

# AirPortal<sup>®</sup>

## My Travel Quick Start Guide

My Travel is an intelligent dashboard for travelers. It provides travelers instant access to all of their itineraries, flight options, travel spend, mobile syncing, and more!

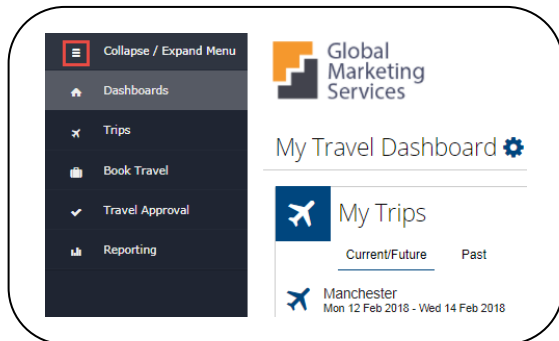
The screenshot displays the 'My Travel Dashboard' for Abby Cotton. The interface includes a sidebar menu with options like 'Dashboards', 'My Travel Dashboard', 'Trips', 'Current/Future Trips', 'Past Trips', 'Trips Missing Hotels', 'Book Travel', 'Travel Approval', and 'Reporting'. The main content area is titled 'My Travel Dashboard' and features several key sections:


- My Trips:** A list of current and future trips. The 'Current/Future' tab is active, showing:
  - Salt Lake City: Mon 28 Oct 2019 - Thu 31 Oct 2019
  - Cebu: Fri 8 Nov 2019 - Sat 23 Nov 2019
  - Las Vegas: Mon 8 Jan 2020 - Thu 9 Jan 2020Each trip entry includes an airplane icon and a status indicator (warning or info).
- My Action Items:** A summary of pending actions:
  - Travel Approvals Pending (Advisor Booked): 0
  - Trips Missing Hotels: 1
  - Unused Tickets Expiring: 0
- My Travel Contacts:** Lists travel agents and online support.
  - Travel Agents:** Demo Agent Team (800-555-7777, advisors@demoseervices.com) and Merri Zelenak (mzelenak@nmhf.com).
  - Online Support:** On-line Support Desk (888) 555-0179, onlinesupport@cttravel.com.
- My AirBank® Tickets Expiring:** A table showing ticket value and expiration date.

Value	Expiring On
\$750.00	12/23/2020
- My Travel Spend:** A summary of spend from 01/01/2019 to 10/22/2019, categorized by Air, Hotel, Car, and Misc.

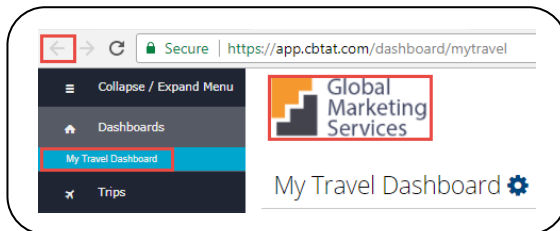
# BASIC NAVIGATION

## Toolbar Menu



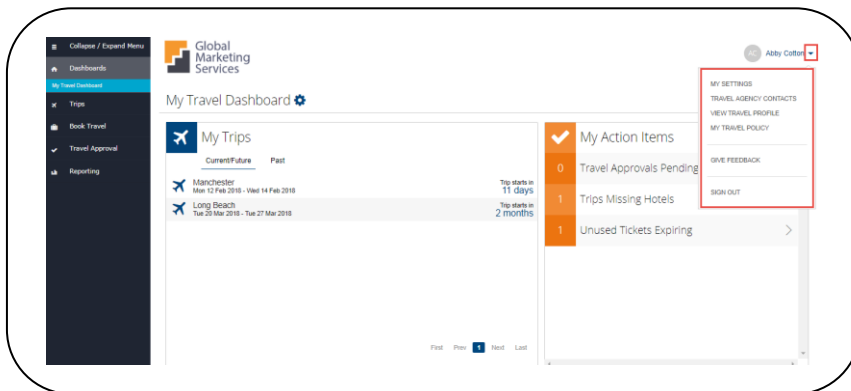
The AirPortal® tools are located in the side navigation toolbar to allow for easy access from every page. To expand or collapse the toolbar select . Click on a category to view the sub-categories.

