

GetThere Quick Reference Guide

Accessing Site

The Fox World Travel online booking tool address is:

<http://wcp.getthere.net/foxonline>

Log In

Enter the user name and password given to you by your Travel manager, then click **Log In**

Getting Assistance

- During the booking process, click **Help** for detailed instructions.
- Read the announcements and messages that your travel manager provides.
- Use the **Travel Tools** on the home page for maps, directions, weather, etc.
- Use the **Departure & Arrivals** section to receive the latest information for specific flights.

Updating Your Profile

Before you make your first reservation, click **Profile** in the menu bar, then:

- Set up your travel and arranger preferences
- Set up password recovery so you can log in if you forget your password



Trips

Display: All Trips

Vernon Bear's trips

Trips on Hold				
You have no trips on hold.				
Active Trips				
You have no active trips.				
Past Trips				
Vernon Q Bear	Denver May 19, 2006 at 04:28 PM	Flight	Record # JEAVLS Active	Select
Vernon Q Bear	Los Angeles May 09, 2006 at 03:17 PM	Flight	Record # BZGIZN Active	Select
Cancelled Trips				
Traveler	Destination	Trip Type	Notes	Select
Vernon Q Bear	Phoenix Jul 10, 2006 at 03:00 PM	Rental Car	Record # CBNFOJ Cancelled	Select

Creating Arranger Settings

For Travelers

- In your **Profile**, click **My Arrangers** under **Arranger Settings**
- Complete the Travel Arranger Permission section to allow/deny others to designate themselves as your arranger or make changes to your account
- Click **Add a Travel Arranger**, enter the arranger's first and last name and click **Search**
- Click **Add** next to desired arranger name

For Travel Arrangers

- In your **Profile**, click **My Travelers** under **Arranger Settings**
- Complete the email settings section to determine who receives confirmation emails
- Click **Add a Traveler**, enter the travelers name, and click **Search**
- Click **Add** next to desired traveler name. The name appears in the **Traveler** drop-down menu on the **Home** page.
- Continue adding traveler names as necessary



Accessing Previous Bookings

- Click **Trips** in the menu bar to access your reservations
- Click **Select** to access the booking you want to view, change or cancel
 - Click **Cancel Trip** to cancel a reservation. Be sure to review messages to determine if your ticket is eligible for void, refund, or use toward future tickets
 - If a trip is on **Hold**, click on **Purchase Trip** to complete the booking
 - Click **Modify** or **Remove** to change items in your itinerary
 - Use the **Add to Your Trip** section to make additional reservations

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Using Trip Templates

- To quickly book repeat trips with air, hotel and/or car options, create a trip template: from the **Trip Details**, **Traveler Information**, **Billing Information**, or **Reservation Complete** page, enter a template name, then click **Save Template**
- To use a template, click **Templates** in the menu bar, then click **Select** next to the template you wish to use. Enter new travel dates and click **Price Itinerary**



Booking Trips

- Dates, locations, and times are based on what you enter on the home page
- To make only an air, hotel or car booking, select only that box on the home page
- Company preferred vendors are indicated by: ★★★★★ or ☆
- Sort options by clicking on the column headers
- If you want to check your current itinerary, click the **View Details** link
- If you want to change your flight search criteria during the booking process, click the **Modify Search** link near the top of the page

From the Begin Search page:

- Check the appropriate boxes for **Flights**, **Hotel**, and/or **Car**
- Select **Round-Trip**, **One-way**, or **Multi-Destination**, then enter your cities, dates, and times. You can also choose how to display the results and select additional search options
- Click **Begin Search**



Air

- Choose your departing and then returning flight options using the **Select** button
- If applicable, you can select alternate, low-price options
- You may need to identify reasons for out-of-policy selections, if your selected itinerary is not compliant with your corporate travel policy
- Select your seats for each flight segment

Hotel

- You can search for hotels by address or city, near an airport, near company locations and other points of interest, or by your company's negotiated properties

- Choose the hotel and room rate using the **Select** buttons on the hotel pages

Rental Car

- You can search for cars at an airport or a city location
- Choose a car by clicking on the desired rate

For Technical Support
1-866-230-2345
gettherehelp@gofox.com



Confirming Bookings

- If necessary, complete the policy compliance page
- **Modify** or **Remove** any itinerary options on the **Review/Modify Trip** page
- Verify the information on the **Traveler Information** and **Billing Information** pages
- Click **Purchase Trip** to complete the process.
- You will receive a confirmation email when the booking is reviewed and ticketed

