



# Welcome!

Easily manage and organize travel for your team.

Whether you're an office manager, assistant or anyone else that plans travel, you'll find arranging travel in TripSource is the easiest way to stay on top of your travelers' plans.

Arranger is available when logged in at [tripsource.com](https://tripsource.com), this feature is not available through the mobile app.

TripSource Profile Manager (TSPM) must be set up as your primary travel profile tool, and travelers need to designate an arranger in their TSPM profile. Once you're both set up and connected, you can begin using Arranger to simplify your business travel planning.

Both the arranger and the traveler are required to have:

- Their own TripSource account
- Their own TripSource Profile Manager (TSPM) profile

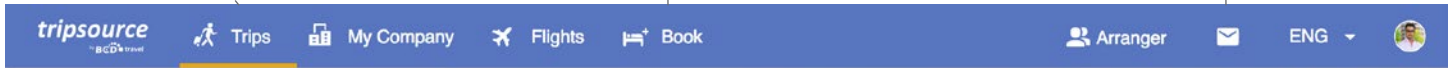
## Arranger Mode

When you log in to TripSource, you'll see a reorganized navigation menu with a new choice:

**Trips** - Access all of **your** past and upcoming trips in a single organized view

**Book** - Book hotel accommodations for **yourself,\*** we'll help you stay within company guidelines

**Message Center** - Relevant notifications for both your travelers' bookings, and your trips



**Flights** - Search and view flight schedules for **yourself**

**Arranger** - Book accommodations and view travel plans for your travelers (only appears if you have arranger capabilities)

**Account** - Customize your experience to your liking

If you do not see the Arranger icon after following the steps on the previous page, contact your Travel Manager or BCD Travel Account Manager for assistance

**Click the "Arranger" button to begin**

Click here to return to **your** trips (exit arranger mode)

**Find** travelers that have designated you as an arranger

**View** travel plans for your travelers

**View** your travelers' past travel plans

**Book** a hotel for the selected traveler

Indicates that the user **has not registered** for TripSource - encourage them to register for an account today.

Travelers	Upcoming	Past
<input type="text" value="Search by traveler email address"/>	Arthur, James jamesarthur@gmail.com	
<a href="#">arthurjames@bcdtravel.com</a>	<b>Chicago, IL</b> Thu 12 December 2018 - Sat 20 December 2018	
Davidson, Alan	<b>San Francisco, CA</b> Thu 12 December 2018 - Sat 20 December 2018	
John Smith	<b>Madrid, ES</b> Thu 12 December 2018 - Sat 20 December 2018	
<a href="#">hayes_damon@bcdtravel.com</a>	<b>Paris, FR</b> Thu 12 December 2018 - Sat 20 December 2018	
Johnson, Jason, Phillip		
Miggan, Gearoid		
<a href="#">oateshall@bcdtravel.com</a>		
<a href="#">quinnsteven@bcdtravel.com</a>		
<a href="#">quigley.alan@bcdtravel.com</a>		
yakimenko81alex@bcdtravel.com		
<a href="#">washington.robert@bcdtravel.com</a>		
Webber, Phil		

\*Available in select markets and requires company participation.

## Manage A Trip

The screenshot displays the TripSource interface for managing a trip. On the left, there is a 'Travelers' list with a search bar and several email addresses. The main area shows the profile of Arthur, James (jamesarthur@gmail.com) with a 'Book Hotels' button. Below the profile, there are tabs for 'Upcoming' and 'Past' trips. The 'Upcoming' tab is active, showing a trip to Chicago, IL from Thu 12 December 2018 to Sat 20 December 2018. This trip includes three segments: a car rental (Pick Up - Hertz), a flight (London LHR - Chicago ORD), and a hotel (The Westin Chicago River North). Below the Chicago trip, there are three other trip cards for San Francisco, CA; Madrid, ES; and Paris, FR, each with a date range from Thu 12 December 2018 to Sat 20 December 2018. The footer contains copyright information for BCD Travel and the TripSource logo.