## Home Page



Return to the main dashboard from any page by clicking on the back button, on My Travel Dashboard from the toolbar menu or the logo.

## My Settings



To manage your individual traveler profile and personal settings, select the down arrow button next your name in the upper right hand corner of the dashboard.

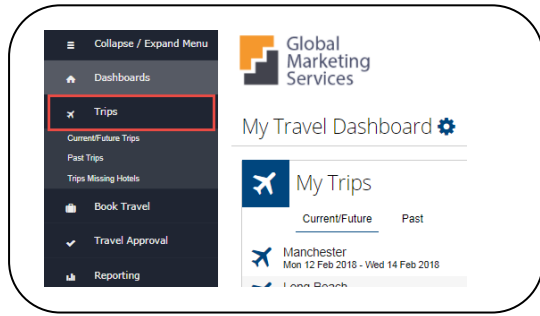
**My Settings** can be used to change your password, authorize Triplt, manage notifications and itinerary settings.

**Travel Agency Contacts** contains travel agent names, email addresses, phone numbers, online support, and account manager Information.

**View Travel Profile** makes updating your frequent flyer numbers, TSA info, credit cards, or travel preferences a snap!

**Give Feedback** to send us ideas for improvements or to report a bug!

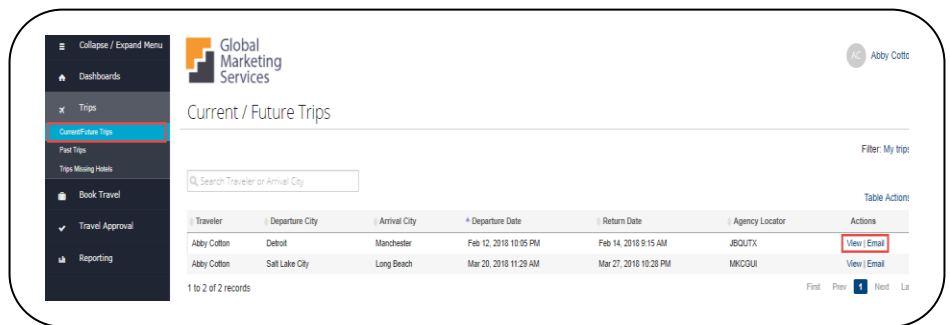
## Trips



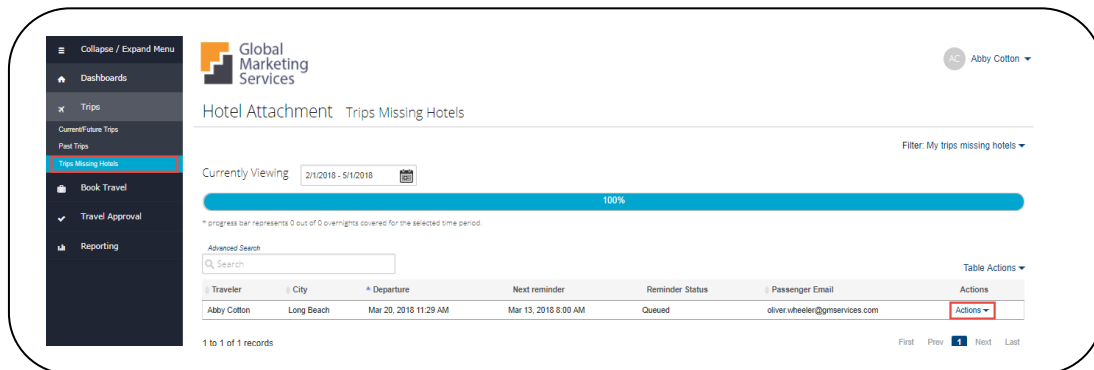
**Trips** provide travelers with easy access to **Current, Future** and **Past Trips** as well as the ability to print, email, or view travel itineraries.

