

Overview

A travel arranger's job can be hectic. Booking travel for multiple travellers, across multiple continents in multiple time zones, and managing individual trips and traveller 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 traveller arranger tasks and fulfilling their crucial needs. The desktop features two distinct workspaces identified by large summary tabs: the Traveller Arranger Tab to manage travellers and the Traveller Tab to book and manage trips for specific travellers. *GetThere* has also introduced a Frequent Travellers pane where arrangers can manage advanced features exclusively for the frequent traveller 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 organised format to manage travellers. 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 travellers are and where they're going, arrangers need only take a quick glance at the Frequent Travellers calendar.

Managing Travellers Has Never Been Easier

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

Booking for a Traveller 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



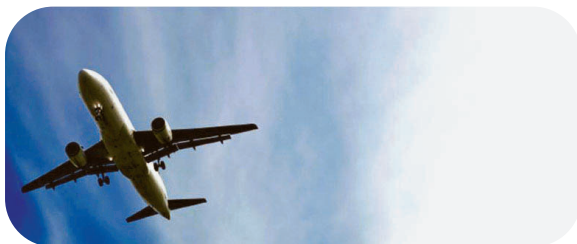
Key Features

Travel Arranger Tab

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

Traveller Tab

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



Key Travel Arranger Benefits

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



GetThere

**No Boundaries.
Just GetThere.**

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Readily Manage Multiple Travellers

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 travellers and seamlessly navigate from traveller to traveller.

Travel Arranger Portal Features

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

- > **My Travellers** – View all travellers in an easy-to-access list. Click once to access traveller profiles, trips, add to frequent traveller list or remove completely from the arranger tab
- > **Frequent Travellers** – View frequent travellers in an easy-to-access list. Quickly access frequent traveller profiles, see trips or assign or remove travellers from the frequent traveller list
- > **Trips List** – See upcoming and current frequent traveller trips in a single list view. Get a quick glance at upcoming activity for your most frequent travellers 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 traveller trips and their status in an easy-to-read calendar format

In the Traveller Tab, arrangers can begin booking travel for anyone on their list. The user name on the tab clearly identifies the selected traveller, 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 traveller'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 traveller and then see the trip itinerary populate in the Trips List
- > **Active Trips List** – View and quickly access traveller trips to review status, change or cancel an itinerary
- > **Profile Settings** – Easily access and update traveller profile information
- > **Travel Preferences** – Easily access and update traveller preferences

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 world's major players 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 at salesEMEA@getthere.com or visit www.getthere.co.uk to learn more.