WHERE ARE MY TRAVELERS

State of the Art Web-based Management Reporting Product

Recommended screen resolution 1024 x 768

(Locate on desktop under Control Panel / Display Settings)

Website: www.graspdata.com

Overview

- Use For Risk Management
- Daily Traveler Information
- Interactive and Intuitive
- User Defined – Each User Has Individual Set-Up
- HTML5 – iPad, iPhone And Android Viewable

Logo

- Provided By Client During Implementation
- Preferred Type And Size: 300 DPI jpeg
- Logo Stored In Settings – Agency
- Logo Located In The Same Location On All Tabs (Upper Left)

User Name: Your E-Mail Address  (Example@gmail.com)

Password: XXXXXXXX  (Eight Characters)

Forgot Password?  Contact support@grasptech.com or your Company Administrator.

Grasp Data Where Are My Travelers Instructions Page 1 – Continues on Page 2
Sync Information
- Located Upper Left (Below Logo) On Each Tab
- Controls Importing Of Data From The Back Office
- Verifies Incoming Data And Updates Records That Have Been Changed
- Optional: Automated Hourly Sync (Additional $$)
- Optional: Manual Sync (See Data Cafe – Data Import)

Sorting Area
- Drag and Drop Fields
  - Move Mouse Over Column Header Until Cross Appears
  - Left Click And Drag Header To Sorting Area
- Ability to Drag Multiple Fields Into Sorting Area
- Provides Ability To Manage Data On Large Reports
Report Columns
- Ability To Rearrange Columns By Drag And Drop
  - Move Mouse Over Column Header Until Cross Appears
  - Left Click And Drag Header To Desired Location
- Option To Add / Delete Columns
  - Move Mouse Between Column Header Until Cross Appears
  - Right Click To View Drop Down Box
  - Select Columns
  - Check Columns To Appear In Report

Columns Available for Report:
- Account
- Passenger
- Depart City
- Arrive City
- Vendor
- Flight
- Depart State
- Arrive State
- Depart Country
- Arrive Country
- Depart
- Arrive
- Flight Time
- Trip Start
- Trip End
- Invoice Number
- Record Locator
- Transaction Type
- Depart Region
- Arrive Region
- Depart Airport
- Arrive Airport
**Field Filters**
- Ability To Search Report For Specific Results
  - Type Search Item Into Related Search Box
  - Click On Filter Icon
  - Ability To Search Multiple Field Filters
  - Filter Options

**Export Options**
- Excel or CSV
  - Select Appropriate Icon

**Reset Grid**
- Resets to Default Grid Set-Up, If Desired

*HINT: LEAVE GRID IN SELECTED SET-UP AND IT WILL REMAIN IN SETTINGS UNTIL USER ADJUSTS OR SELECTS THE RESET OPTION*
WHERE ARE MY TRAVELERS PROVIDES YOU WITH INFORMATION ON PEOPLE WHO ARE TRAVELING RIGHT NOW.

WHERE ARE MY TRAVELERS INCLUDES ALL CONNECTIONS AND DESTINATIONS FOR THOSE TRIPS OCCURRING RIGHT NOW.
Is there a limit to how many fields you can put in the top sort area?
  o  YES
  o  NO

What formats can you use to export Where Are My Travelers?
  o  
  o  

Can you rearrange the columns?
  o  YES
  o  NO

Can you enter a partial name into the traveler search?
  o  YES
  o  NO

Name six fields that are available in the report.
  o  
  o  
  o  
  o  
  o  
  o  

Is the Where Are My Travelers grid user defined or global?
  

Is there a help menu for Where Are My Travelers?
  o  YES
  o  NO

Does Where Are My Travelers allow you to see travelers that are traveling right now?
  o  YES
  o  NO

Does Where Are My Travelers include connections?
  o  YES
  o  NO

Where Are My Travelers is located on the dashboard?
  o  YES
  o  NO