**Frequent Traveler Controls & Icons**

<table>
<thead>
<tr>
<th>Frequent Traveler</th>
<th>Access</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cator, Anita B</td>
<td></td>
<td><a href="mailto:Anita@apaho.com">Anita@apaho.com</a></td>
<td></td>
</tr>
<tr>
<td>Hatch, Karen</td>
<td></td>
<td><a href="mailto:Hatch@apaho.com">Hatch@apaho.com</a></td>
<td>863-312-5588</td>
</tr>
<tr>
<td>Jordan, Tyra</td>
<td></td>
<td><a href="mailto:Jordan@apaho.com">Jordan@apaho.com</a></td>
<td>972-288-0002</td>
</tr>
<tr>
<td>Katz, Antoine</td>
<td></td>
<td><a href="mailto:Katz@apaho.com">Katz@apaho.com</a></td>
<td></td>
</tr>
</tbody>
</table>

1. **This traveler has not authorized you to make profile changes.** Ask the traveler to update their profile setting allowing you to make changes.
2. **The traveler’s passport/visa is about to expire, or has expired.**
3. **The traveler’s credit card is about to expire, or has expired.**
4. **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 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**

- **Unassign** 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.

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**How do I add a Traveler to My Travelers?**

1. **Click** the **Add/Remove Travelers** button on the My Travelers page.
2. **Click** and search for the traveler’s name.
3. **Click** for the traveler’s name you want to add to your list of travelers.

**How do I add a Frequent Traveler?**

1. **Select** the check boxes to add travelers to the Frequent Traveler tab. You may select up to 10 travelers.
2. **Unassign** a Frequent Traveler
   - **Uncheck** the check boxes to remove travelers from the Frequent Traveler tab.
   - **OR click** on the **X** to remove travelers from the Frequent Traveler tab.

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**Remove a Traveler from the My Travelers page**

1. **Click** the **Add/Remove Travelers** button on the My Travelers page.
2. **Click** for the traveler’s name you want to remove from the list.
3. **OR click** on the **X** to remove travelers from the Frequent Traveler tab.
How do I view Frequent Traveler trips?

**Trips – List View**

1. 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.

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

**Trips - Calendar View**

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

- • indicates a trip in progress
- • indicates an upcoming ticketed trip.
- • indicates a trip on hold.
- • indicates an active trip that has not been ticketed.
3. Click the city / • 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).

1. The traveler’s tab is displayed with the traveler’s name.
2. 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**

**Templates**

**Profile Access**

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