

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

PRINT MY INVOICE

❖ Overview

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

❖ Benefits

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

❖ Customized Set-up

- 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
- 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
 - Hides Other Passengers On Same Invoice
 - Three Selection Areas
 - Traveler Name
 - Record Locator
 - Ticket / Confirmation #

PRINT MY INVOICE

Print My Invoice

Print My Invoice URL:

This URL can be used by clients to print their invoices.

Filter access to Print My Invoice by Group Code/Marketing Code:

All Data Accessible Include Only Exclude

Group Code:

Password protect the Print My Invoice webpage (optional):

Password:

Confirm Password:

Enable Date Range Option?

This option allows users to choose a departure date range when they lookup invoices based on the last 4 digits of the credit card number. This option also allows the user to limit the total number of invoices returned when using Print My Invoice.

Enable Alphanumeric Invoice Numbers?

This option allows users to lookup invoices based on the alphanumeric invoice numbers instead of the numeric invoice number only.

Customize Filters

This allows you to customize the standard filters on the Print My Invoice webpage. When one of the standard filters are used, you can define whether that filter applies to the invoice level (default) or to the booking level (fine grained).

- **Invoice Level Filter:** When set to Invoice Level, the entire invoice is returned. This allows the user to see everything in that invoice (all passengers, itinerary, payments etc).
- **Booking Level Filter:** When set to Booking Level, only the individual booking that matches that criteria will be returned. This allows you to hide other passengers on the invoice and just return information specific to a passenger.

Please set your options below:

• **Traveler Name**

Invoice Level

Booking Level

• **Record Locator**

Invoice Level

Booking Level

• **Ticket/Confirmation #**

Invoice Level

Booking Level

You can also use one of the Print My Invoice links below to force all filters into either booking or invoice level filter modes.

This is useful if you have one client who needs to see all information on an invoice and another client who wants their passengers to see only their own itinerary and not everyone on the invoice.

Invoice Level Mode URL:

Booking Level Mode URL:

❖ **URL Provided To Agency During Set-Up Training**

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

❖ **Traveler Access**

- Click Link On Agency Website

A screenshot of a web form titled "Print My Invoice". The form contains the following elements:
- "Traveler First Name" label above a text input field.
- "Traveler Last Name" label above a text input field.
- A section with radio buttons for search criteria: "Invoice #", "Record Locator", "Ticket / Confirmation #", and "Credit Card Number (last 4 digits)".
- A text input field below the search criteria.
- A section labeled "Show Invoices As:" with radio buttons for "Single PDF" and "List".
- A "Print My Invoice" button at the bottom.

❖ **Invoice Search**

- First Name Of Traveler
- Last Name Of Traveler
- Invoice Number

A second screenshot of the "Print My Invoice" form, identical to the first one. In this version, the "Invoice #" radio button and its corresponding text input field are highlighted with a light blue background, indicating the selected search method.

PRINT MY INVOICE

PRINT MY INVOICE

❖ **Record Locator Search**

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

A screenshot of a web form for searching invoices. It includes input fields for 'Traveler First Name' and 'Traveler Last Name'. Below these are radio button options: 'Invoice #', 'Record Locator', 'Ticket / Confirmation #', and 'Credit Card Number (last 4 digits)'. The 'Record Locator' option is selected. At the bottom, there is a 'Print My Invoice' button.

❖ **Ticket Number / Confirmation Number Search**

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

A screenshot of the same web form, but with the 'Ticket / Confirmation #' radio button selected. A red 'X' is over the 'Record Locator' option. A red arrow points to the 'Ticket / Confirmation #' option. Below the radio buttons is a text input field with the placeholder 'Ticket / Confirmation # here'. Below that are fields for 'Ticket Amount:' and 'Invoice Amount:', with a green box and the word 'Optional' in red text next to the 'Invoice Amount:' label. The 'Print My Invoice' button is at the bottom.

❖ Credit Card Search

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

PRINT MY INVOICE

Traveler First Name
John

Traveler Last Name
Smith

Invoice #
 Record Locator
 Ticket / Confirmation #
 Credit Card Number (last 4 digits)

Credit Card # here

Departing Between?
 Start: 2/11/2011
 End: 2/25/2011

Ticket Amount:
 Invoice Amount: **Optional**

Show Invoices As:
 Single PDF
 List

Print My Invoice

Invoice List

[<< Back To Search](#)

Invoice Number	Traveler	Record Locator	Booking Type	Destination
1003056	Smith John	LBLDRQ	Air	Chicago
1003056	Smith John	LBLDRQ	Serv Fee	

1

[<< Back To Search](#)

PRINT MY INVOICE

- ❖ **Where is print My Invoice accessed by your travelers?**
 - _____
- ❖ **If searching by credit card, does the traveler need to enter the entire number?**
 - YES
 - NO
- ❖ **Data is synced how often?**
 - _____
- ❖ **Can you password protect your Print My Invoice Login?**
 - YES
 - NO
- ❖ **What are the two fields that the traveler always has to fill in?**
 - _____
 - _____
- ❖ **If the traveler enters first name, last name and invoice #, will they be able to print an invoice?**
 - YES
 - 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
 - NO