

# Ultramar's TravelSync 2.0 Dashboard

## Introduction

TravelSync 2.0 is a modern, web portal which combines travel-related resources and information into relevant dashboards that is traveler specific. The TravelSync 2.0 Dashboard is more than a portal to the online booking tool. With past and future travel, alerts, news and other vital travel information, you can use this Dashboard to make sure that you have everything you need before and after every trip.

The travel information on the Dashboard is presented in Real Time. This means that as a reservation has been completed in the booking system, either online or with an agent, you will see the details on the Dashboard. Each trip listing can be viewed in VirtuallyThere or as a PDF document. Airport delays and closures directly from the FAA refresh every five minutes with hover over details.

The boxes on the screen of the Dashboard can be minimized and moved around the screen to make the Dashboard flexible and versatile. For more personalization, only the travel information that is related to your travel will be visible.

This document will walk you through each of the tabs of the Dashboard with more detail and instruction for each of the new elements.

As the platform evolves, we value your feedback and plan for future updates and enhancements. We hope you enjoy using TravelSync 2.0.

## Travel Dashboard



### Travel Team

The travel team section is where all of the contact information for the travel team is located. This includes phone numbers and email links to all of the people that are working on travel both internally and at Ultramar Travel.



To minimize this or any other box, you can click on the arrow (☰) button at the top of the box. To expand the box again, click on the arrow button again to have the box restored.

### Intranet Links

The Intranet Links section allows easy access to all of the Company travel resources. All of these links will go back to the Company information including preferred travel programs, Travel Policy and anything else that is stored on the Company Intranet for travel.



## Travel Links

Travel Links are a list of references for the Traveler. These links are resources on the internet to help with your travel needs. The links provided by Ultramar Travel Management may be subject to change.



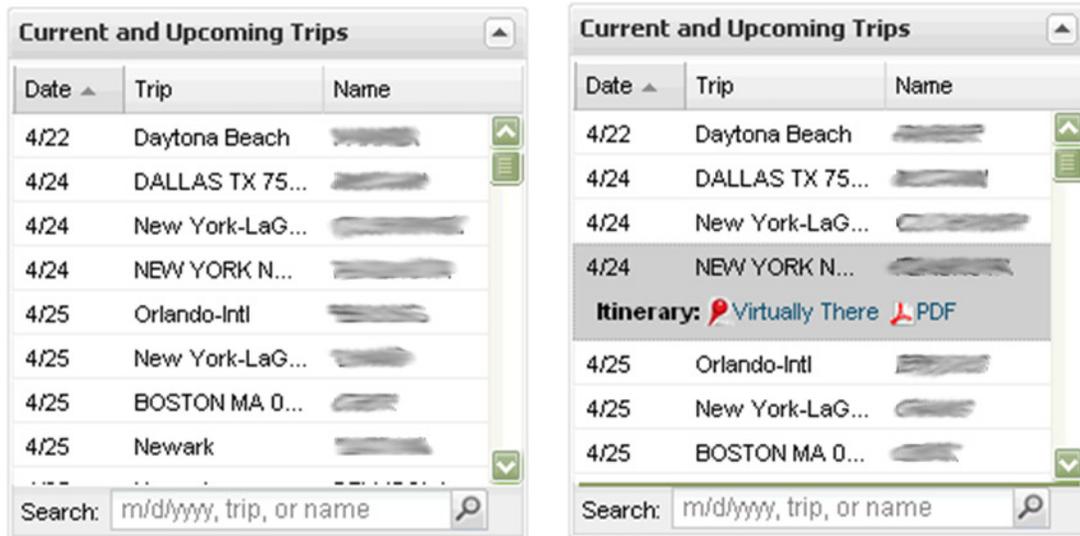
## Dashboard Trip Information

### Current and Upcoming Trips

The Current and Upcoming Trips lists all of the scheduled reservations only for you as a Traveler or in the case of a Travel Arranger, only the Travelers that you arrange travel for. When your trips are complete either through your online booking tool or from a travel consultant, you will be able to see the trip details on your Dashboard.

The searches within TravelSync 2.0 can drill into a variety of fields within a reservation. You may search on any of the following terms, even though the information may not be visible.

- Date
- Arrival or Destination City
- First or Last Name
- Type: Car, Hotel, Air
- PNR (Reservation Code): IEDHRR



On each reservation, a link to a PDF version of the trip and a link to the complete reservation in VirtuallyThere are available at the double click of a flight.