## Current/Future Trips

**Current/Future** displays a list of current and future trips. Select **Email** located under the **Actions** column to email the itinerary or **View** to email, print, download, push to Tripit, or view history of the reservation.

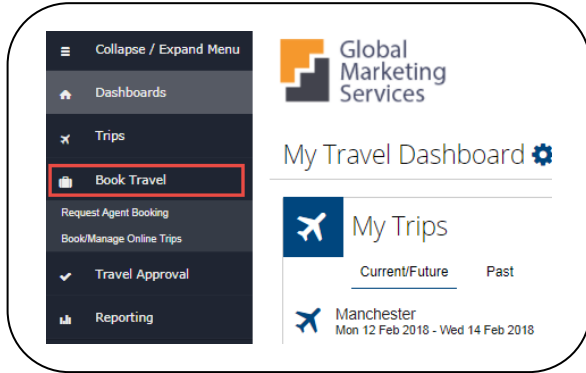


## Trips Missing Hotels



**Trips Missing Hotels** displays a list of itineraries containing an overnight stay but do not contain a hotel. Travelers can send a reminder, book a hotel, or add a hotel booked outside the system.

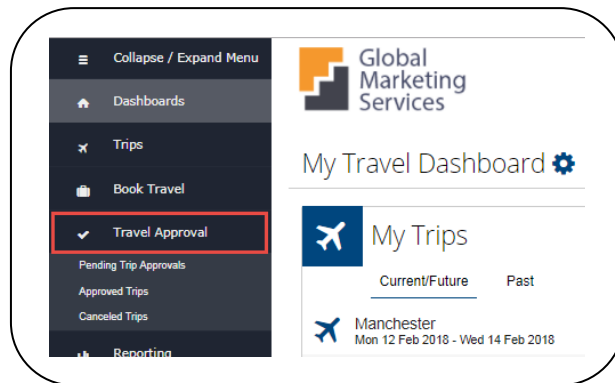
## Book Travel



**Request Agent Booking** sends travel information to a full-service agent to book a trip.

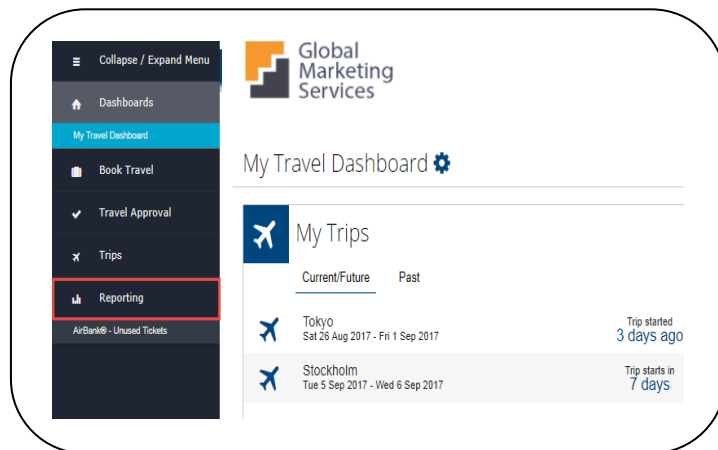
**Book/Manage Online Trips** provides access to the self-service online tool to book, cancel or change trips. It's also a quick way to view or change seats.

## Travel Approval



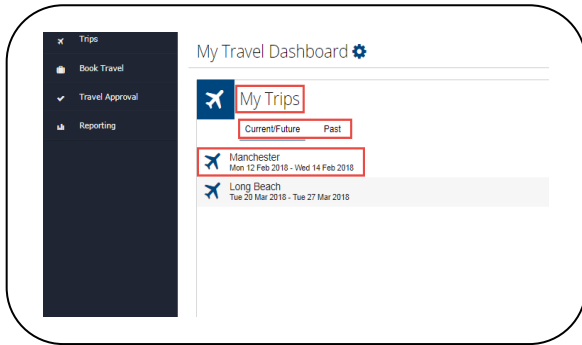
If your company participates in our **Travel Approval** process, this is where you'll see trips that are pending, approved and canceled.

## Reporting



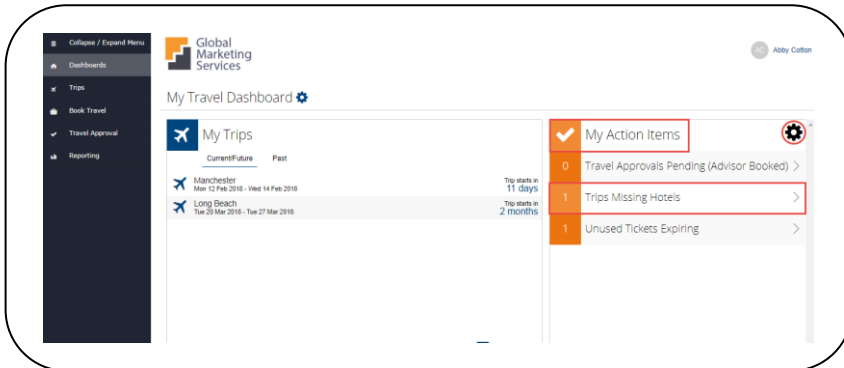
Travelers can access details about unused tickets using **AirBank® - Unused Tickets** located under the **Reporting** category.

## My Trips




My Trips is another option to access current, future and past trips.

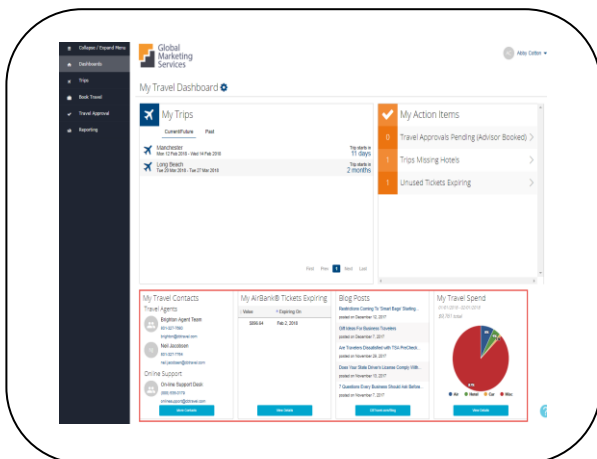
## My Action Items



**My Action Items** is a work-to-zero tool that organizes and displays tasks that need attention. When an action is selected it will take you to the item that needs attention.

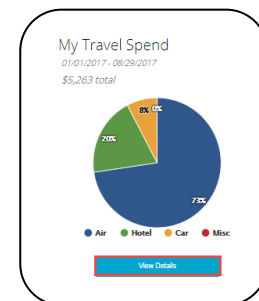
Select the  to manage which actions are shown.

## Widgets

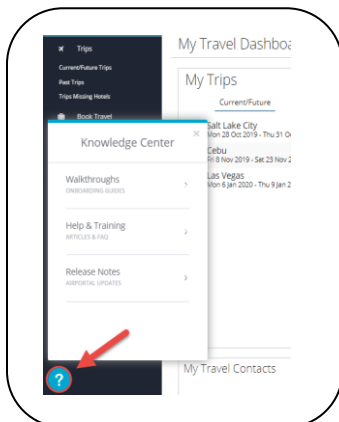


The widgets located at the bottom of the dashboard provide valuable information such as travel Spend, blogs, travel contacts, unused tickets and more.

Use the **View Details** button to access more specific details.



## Training Resources



Be sure to check out our video tutorials, training webinars, and frequently asked questions in the Knowledge Center, located at the bottom left-hand corner of every page.