✓ **Available if** TripSource hotel booking is activated

🖱️ **Click** on a trip to expand for more details

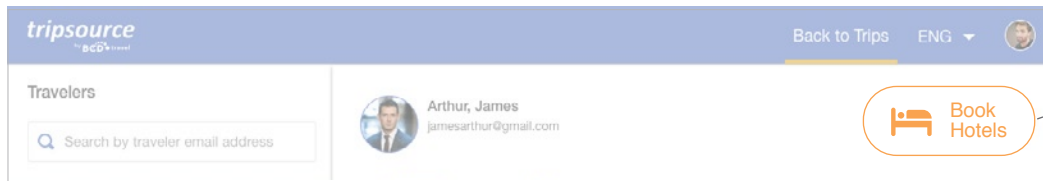
+ **Add** extra trip items like meetings and client dinners

🖱️ **Click** on a segment for more details. Trips can be modified in the expanded view

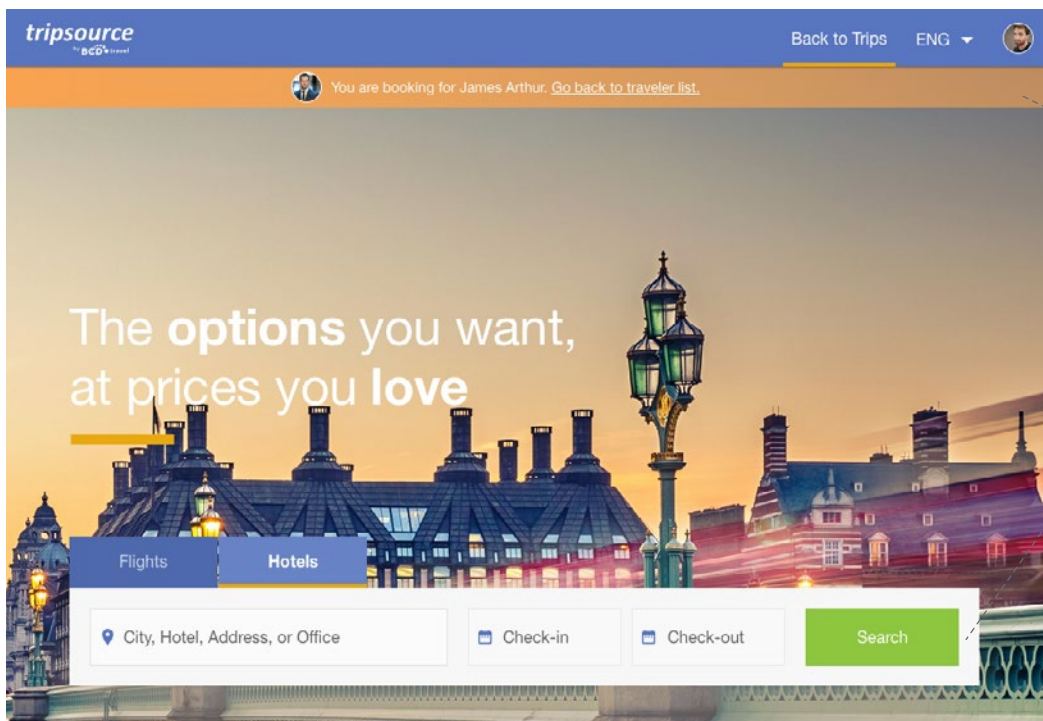
🖱️ **Hover** over hotel segment to show cancel reservation button

**Arrangers can add/edit/delete segments in the trip.**

## Book Hotels for Travelers



Click to enter booking mode



User bar indicates that you're in Arranger mode, and which traveler you're booking for

Search by city, address, hotel, airport, office location, or points of interest

## Hotel Booking Options

**Filter by amenities** such as free breakfast and WiFi

**Zoom in** on the map for additional details

**View** hotel type, availability, rate, and descriptions by list or on a map

**After booking is complete, the traveler will receive a confirmation email**

**Company preferred hotels** will be flagged with a green check icon

**Negotiated rates** will be flagged with a blue star icon