# **GRASP PRINT MY INVOICE**

# 24 / 7 / 365 Corporate and Leisure Travelers Reprint Invoices

Recommended screen resolution 1024 x 768

(Locate on desktop under Control Panel / Display Settings)

### Located on Agency Website

### Overview

- o Stores Minimum of 30 Months Rolling Data
- o Customized Invoice Formats
- o Multiple Search Options
- Secure Invoice Searching
- Quick Implementation

### Benefits

- Traveler Access 24 /7/ 365 Without Agency Intervention
- o Increase Client Interaction Through Website
- Automated Sync (Nightly)
- o Decrease Agency Payroll
- $\circ$   $\;$  Requires First and Last Name Plus One Additional Piece of Information
- o Grasp Data Reports Available (1610 / 1611)

## Customized Set-up

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- Filter Access By Group Code / Marketing Code
  - All Data Accessible
  - Include Only
  - Exclude
  - Group Code
- Password Protect (Optional)
  - Limits Access To Clients Who Are Provided The Password
  - Additional Level Of Security
- o Date Range Option (Optional)
  - Departure Date Range
    - Used with Credit Card Filter
    - Limits Range of Search Results
- Alphanumeric Invoice (Optional)
  - Required If Invoice Numbers Are Not 100 % Numeric
  - Invoice Level / Booking Level
    - Invoice Level
      - Entire Invoice Returned
    - Booking Level
      - Individual Booking Will Be Returned
      - o Hides Other Passengers On Same Invoice
    - Three Selection Areas
      - Traveler Name
        - Record Locator
        - Ticket / Confirmation #

Grasp Print My Invoice Instructions Page 2	
Print My Invoice	
Print My Invoice UI	
This URL can be use	ed by clients to print their invoices.
Filter access to Pri	nt My Invoice by Group Code/Marketing Code:
• All Data Access	sible C Include Only C Exclude
Group Code:	
Password protect	the Print My Invoice webpage (optional):
Password:	
Confirm Password	
	,
Enable Date R	
	ers to choose a departure date range when they lookup invoices based on the last 4 digits of the credit ption also allows the user to limit the total number of invoices returned when using Print My Invoice.
	· · ·
	umeric Invoice Numbers?
inis option allows us only.	ers to lookup invoices based on the alphanumeric invoice numbers instead of the numeric invoice numb
you can define whet Invoice Lev	ustomize the standard filters on the Print My Invoice webpage. When one of the standard filters are user her that filter applies to the invoice level (default) or to the booking level (fine grained). yel Filter: When set to Invoice Level, the entire invoice is returned. This allows the user to see in that invoice (all passengers, itinerary, payments etc).
<ul> <li>Booking L</li> </ul>	evel Filter: When set to Booking Level, only the individual booking that matches that criteria will be is allows you to hide other passengers on the invoice and just return information specific to a passenge
Please set your opti	ons below:
Traveler Na	
Invoice I	
C Booking Record Lov	
( huoice	
C Booking	
Ticket/Conf	
Introduce	Level
C Booking	Level
This is useful if you	e of the Print My Invoice links below to force all filters into either booking or invoice level filter modes. have one client who needs to see all information on an invoice and another client who wants their nly their own itinerary and not everyone on the invoice.
Invoice Level Mode	
Booking Level Moo	

Grasp Print My Invoice Instructions Page 2 – Continues on Page 3

#### **Grasp Print My Invoice Instructions Page 3**

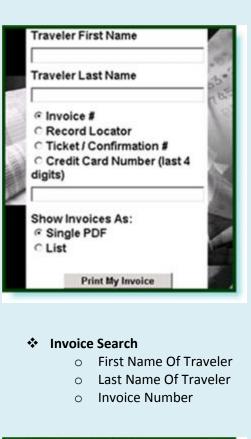
#### URL Provided To Agency During Set-Up Training

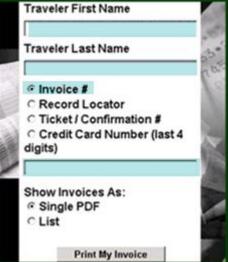
- Agency to Place URL On Their Website
- Icon Or Link Ability Attached To URL

## Traveler Access

o Click Link On Agency Website

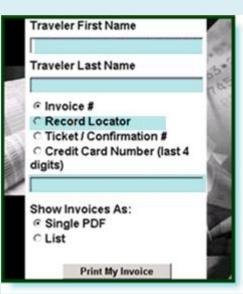






Grasp Print My Invoice Instructions Page 3 – Continues on Page 4

- Record Locator Search
  - First Name Of Traveler
  - Last Name Of Traveler
  - o Record Locator Number



### Ticket Number / Confirmation Number Search

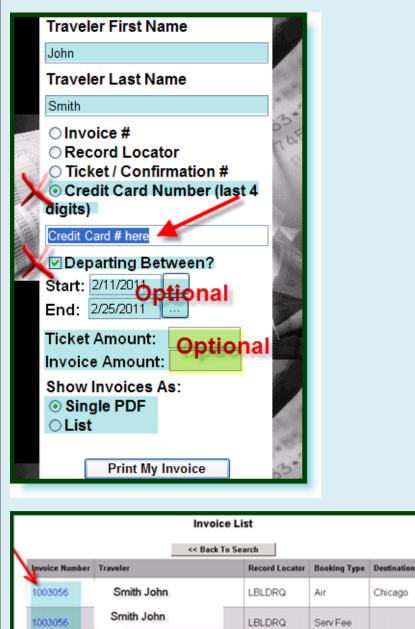
- o First Name Of Passenger
- o Last Name Of Passenger
- Ticket Number OR Confirmation Number
  - Additional Options
    - Ticket Amount
      - o Invoice Amount



**Grasp Print My Invoice Instructions Page 4 – Continues on Page 5** 

### **Grasp Print My Invoice Instructions Page 5**

- Credit Card Search
  - First name Of Passenger 0
  - Last Name Of Passenger 0
  - Last 4 Digits Of Credit Card 0
    - Additional Options
      - Add Start Date •
      - Add End Date •
      - Single Invoice
      - List Of Invoices
        - Select Invoice Number (See Below)



Grasp Print My Invoice Instructions Page 5 – Review Questions on Page 6

<< Back To Search

Chicago

**Grasp Print My Invoice Review Questions Page 6** 

Where is print My Invoice accessed by your travelers?
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If searching by credit card, does the traveler need to enter the entire number?
 YES

• **NO** 

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- Data is synced how often?
- Can you password protect your Pint My Invoice Login?
  - YES
  - NO
- What are the two fields that the traveler always has to fill in?
  - o \_\_\_\_\_\_ o
- If the traveler enters first name, last name and invoice #, will they be able to print an invoice?
  - YES
  - o NO
- If the traveler enters first name, last name and last four digits of credit card number, will they be able to get a list of invoices?
  - YES
  - NO
- If you are a Grasp Data client, are there reports available related to your Print My Invoice activity?
  - YES
  - o NO

**Grasp Print My Invoice Review Questions**