

WHERE ARE MY TRAVELERS [DASHBOARD]

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



Login to System

User Name:

Password: [Forgot Password](#)

Remember User Name

Remember Password

Stay Logged In [what's this ?](#)

v1.10.0

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

Password: XXXXXXXX (Eight Characters)

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



❖ 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

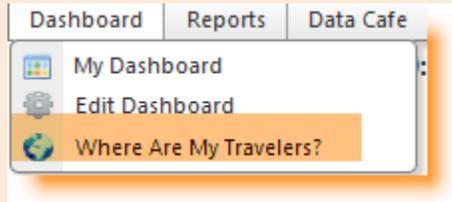
- Provided By Client During Implementation
- Preferred Type And Size: 300 DPI jpeg
- Logo Stored In Settings – Agency
- Logo Located In The Same Location On All Tabs (Upper Left)

WHERE ARE MY TRAVELERS [DASHBOARD]

Grasp Data Where Are My Travelers Instructions Page 2

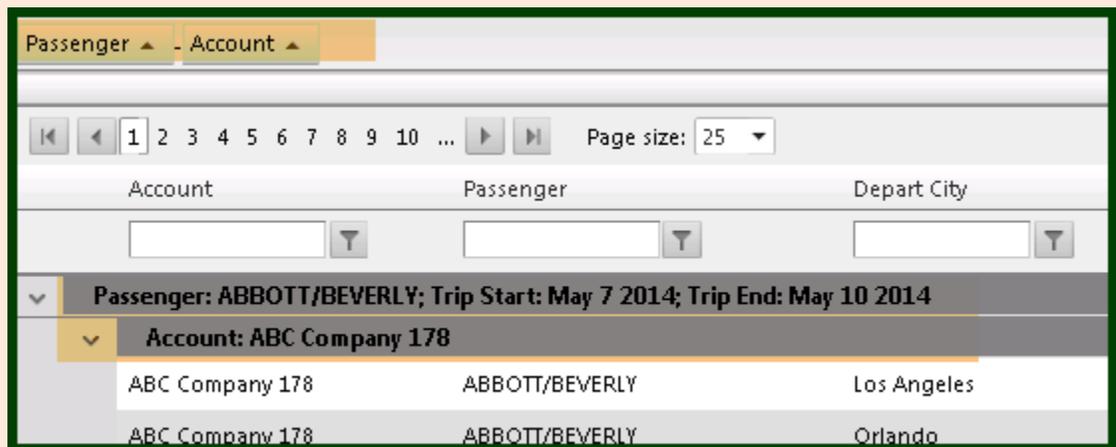
❖ Sync Information

- Automated Sync Runs Nightly, US Eastern Standard Time
- 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

