	WHERE ARE MY TRAVELERS
	State of the Art Web-based Management Reporting Product
\leq	Recommended screen resolution 1024 x 768
	(Locate on desktop under Control Panel / Display Settings)
	Website: <u>www.graspdata.com</u>
FRF ARF MY TH	Login to System User Name: Password: Forget Password Remember Vour E-Mail Address (Example@gmail.com) Password: Kamenber Password Remember Password Stay Logged In whats this ? v1.10.0
VVEL	HEADER HEADER HEADER Mile Header A Mile Header A Data Updated: Jan 01 0001 12:00:00 AM EST Strucer Show Help Logout INFORMATION USER Current User: Kerl Regan <kerl@grasptech.comp< th=""></kerl@grasptech.comp<>
	 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)
	Grasp Data Where Are My Travelers Instructions Page 1 – Continues on Page 2

Grasp Data Where Are My Travelers Instructions Page 2

Sync Information

- Automated Sync Runs Nightly, US Eastern Standard Time
- o Located Upper Left (Below Logo) On Each Tab
- o Controls Importing Of Data From The Back Office
- o Verifies Incoming Data And Updates Records That Have Been Changed
- Optional: Automated Hourly Sync (Additional \$\$)
- Optional: Manual Sync (See Data Cafe Data Import)

💷 My Dashboard					
 Edit Dashboard Where Are My Travele 	rs?				
Vendor *	Sorting Area		Report	Reset Grid	d to
Vendor x	Sorting Area	eld Filters	Report Columns	Reset Grid	d to Reset Grid @ 105 items in 5 pages
Vendor * M 4 1 2 3 4 5 H Page size: 25 * Passenger * Account Depart O	Sorting Area	eld Filters Vendor Flight	Report Columns Depart Arrive	Reset Grid Excel or CS Flight Time Connection	d to Reset Grid () () SV Output 105 Items in 5 pages on Arrive Region Arrive Airport
Vendor x If (1 2 3 4 5) IF Page size: 25 • Passenger x Account Depart C Y Y	Sorting Area ity Arrive City T chic T	eld Filters Vendor Flight	Report Columns Depart Arrive	Reset Grid Excel or CS Flight Time Connectio T	d to Reset Grid () () () () () () () () () () () () ()
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Vendor * Vendor * Page size: 25 * Passenger * Account Depart C Vendor: AMERICAN ARLINES BEACOM/STEPHEN R ABC Company 178 Milwauk	Sorting Area ity Arrive City T chuc T ee Chicago	eld Filters Vendor Flight T T AMERICAN ARLINES 3972	Report Columns Depart Arrive May 9 2014 10:20 AM May 9 2014 11:00	Reset Grid Excel or CS Flight Time Connectio T T T	d to Reset Grid () () SV Output 105 tents in 5 pages on Arrive Airport T North America O'Hare International Airport

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

Passeng	ger 🔺 - Account 🔺		
	1 2 3 4 5 6 7 8 9 10 .	🕨 🕨 Page size: 25 🔻	
	Account	Passenger	Depart City
	T	T	T
~ F	assenger: ABBOTT/BEVERLY; T	rip Start: May 7 2014; Trip End: May	10 2014
~	Account: ABC Company 178	3	
	ABC Company 178	ABBOTT/BEVERLY	Los Angeles
	ABC Company 178	ABBOTT/BEVERLY	Orlando

Grasp Data Where Are My Travelers Instructions Page 2 – Continues on Page 3

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

Grasp Data Where Are My Travelers Instructions Page 3 – Continues on Page 4

WHERE ARE MY TRAVELERS [DASHBOARD]

 Field Filters Ability To Search Type Sea Click On I Ability To Filter Opt 	Report For Specific Results rch Item Into Related Search Bo Filter Icon Search Multiple Field Filters cions
NoFilter	
Contains	
DoesNotContain	
StartsWith	
EndsWith	
EqualTo	
NotEqualTo	
GreaterThan	
LessThan	
GreaterThanOrEqualTo	
Less Than Or Equal To	
Between	
NotBetween	
IsEmpty	
NotIsEmpty	
IsNull	
NotIsNull	

	Account	Passenger	Depart City	Arrive City	Vendor
	T	john \Upsilon	T	T	delta \Upsilon
v Pa	assenger: BEARD/ISAIAS JOHN JF	R; Trip Start: May 8 2014; Trip End	l: 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
v Pa	assenger: HORVATH/JOHNNY; Tr	ip Start: May 5 2014; Trip End: M	ay 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 \div

- Excel or CSV 0
 - Select Appropriate Icon

* **Reset Grid**

Resents to Default Grid Set-Up, If Desired 0

HINT: LEAVE GRID IN SELECTED SET-UP AND IT WILL REMAIN IN SETTINGS UNTIL USER ADJUSTS OR SELECTS THE RESET OPTION

Grasp Data Where Are My Travelers Instructions Page 5 – Continues on Page 6

Grasp Data Where Are My Travelers Instructions Page 4

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Subboard Reports Data Cafe Settings Other Services Show Help Logout ** Show Help Reviews lcon Definitions Quick Instructions On Grouping, Filtering, Sorting, Exporting And Rec Columns And 1000 URA MIT Constructions On Grouping, Filtering, Sorting, Exporting And Rec Columns And 1000 URA MIT Constructions On Grouping, Filtering, Sorting, Exporting And Rec Columns And 1000 URA MIT Constructions On Grouping, Filtering, Sorting, Exporting And Rec Columns And 1000 URA MIT Constructions On Grouping, Filtering, Sorting, Exporting And Rec Columns And 1000 URA MIT And 1000 URA MIT Constructions On Grouping, Filtering, Sorting, Exporting And Rec Columns And 1000 URA MIT And 10000 URA MIT And 1000 URA MIT	Gra	n Data Wl	horo Aro Mu	Travelors	Instructions Pag	ve 4 - Contin	ues on Pa
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It was a lead of a final data o				Where	Are My Travelers?		
In the first bill bill bill bill bill bill bill bil	Where Are My Travele	ers provides you with informati	ion on people who are traveling rig	ht now. It includes all connecti	ons and destinations for those trips occurin	right now.	
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In the first and basels that are dependent that by for other files report, that have one of the strappend of	the list. This will refrest 2. Filtering: Filtering the	h the list and then the data w list is done by filling in the te	ill be grouped by that column. By at boxes at the top of the list and	default, the list is grouped by for pressing the ENTER key. For	Passenger. To ungroup, simply drag the colu example to find a narticular denature rity to	mn out of the grouping section. You the city name into the text box a	can group by multiple colur bove the Depart City colure
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IMPORTANT: WHERE ARE MY TRAVELERS PROVIDES YOU WITH INFORMATION ON PEOP VELING <i>RIGHT NOW.</i> WHERE ARE MY TRAVELERS INCLUDES ALL CONNECTIONS AND DESTINATION OSE TRIPS OCCURING <u>RIGHT NOW</u>							
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Grasp Data Where Are My Travelers Review Questions Page 6

Is there a limit to how many fields you can put in the top sort area?

- o YES
- NO

0

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

_____ 0 _____

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

Can you enter a partial name into the traveler search?

- o YES
- 0 NO

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

0 0 _____ 0 0 _____ 0 0

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

Is there a help menu for Where Are My Travelers?

0 _____

- YES
- o NO

Does Where Are My Travelers allow you to see travelers that are traveling right now?

- YES
- 0 NO

Does Where Are My Travelers include connections?

- YES
- NO

Where Are My Travelers is located on the dashboard?

- o YES
- NO 0