arranger Templates | | |
|--------------|---------------------|--------------------|----------|----------|
| Destination | Date | Trip Type | Record # | Status |
| Dallas | 08/04/08 - 08/08/08 | ✈️ | KKHMXC | Active |
| Atlanta | 08/10/08 - 08/12/08 | ✈️ | YYMANA | Ticketed |
| Denver | 08/14/08 - 08/15/08 | ✈️ | VWMAA | Ticketed |
| New York | 08/16/08 - 08/20/08 | ✈️ | PPOLIKD | On Hold |

Templates

| Active Trips | Traveler Templates | Arranger Templates | |
|--------------|-----------------------------|--------------------|-----------|
| Type | Name | Locations | Trip Type |
| | Anita's template | DFW-LAX | ✈️ |
| | Client visit - Chicago | PDX-ORD | ✈️ |
| | First Template | DFW-ORD | ✈️ |
| | Today's template | ORD-LAX | ✈️ |
| | Annual Seminar and Exhibits | DFW-JFK | ✈️ |

Profile Access

If profiles are enabled and the arranger can update the traveler's profile, this section appears: