

Internet Access

- Connect to the Internet (IE 5.5 or Netscape 4.77)
- Access www.tripmanager.com/doi

Login Screen

- Enter Bureau Name
Member ID (see “Important points to remember”)
Password (no password is required first time – leave blank and it will then prompt you to establish one)
- Click LOGIN
- Read the Daily Briefing page and click “Continue”

Navigation Bars

- Left Navigation bar includes:
 - Govt. links/Daily Briefing/Hotel Per diem links
 - Reservation options
 - View existing itineraries
 - A mini itinerary display (as booking is made)
- Bottom Navigation bar includes:
 - Policy - Your company policy
 - Privacy – Worldspan’s privacy statement
 - Feedback – E-mail comments and travel needs
 - Resource Center – Useful hyperlinks
 - Help – Screen specific help pages
- Top Navigation Bar
 - Profile – To access personal settings

Book Your Itinerary

(Note: If you have been given authority to book another persons reservations, their name will appear in this box. Click on their name and *Continue*.)

- If a flight is not required, click Skip Flight.
Otherwise:
 - Choose either Round Trip, One Way or Multiple Destinations
 - Click View Flight Preferences and change as necessary
 - Complete the necessary fields
 - From: Departure city or airport code
 - Departure date and time
 - To: Arrival City (final destination)

- Return date and time

Note: If Multiple Destinations, repeat as necessary, although not recommended for DOI travelers until further notice

- Click ‘*Search for Flights*’
- Review itinerary choices and Fare Types:
 - **G icon**-govt. city pair contract fare
 - **M icon**-govt. matching **non**-contract fare
- Bullet your selection and click *Reserve*.
Note: If other flights are desired, click on *Flight #1Alternatives* or *Flight #2Alternatives*. Bullet your selection and click *Search*. You will be prompted to select an option for the opposite part of your trip. Bullet your choice and click *Price*. Continue as instructed above.
(If fare requires immediate ticketing, a prompt will appear to Submit for Purchase)
- Once air is reserved, a mini itinerary appears on the left navigation bar.
- The **CAR Booking** screen automatically appears. If no car is required, click *Skip Car*. Otherwise:
 - Verify pick up and drop off dates/times
 - Choose Type and enter special requests
 - Click *Search for Cars*.
 - You will be prompted to bullet your choice, then click Reserve. All options are marked with a **G** indicating a govt. rate.
- The **HOTEL Booking** screen automatically appears. If no hotel is required, click *Skip Hotel*. Otherwise:
 - Verify check-in/check-out dates and # of nights.
 - Search using the following options:
 - Zip Code – searches for hotels within only the designated zip code
 - Reference Points – searches for hotels close to your desired location. Click *Get more reference points* to see points other than airport or City center.
 - Chains–narrow search by up to 3 hotel chains
 - Hotel Name – To search for a specific property

- Click *Search for Hotels*
- Review your choices. Options include:
 - Hotel detail – click on the hotel name hyperlink
 - View Map – check the box in the View Map column and click *View Map*
 - More properties – click on *More Hotels*
 - Modify search – change the above choices and click *Update Search*
- Click *Rates/Reserve*. All options marked with a **G** indicate this is a FEMA fire-safe approved property with Govt. rates available. Check hotel per diem (Left Navigation bar) before booking.
- Bullet your choice. Click *Reserve*.
- Your final itinerary appears. Click *Change Itinerary Name* and label this trip.
- To Submit for Purchase and advise your travel agency ticket issuance is required, click *Complete this Trip* on the left navigation bar.
- Click *Purchase Tickets*

Note: During the booking process, *Reporting Questions* may appear. Answer these questions and continue.

View Existing Trips

- Click on specific trip name to access itinerary details or *All Itineraries* to see a trip list and status.

Setting Up the Travel Planner

- Access the Traveler’s profile.
- Click on ‘Profiles’ from the top navigation bar.
- Click on ‘Notification’ under Settings from the left navigation bar.
- In the ‘Travel Planners’ section, type in the Member Login ID of the travel planner

Note: Add all planner Ids at this time.

- Click Submit.

