

GetThere on smartphones



OVERVIEW

GetThere on smartphones brings travelers the same shop and book convenience of online booking to their personal devices, incorporating corporate travel policy. GetThere on smartphones is a subset of GetThere shopping and booking functionality; it is not a full copy of the GetThere desktop tool.

Follow the steps below to access GetThere on smartphones and complete a session with your personal device.

FEATURE BENEFITS

Travelers can book air and / or car and / or hotel while on the go with GetThere on smartphones. Travelers can shop, book travel, manage their itinerary and more without a single call to a travel agent, or an extra fee.

ACCESSING THE SITE

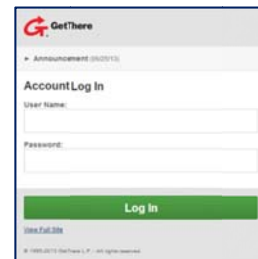
1. Access the GetThere on smartphones site one of the following ways:

Note: Tablets use the desktop version of GetThere; users are redirected to the desktop version, regardless of URL entered.

- wcp.getthere.net/sitename (same as your desktop access)
- enter the URL m.getthere.net/sitename
- SSO via company intranet link (if Single Sign on is supported)
 - takes you directly to the Home page (skip Step 2)
- From **TripCase** – click on the GetThere link
 - Takes you to the Log In page, where you must enter your user name and password unless your company has the SSO functionality enabled.

2. Enter your GetThere **User Name** and **Password**

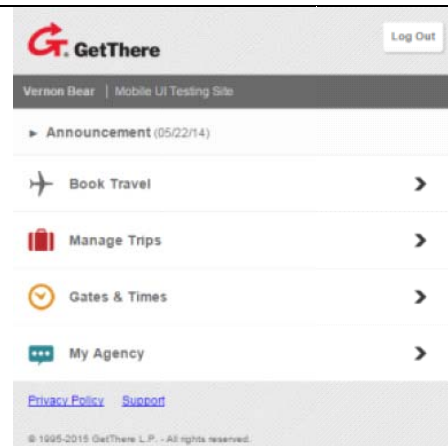
3. Click on the **Log In** button
-



HOME

1. Select the link that corresponds with what you want to do.

- **Book Travel** – Shop for and book air / hotels / cars
- **Manage Trips** – View active, held and canceled trips
- **Gates & Times** – Arrival / Departure status, terminal / gate and baggage claim information
- **My Agency** – Agency name, operating hours, phone number
- **Privacy Policy** – If configured by your company then a Privacy Policy link is shown at the bottom of the page



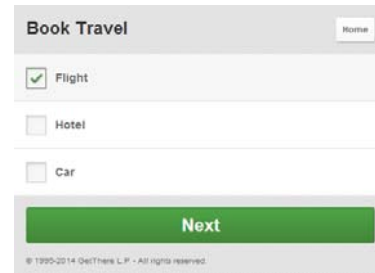
BOOK TRAVEL

1. Select the box that corresponds with what you want to shop / book (you may select three)

- **Flight**
- **Hotel**
- **Car**

2. Click **Next**

If Air is the only shop / book path enabled in Site Administration, upon selecting **Book Travel** from the **Home** page, the **Flight Search** page displays.



The 'Book Travel' form has a 'Home' button in the top right. It contains three checkboxes: 'Flight' (checked), 'Hotel', and 'Car'. Below these is a large green 'Next' button. At the bottom, there is a small copyright notice: '© 1995-2014 GetThere L.P. All rights reserved.'

FLIGHT SEARCH

To search for flights:

1. Select **Round Trip** or **One-Way**
2. If **From:** airport is not pre-populated from **Home Airport** in your profile, enter city or airport. AutoComplete activates after third character entry. Select valid airport or city code from list
3. Select **Departure** and **Return** dates by clicking directly on the field. A calendar displays. Select date from the calendar.
4. Select **Morning, Noon, Evening** or specific hour
5. Expand **More Search Options** to select **Class of Service** and **Fare Preferences**
6. Click **Search**



The 'Flight Search' form has a 'Home' button in the top right. It includes a 'Type of Flight' section with 'Round-trip' and 'One-way' buttons. The 'From:' field is pre-populated with 'Houston, TX, US - Houston Hobby Airport (HOU)'. The 'To:' field has a placeholder 'Type the city or airport name'. There are fields for 'Departure Date' (Tue, Feb 11, 2014) and 'Departure Time' (Morning 7:00am). Below these are fields for 'Return Date' (Thu, Feb 13, 2014) and 'Return Time' (Evening 7:00pm). A 'More Search Options' section is expanded, showing 'Class of Service' (Coach) and 'Fare Preference' (Lowest Available). At the bottom are 'Search' and 'Skip Flight Search' buttons, with a small copyright notice below.

