

GraspDATA - Where Are My Travelers

The **Where Are My Travelers** add-on option for the GraspDATA tool is designed as a risk management tool that provides daily traveler information in real time. The Dashboard is fully interactive and intuitive. The tool provides the ability for each user to customize their set -up

WHERE ARE MY TRAVELERS Demo - admin@demoagency.com
Apr 04 2017 06:15 PM EST

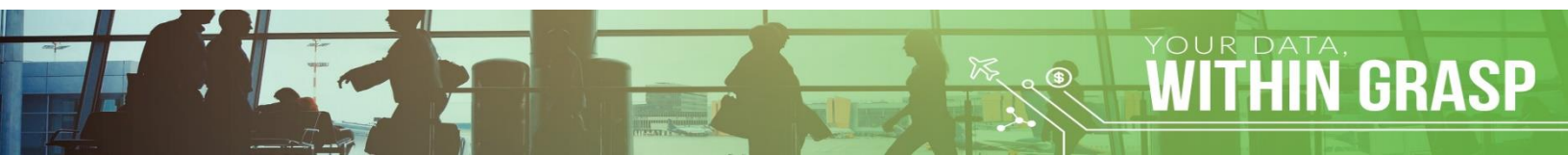
Account ▾ Passenger ▾ Reset Grid

Page size: 25 105 items in 5 pages

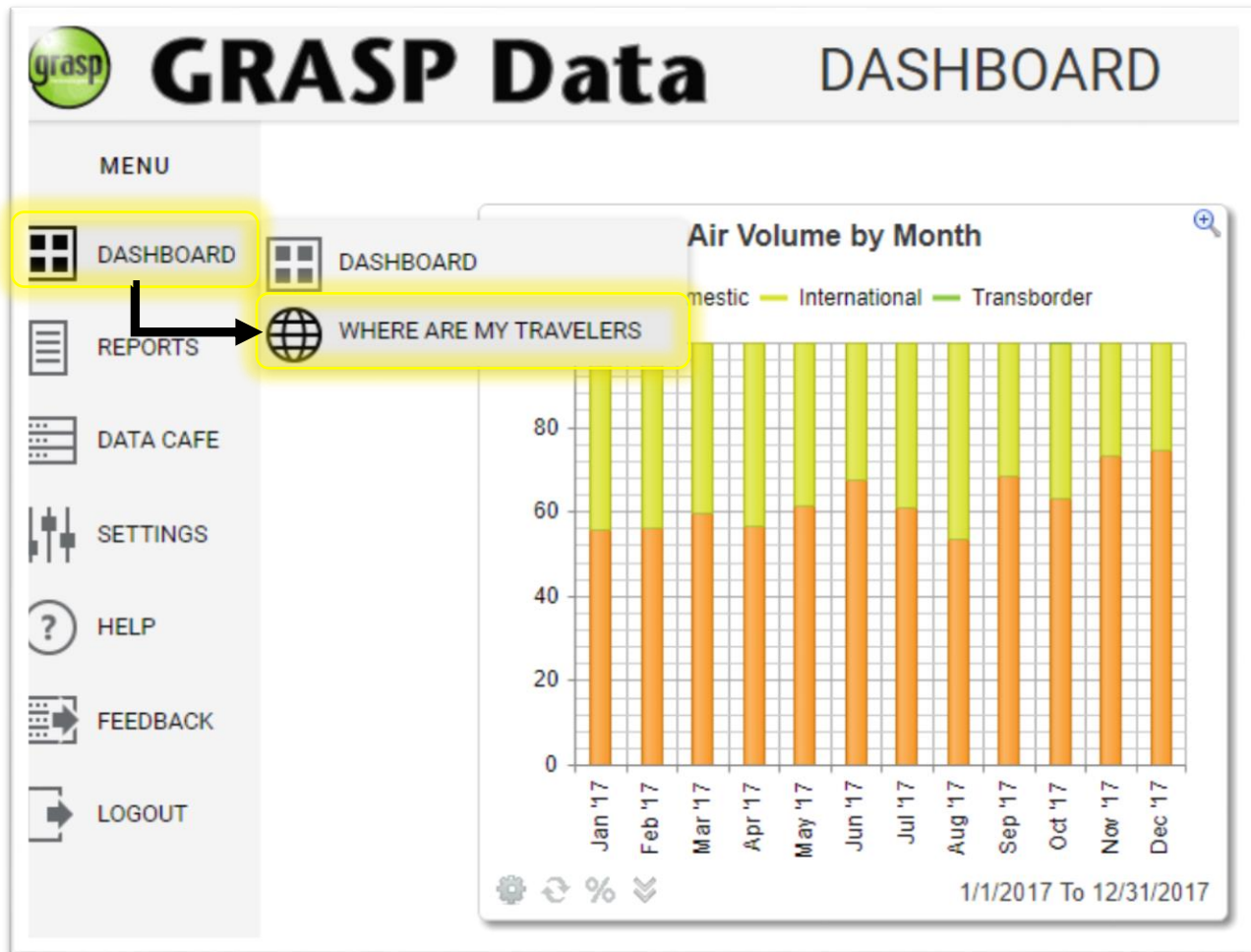
Account	Passenger	Rec Locator	Depart City	Arrive City	Vendor	Flight	Depart	Arrive	Connection
Account: ABC Company 178									
Passenger: BAUMGARTEN/JUAN CARLOS, Trip Start: Feb 19 2018, Trip End: Mar 15 2018									
ABC Company 178	BAUMGARTEN/JUAN CARLOS	KNYRSR	Columbus	Chicago	UNITED AIRLINES	331	Feb 19 2018 7:38 AM	Feb 19 2018 8:01 AM	<input type="checkbox"/>
ABC Company 178	BAUMGARTEN/JUAN CARLOS	KNYRSR	Chicago	Shanghai	UNITED AIRLINES	835	Feb 19 2018 10:32 AM	Feb 20 2018 1:55 PM	<input checked="" type="checkbox"/>
ABC Company 178	BAUMGARTEN/JUAN CARLOS	KNYRSR	Shanghai	Chicago	UNITED AIRLINES	836	Mar 15 2018 3:55 PM	Mar 15 2018 4:16 PM	<input type="checkbox"/>
ABC Company 178	BAUMGARTEN/JUAN CARLOS	KNYRSR	Chicago	Columbus	UNITED AIRLINES	334	Mar 15 2018 6:45 PM	Mar 15 2018 9:01 PM	<input checked="" type="checkbox"/>
Passenger: DAVILA MICHELE/JOLYNNE, Trip Start: Feb 25 2018, Trip End: Feb 28 2018									
ABC Company 178	DAVILA MICHELE/JOLYNNE	BVCDOL	Cincinnati	Fort Lauderdale	DELTA AIR LINES	1219	Feb 25 2018 9:05 AM	Feb 25 2018 11:37 AM	<input type="checkbox"/>