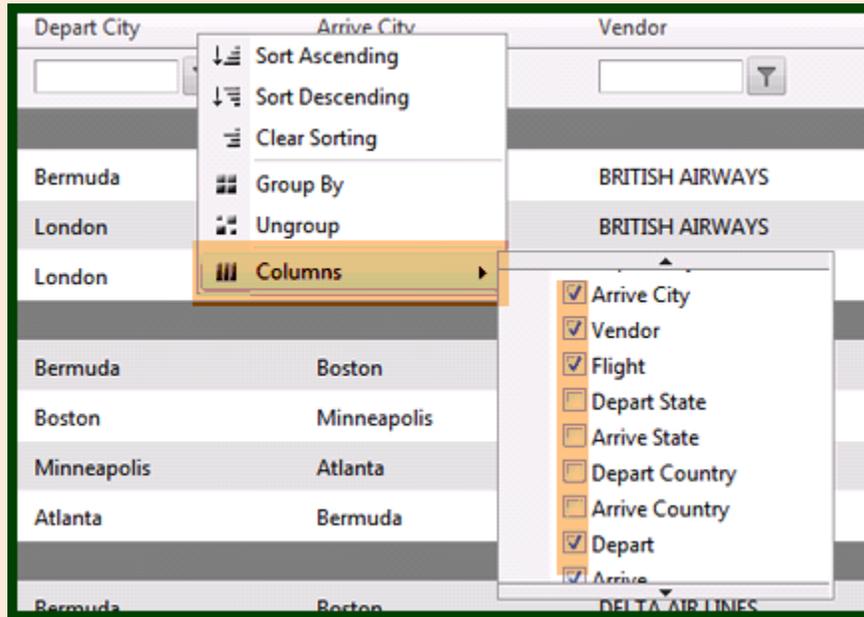


WHERE ARE MY TRAVELERS [DASHBOARD]

Grasp Data Where Are My Travelers Instructions Page 3

❖ 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

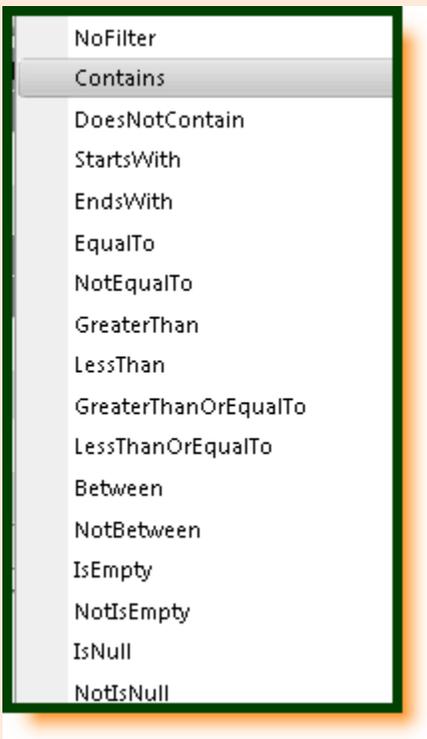


- Columns Available for Report:
 - Account
 - Passenger
 - Depart City
 - Arrive City
 - Vendor
 - Flight
 - Depart State
 - Arrive State
 - Depart Country
 - Arrive Country
 - Depart
 - Arrive
 - Flight Time
 - Trip Start
 - Trip End
 - Invoice Number
 - Record Locator
 - Transaction Type
 - Depart Region
 - Arrive Region
 - Depart Airport
 - Arrive Airport

WHERE ARE MY TRAVELERS [DASHBOARD]

❖ **Field Filters**

- Ability To Search Report For Specific Results
 - Type Search Item Into Related Search Bo
 - Click On Filter Icon
 - Ability To Search Multiple Field Filters
 - Filter Options



Account	Passenger	Depart City	Arrive City	Vendor
<input type="text"/>	<input type="text" value="john"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="delta"/>
Passenger: BEARD/ISAIAS JOHN JR; Trip Start: May 8 2014; Trip End: May 11 2014				
Account: ABC Company 181				
ABC Company 181	BEARD/ISAIAS JOHN JR	Cincinnati	New York	DELTA AIR LINES
ABC Company 181	BEARD/ISAIAS JOHN JR	Philadelphia	Cincinnati	DELTA AIR LINES
Passenger: HORVATH/JOHNNY; Trip Start: May 5 2014; Trip End: May 12 2014				
Account: ABC Company 178				
ABC Company 178	HORVATH/JOHNNY	Columbus	Atlanta	DELTA AIR LINES
ABC Company 178	HORVATH/JOHNNY	Atlanta	Dusseldorf	DELTA AIR LINES
ABC Company 178	HORVATH/JOHNNY	Dusseldorf	Atlanta	DELTA AIR LINES
ABC Company 178	HORVATH/JOHNNY	Atlanta	Columbus	DELTA AIR LINES