SELECT FLIGHT

- On this page you can
 - Sort results by **Departure, Arrival** or **Preferred**
 - Filter by **Airline** or **# of Stops**
 - Click on the flight option to view expanded flight information
 - **View Seats** link
 - Custom Airline Note
 - Flight number, flight time, distance and aircraft type
 - Click **Show more flight results** at the bottom of the page to see more flight options
1. Choose desired flight option
 2. Click **Select**



The 'Select Flight' page has a 'Home' button in the top right. It shows a list of flight options. The first option is from 'Los Angeles, CA, US (LAX) - New York, NY, US (JFK)' on 'Tue, Feb 11'. It lists 'Southwest' and 'United' airlines with their respective flight times and 'Select' buttons. Below this, there is a 'Show more flight results' link. At the bottom, there is a 'Show more flight results' link and a 'Select' button.

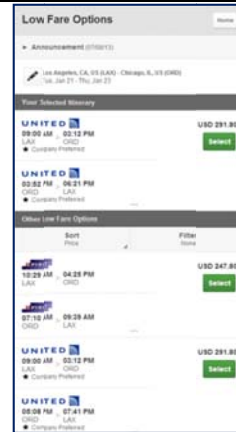
LOW FARE OPTIONS

This page only appears if the Site Administration toggle to conduct a **low-fare** search for **all itineraries** is enabled.

If not enabled, the next page in the shop / book process displays.

- To change search options, click the **Modify** button (✎). Click **Show more flight results** at the bottom of the page to see more flight options
- To continue with selected itinerary, click **Select** at the top of the page; to choose another option, click **Select** next to that option

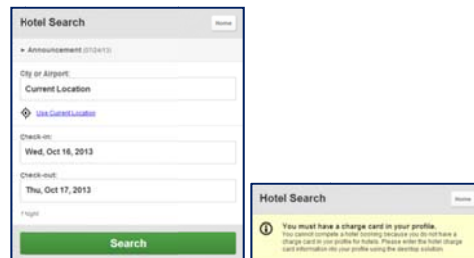
Once you've selected all of your air segments, the next page of the shop / book process displays (e.g. Hotel Search) or **Review Trip / Checkout** if you did not select **Hotel** search on the **Book Travel** page.



HOTEL SEARCH

To search for a hotel:

1. Enter **City** or **Airport** (if air was booked, this field is pre-populated from the information in the flight search)
 - If GPS is enabled, the **Use Current Location** link displays
2. Select **Check-in / Check-out** dates
3. Click **Search** (if air was booked, this field is pre-populated from the information in the flight search)

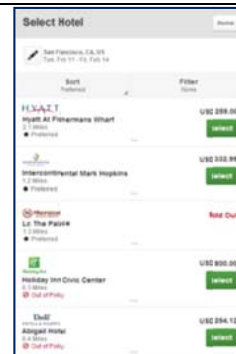


Note: If there is no site card or credit card stored in your GetThere profile, an error message displays. You are not able to complete a booking without a credit card. You are still able to shop for hotels.

SELECT HOTEL

On the **Select Hotel** screen, you can

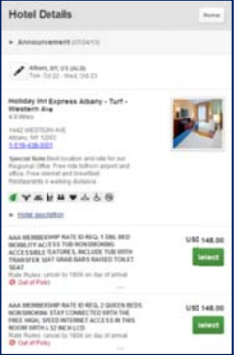
- View results in List View
 - **Modify** search criteria (✎)
 - Sort by **Distance** or **Company Preferred** or Filter by hotel name
1. Choose desired hotel
 2. Click **Select**



HOTEL DETAILS AND RATES

On this page you can

- View a photo of the property
 - View **Hotel description**
 - Modify** your search criteria ()
 - Select** a hotel
- Choose the room type / rate you want
 - Click **Select**



CAR SEARCH

To search for a car:

3. Enter **Airport** (if air was booked, this field is pre-populated from the information in the flight search)
4. Select **Pick-up / Drop-Off** dates and times
5. Click **Search** (if air was booked, this field is pre-populated from the information in the flight search)

Note: Only individual airport options are shown with Auto Complete on the Car Search page. The “All Airports” option cannot be used for car searches

Car Search

Home

► Announcement (09/20/13)

Pick-up Location:

Airport name, city, or code

Where will you drop off the car?