### My Previous Trips

My Previous Trips shows historical personal travel useful for Travelers who need a quick reference to a previous itinerary. This list can be sorted and searched for the same specific details as the upcoming trips.



For trips that were made within the past 90 days, you will find a PDF link for that flight that can be saved or printed.

### Real-time Airport Advisories

Our real-time animated map provides major metropolitan airport status information every 5 minutes. You do not need to refresh your browser to view updates. In the lower-right corner are movie controls so you can review the last 12 hours of airport delay information.



Hover over details give the reasons and possible effects of the delays.

## Travel Profile

The format for the Travel Profile has been streamlined to make sure that the information that you need or need to update is easy to find. The left side of the screen shows links to the headers within the profile. The profile will quickly roll through each section until the selected area is available. Many of the required fields will give an explanation as to why the data is needed, including TSA information and general contact details. Any missing required information will appear as a red field.

If you are a Travel Arranger, you have the ability to change to the profile of your Travelers right on the profile page. To change to another profile, click on the name at the top left corner. A new box will open with all of the names of your Travelers. Once you select a new Traveler, you have the ability to make changes in the profile without having to sign into another site.

**Managing the profile of:**  
 **Daniel Webb**  
 (change user)

- Business**
  - Business Information
  - Business Address
  - Business Contact Numbers
  - Assistant Information
- Personal**
  - Personal Information
  - Personal Address
  - Personal Contact Numbers
  - Emergency Contact Information
- Credit Cards
- Memberships and Frequent Flyer Cards
- Travel Preferences

### Business Information

Bold fields are required

<b>Name</b>	First Name	Middle Name	Last Name
<b>Company</b>	Company Name		
<b>Title</b>	Position Title		
<b>Department</b>	Department	<b>Division</b>	Division
<b>Business Email</b>	mailbox@company.com		

### Business Address

Bold fields are required

<b>Address 1</b>	Address 1		
<b>Address 2</b>	Address 2		
<b>City</b>	City		
<b>State</b>	State	<b>Zip Code</b>	Zip

The section on the profile where the Frequent Traveler numbers can be added has been grouped together with separate tabs for airlines, hotels and car rentals.

### Memberships and Frequent Flyer Cards

Bold fields are required

Frequent Flyer
  Shared Frequent Flyer Miles
  Hotel
  Car Rental

#### Frequent Flyer Memberships

AIRLINE	MEMBERSHIP #	DELETE
Aer Lingus	231231	 delete
Aeroflot	xxxxxxxx	 delete
Air Canada	2342342342342	 delete
Air India	111111	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Select Airline	Number	 delete
Amtrak	Number	 delete



## News



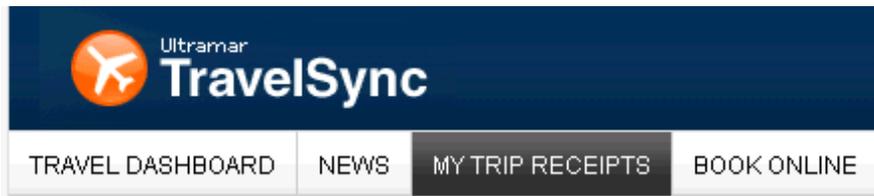
The News tab of the TravelSync 2.0 Dashboard will show any important travel articles or travel alerts. This information is provided by the Travel Manager and Ultramar Travel to make sure that you have the most up to date information for your travels. All articles and alerts can appear in a separate screen that can be printed if you click on the printer (🖨️) icon.

The travel articles that have been updated by your Travel Manager will appear in the center of the screen. For each article, there will be a few introductory sentences and a link to the complete article for each of the articles listed.

Also, you will find a list of Travel Alerts on the upper right hand of the screen. These alerts will be updated as they affect travel.

On the lower right side of the screen, there are links to Business Travel articles. These links will take you to an external website to continue reading these articles.

## My Trip Receipts



My Trip Receipts allows you to have a complete invoice for each trip that you take. The enhancement to this tool have made the searching and printing of the receipts to be much faster and easier.

You will see only your name as a Traveler and your Travelers for Travel Arrangers. To get to a specific Traveler, each of the fields can be filtered with the fields at the top of the list of names and sorted by clicking on the name of the columns.

Once the Traveler is found, click on the name to have the past trips populate in the right side of the screen. Again, the fields of Record Number, Date and Trip or City can be filtered and sorted.

The screenshot shows a web interface for finding a trip. The title is "Step 1: Find a Trip for Blake Agnew". There are two main sections: "Traveler" and "Trips".