❖ **Export Options**

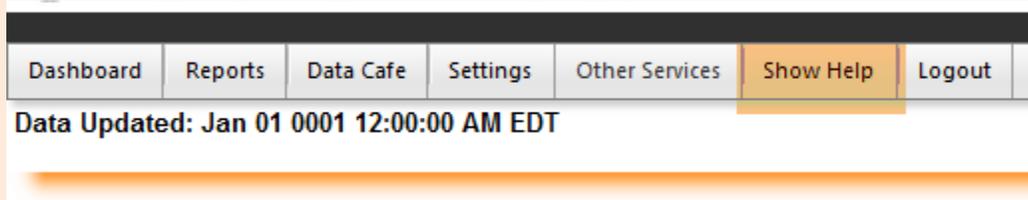
- Excel or CSV
 - Select Appropriate Icon

❖ **Reset Grid**

- Resents 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 [DASHBOARD]



Dashboard Reports Data Cafe Settings Other Services **Show Help** Logout

Data Updated: Jan 01 0001 12:00:00 AM EDT

❖ Show Help

- Reviews Icon Definitions
- Quick Instructions On Grouping, Filtering, Sorting, Exporting And Reordering Columns

Data Updated: Jan 01 0001 12:00:00 AM EDT

Current User: Melinda Eudy <melinda@grasptech.cc

Where Are My Travelers?

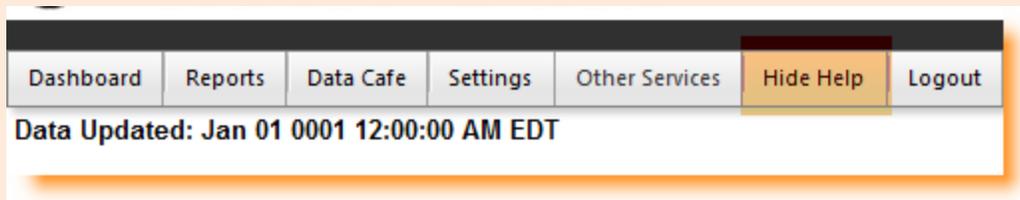


Where Are My Travelers provides you with information on people who are traveling right now. It includes all connections and destinations for those trips occurring right now.

The traveler list below provides many options for you to work with the data:

1. **Grouping:** To group information by a particular column, move your mouse to the RIGHT of the column header text until the mouse pointer changes to . Next, left-click and hold the column then drag the column to the grouping section at the top of the list. This will refresh the list and then the data will be grouped by that column. By default, the list is grouped by Passenger. To ungroup, simply drag the column out of the grouping section. You can group by multiple columns if you wish.
2. **Filtering:** Filtering the list is done by filling in the text boxes at the top of the list and pressing the ENTER key. For example to find a particular departure city, type the city name into the text box above the Depart City column and press the ENTER key. This will return all travelers that are departing from this city. For other filter options, click the  icon and choose the type of filter you wish to apply. For example the "Stats With" filter option will give you any city name starting with the text you typed in (for example "San" will give you cities like "San Diego", "San Francisco" etc.)
3. **Sorting:** To sort the list, simply click on the column header text and it will toggle sorting between ascending or descending order.
4. **Exporting:** To export the traveler list, click one of the icons in the top right-hand corner of the list (). This will export whatever is in the traveler list. If you have filters or sorts applied, it will also apply those to the export.
5. **Reorder Columns:** To change the order of the columns in the list, move your mouse to the RIGHT of the column header text until the mouse pointer changes to . Next, left-click and hold the column then drag the column over the top of another

❖ Hide Help



Dashboard Reports Data Cafe Settings Other Services **Hide Help** Logout

Data Updated: Jan 01 0001 12:00:00 AM EDT

IMPORTANT:

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 OCCURING RIGHT NOW

WHERE ARE MY TRAVELERS [DASHBOARD]

- ❖ Is there a limit to how many fields you can put in the top sort area?
 - YES
 - NO

- ❖ What formats can you use to export Where Are My Travelers?
 - _____
 - _____

- ❖ Can you rearrange the columns?
 - YES
 - NO

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

- ❖ Name six fields that are available in the report.
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

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

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

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

- ❖ Does Where Are My Travelers include connections?
 - YES
 - NO

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