☒ Same location

☐ Different location

Pick-up Date:

Tue, Jan 6, 2015

Pick-up Time:

Morning (7:00am)

Drop-off Date:

Wed Jan 7, 2015

Drop-off Time:

6:00 pm

1 Day

► More Search Options

Search

SELECT CAR

_____ Select Car None

- On the **Select Car** screen, you can
- View results in List View
 - **Modify** search criteria ()
 - Sort by **Price, Rental Company, or Company Preferred**
6. Choose desired car

Click **Select**

Select Car

Return

Dallas, TX, US (DFW)
7:00 AM, Wed Oct 8 - 8:00 PM, Thu Oct 9

Sort
Preferred

Filter
None

Compact

Chevrolet Cobalt Or Sim

★ Company Preferred

Vehicles vary by company, rate, and location.

3424 East 38th Street
Dallas, TX, US
888-825-5890

5

5

24

[?]

Automatic, 2WD, A/C

Mileage Rate, Unlimited Mileage

An additional fee may apply if you drop off at a different location.

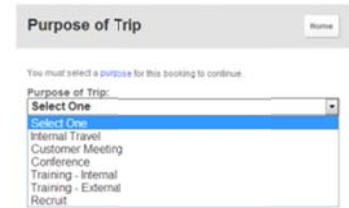
Total Price:
USD \$9.12
Daily Rate
USD \$1.85
Extra Day
USD \$1.65

Select

OUT OF POLICY

If your selection is out of policy (OOP), this page displays upon selection of the option that is OOP

1. Select **Out of Policy Reason** or from a list of travel approvers (depending on Site Administration configuration)
2. Click **Continue**



Purpose of Trip None

You must select a purpose for this booking to continue.

Purpose of Trip:
Select One
Select One
Internal Travel
Customer Meeting
Conference
Training - Internal
Training - External
Recruit

CHECKOUT

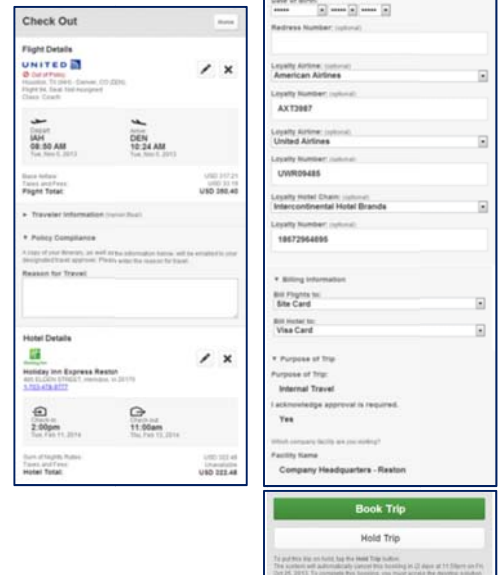
On this page you can

- **Modify** or **Remove** your air / hotel selections
- Review trip information
- View **Traveler Information**
- View **Billing Information**
- View **Purpose of Trip** (if enabled)
- View the **Estimated Cost** of your trip

1. Verify all information is correct
2. Click **Book Trip** or **Hold Trip**

In order to purchase a trip, your credit card information must be stored in your profile on the desktop version of GetThere.

Once a trip is held, you must access the desktop to purchase.



Check Out None

Flight Details

UNITED
ID: 00123456
Chicago, IL (MDW) - Denver, CO (DEN)
Flight by: Jane Doe (Employee)
Class: Economy

Flight	Class	From	To	Time	Status
1	Y	MDW	DEN	08:00 AM	OK
2	Y	DEN	MDW	10:30 AM	OK

Hotel Details

Marriott Inn Express Reston
10000 Innovation Blvd, Reston, VA 20190
(703) 458-8000

Room	Rate	From	To	Status
1	\$120.00	Feb 11, 2014	Feb 12, 2014	OK

Traveler Information (Person Book)

Policy Compliance

Reason for Travel:

Billing Information

Bill To: **Site Card**
Bill Method: **Visa Card**

Purpose of Trip

Purpose of Trip:
Internal Travel

I acknowledge approval is required.
Yes

Which company facility are you using?
Facility Name:
Company Headquarters - Reston

Book Trip
Hold Trip

To hold this trip, click the **Hold Trip** button.
All current and future travel must be booked by 11:59pm on Feb 10, 2014. To complete this booking, you must access the desktop version.