Traveler				Trips		
First Name	Last Name	Title	Cost Center	Rec #	Date	Trip
[Filter]	[Filter]	[Filter]	[Filter]	[Filter]	[Filter]	[Filter]
Blake	Agnew	SVP		MPTUCG	2011-04-26	LOS ANGELES
Jonathan	Alonso	Managing Director		JLAUZO	2011-04-05	BOSTON
Michael	Andersen	Vice President		KAOLAT	2011-03-31	CHICAGO/OHARE INTL ARPT
Arthur	Anderson			CLYHQI	2011-03-23	WASHINGTON DC-NATIONAL
Eric	Ash	VP		FONWAR	2011-03-22	PITTSBURGH
Craig	Barringer	ANALYST		HPFRMM	2011-03-04	CHARLESTON
Nelly	Baran			JGEYYPQ	2011-02-23	WASHINGTON DC-NATIONAL
Daniel	Berger			CTBIMS	2011-02-21	BOSTON
Christian	Billings	Vice President		MNECYT	2011-02-21	WASHINGTON DC-NATIONAL
Dennis	Blood			IWJUCG	2011-02-17	WASHINGTON DC-NATIONAL

Select the trip on the right to further drill down into the details of your receipts

The screenshot shows a web interface for viewing reservation details. The title is "Step 2: Reservation FONWAR to PITTSBURGH". It displays a table of ticket information.

Ticket #	Type	Original Ticket	Transaction Date	Departure Date	Itinerary	Cls	Invoice #	Business Reason	Amount
6666666666	Ticket		2011-03-18	2011-03-22	DCA PIT	Q	99999		\$488.55
6666666666	Ticket		2011-03-18	2011-03-23	PIT IAD	B	33333		\$469.57

If a ticket had changes before the travel took place, any changes will be shown as separate charges. Each line item has its own receipt with travel information included. From this final step, the receipt can be printed.

Step 1: Find a Trip for Blake Agnew

Step 2: Reservation FONWAR to PITTSBURGH

Step 3: View Invoice Details for 33333

**PNR:** FONWAR  
**Passenger:** Blake Agnew  
**Invoice:** 33333  
**Date:** Mar 18 2011

Date	City	Airport	Time	Carrier	Flight	Class
03/22/2011	LV	DCA WASHINGTON DC-	04:10P	USAIRWAYS	3555	Q
		NATIONAL				
	AR	PIT PITTSBURGH	05:15P			

Type	Ticket #	Amount
Ticket	6666666666	\$488.55

In order to look at another receipt, the process can be repeated by clicking on the headers labeled Step 1, Step 2 and Step 3. To change Invoice details for the same trip such as for a change or additional fee, click on Step 2. To change the reservation or trip for the same traveler or to select another traveler, click on Step 1.

## Book Online



The TravelSync 2.0 Dashboard is also your portal to the online booking tool. If you book your trips through an online booking tool, this process will still remain the same once you leave the Dashboard.

The screenshot displays the "Book Online" interface. On the left, under the heading "Select user to book travel for", there is a table with columns for "First" and "Last" names. The first row shows "Joe" and "Smith". Below the table is a search box with the placeholder text "search first and last name" and a magnifying glass icon. On the right, under the heading "Traveler Details:", the following information is displayed: "Name: Joe Smith", "Title: VP", "Department: BB", and "Division: BB". The "Profile Status" is shown as "Incomplete. Please edit profile." with a blue link "(edit this profile)". Below this, there is a section titled "Non-refundable Ticket Information" with a table that has columns for "Airline", "Ticket Num", "Expiration", and "Amount". The table is currently empty, with the text "There are currently no non-refundable tickets for this traveler." below it. At the bottom right, there are two buttons: "CANCEL" and "BOOK TRAVEL".

When you click on the Book Online tab, you will see your name as a Traveler or all of your Travelers as a Travel Arranger. Once your name is selected, the right side of the screen will give you further information about booking your trip.

First of all, if your travel profile is incomplete, there will be a comment in the Profile Status. From here, you will be able to go back into your profile by clicking on the link ([\(edit this profile\)](#)) to update any missing fields before you book your trip.

Also at the bottom of the screen, a list of any unused Non-Refundable Tickets will appear. These tickets can be used toward future travel on the same airline.

If you are ready to start booking your trip, click on the Book Travel button at the bottom of the screen. This will take you to your online booking tool which will have the same process as before.