ABC Company 178	DAVILA MICHELE/JOLYNNE	BVCDOL	Fort Lauderdale	Cincinnati	DELTA AIR LINES	1220	Feb 28 2018 1:00 PM	Feb 28 2018 3:37 PM	<input type="checkbox"/>
Passenger: HOVI/MEAGHAN, Trip Start: Feb 24 2018, Trip End: Mar 8 2018									
ABC Company 178	HOVI/MEAGHAN	KCOOTA	Columbus	Atlanta	DELTA AIR LINES	6455	Feb 24 2018 6:00 AM	Feb 24 2018 7:39 AM	<input type="checkbox"/>
ABC Company 178	HOVI/MEAGHAN	KCOOTA	Atlanta	Shanghai	DELTA AIR LINES	19	Feb 24 2018 9:55 AM	Feb 25 2018 1:35 PM	<input checked="" type="checkbox"/>
ABC Company 178	HOVI/MEAGHAN	KCOOTA	Shanghai	Atlanta	DELTA AIR LINES	18	Mar 8 2018 3:35 PM	Mar 8 2018 6:15 PM	<input type="checkbox"/>
ABC Company 178	HOVI/MEAGHAN	KCOOTA	Atlanta	Columbus	DELTA AIR LINES	6443	Mar 8 2018 9:15 PM	Mar 8 2018 10:50 PM	<input checked="" type="checkbox"/>
Passenger: MACYS/KENT, Trip Start: Feb 24 2018, Trip End: Mar 3 2018									
ABC Company 178	MACYS/KENT	HJGDPM	Columbus	Atlanta	DELTA AIR LINES	1695	Feb 24 2018 5:08 PM	Feb 24 2018 6:33 PM	<input type="checkbox"/>
ABC Company 178	MACYS/KENT	HJGDPM	Atlanta	San Francisco	DELTA AIR LINES	47	Feb 24 2018 7:15 PM	Feb 24 2018 9:16 PM	<input checked="" type="checkbox"/>
ABC Company 178	MACYS/KENT	HJGDPM	San Francisco	Cleveland	CONTINENTAL AIRLINES	1747	Mar 2 2018 11:50 PM	Mar 3 2018 6:32 AM	<input type="checkbox"/>
ABC Company 178	MACYS/KENT	HJGDPM	Cleveland	Columbus	CONTINENTAL AIRLINES	8717	Mar 3 2018 9:40 AM	Mar 3 2018 9:35 AM	<input checked="" type="checkbox"/>
Passenger: MORRIS/JETZE, Trip Start: Jan 24 2018, Trip End: Jun 18 2018									
ABC Company 178	MORRIS/JETZE	MCOVJM	Denton	Detroit	NORTHWEST AIRLINES	3182	Jan 24 2018 3:07 PM	Jan 24 2018 4:22 PM	<input type="checkbox"/>