RESERVATION COMPLETE

On the **Reservation Complete** page you can

- View **Record Locator**
- View air / hotel confirmation numbers
- Send your itinerary to TripCase (if enabled)
- View information carried over from the Check Out page



MANAGE TRIPS

1. From the Home screen, click **Manage Trips**

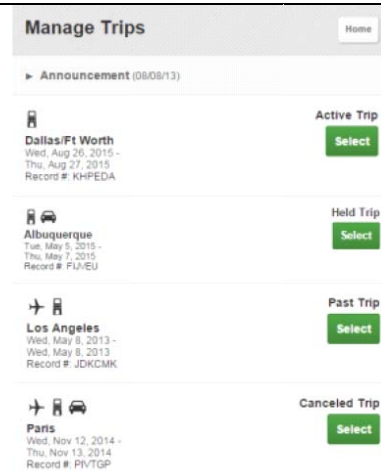
This screen displays a summary of active, held and past trips:

- Destination
- Dates
- Record locator

Icons indicate segment types included in the trip.

Rail segments booked as air segments (i.e. Eurostar) are visible on both the **Manage Trips** and **Trip Details** pages; however other rail segments are only visible in the trip summary (**Manage Trips**).

2. Click **Select** next to an itinerary to view **Trip Details**

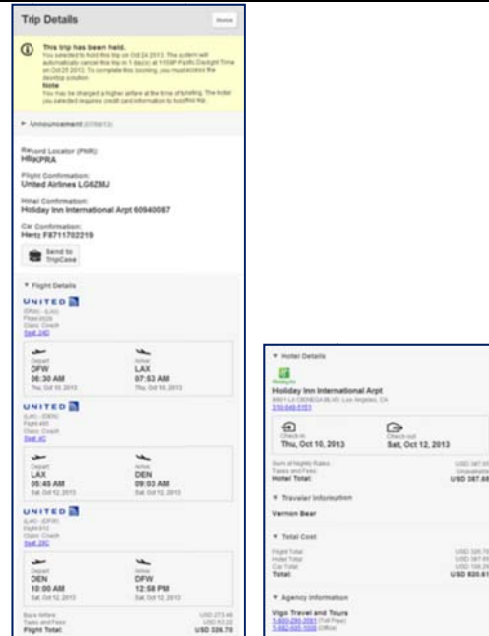


TRIP DETAILS

The **Trip Details** screen displays your trip in more detail.

- Record Locator
- Air / Hotel Confirmation
- Flight Details (including seat assignment)
 - Click on the seat assignment to view seat map (seats cannot be modified with GetThere on smartphones)
- Hotel Details
- Traveler Information
- Estimated Cost
- Agency Information

Travelers are not able to purchase a held trip or cancel / modify trips from their smartphone.



SEAT MAP

If the seat assignment is clicked on the **Trip Details** page, a non-interactive seat map displays.

Seats cannot be modified with GetThere on smartphones. To change your seat assignment, you must contact the airline or access your trip through the desktop version of GetThere to, via the **Trip Details** page.

A legend containing additional details about the seat map is available through the **Legend** link at the top of the page.

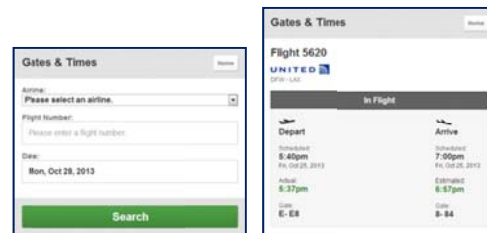


GATES & TIMES

1. From the Home screen, click Gates & Times.

To access **Gates & Times** information

2. Select airline from the list
3. Enter **Flight #**
4. Enter arrival / departure date
5. Click **Search**



MY AGENCY

From the Home screen, click **My Agency**

This screen displays the following agency information:


- Agency name
- Agency hours
- Agency number (one-click call capability to agency phone number)



CREATE A BOOKMARK


On iPhone:

From the GetThere Login page

1. Touch the bookmark icon 
2. Touch **Add to Home Screen**
3. Edit bookmark label, if desired
4. Click **Add** at top right of screen

On Android:

From the GetThere Login page

1. Press **Menu**  and select **Bookmarks**
2. Select the top left thumbnail labeled **Add**
3. Customize bookmark label, if desired, then click **OK** to add
4. Press and hold the bookmark and click **Add Shortcut to Home**