The Where Are My Travelers grid is "Sticky" meaning that once the user sets the grid up, it will remain when the user log's back into the system.

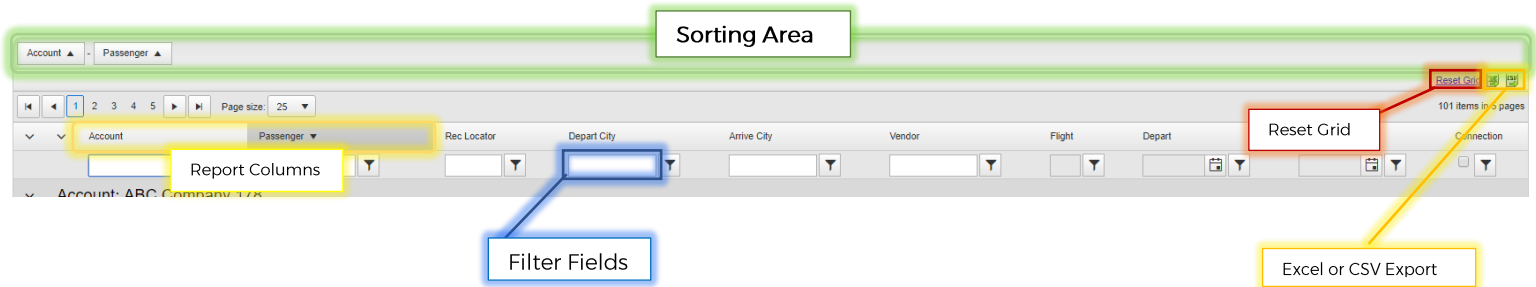


1. Accessing Where Are My Travelers from the Dashboard.



2. Where Are My Travelers – Field Option Locations

- a. Sorting Area
- b. Report Columns
- c. Filter Fields
- d. Reset grid
- e. Export options
 - i. Excel
 - ii. CSV



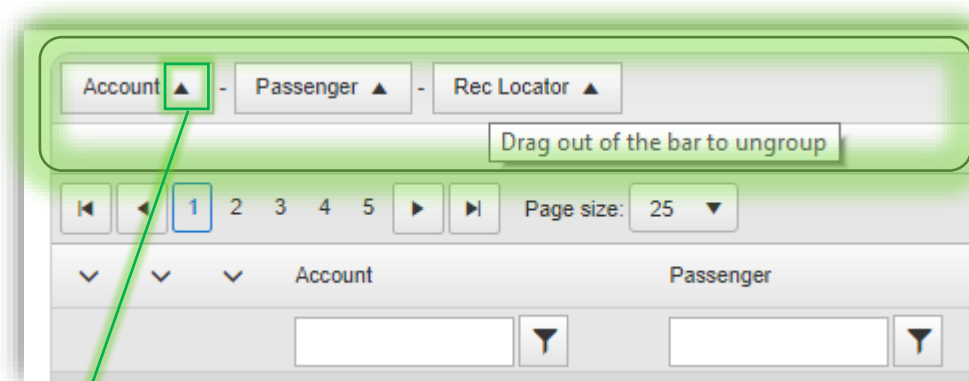
Fields Drill Down:

- **Sorting Area:** This field allows the user to choose what priority fields they predominantly use to sort data
- **Report Columns:** These columns can be moved to the sort field for prioritization or moved within the order from one column to another
- **Filter Fields:** Provides the user with multiple filter options to sort the data with specific parameters in mind
- **Reset Grid:** This button will reset all Reports Columns to the default order and clear Filtered Fields
- **Export Options:**
 - **Excel:** will export to an Excel Spreadsheet
 - **CSV:** Export data to a Tabular Data spreadsheet



3. Sorting Area

The Sorting Area offers the user the ability to add a column header to this field to prioritize a particular field value and sort by Ascending or Descending with just one click of the mouse.



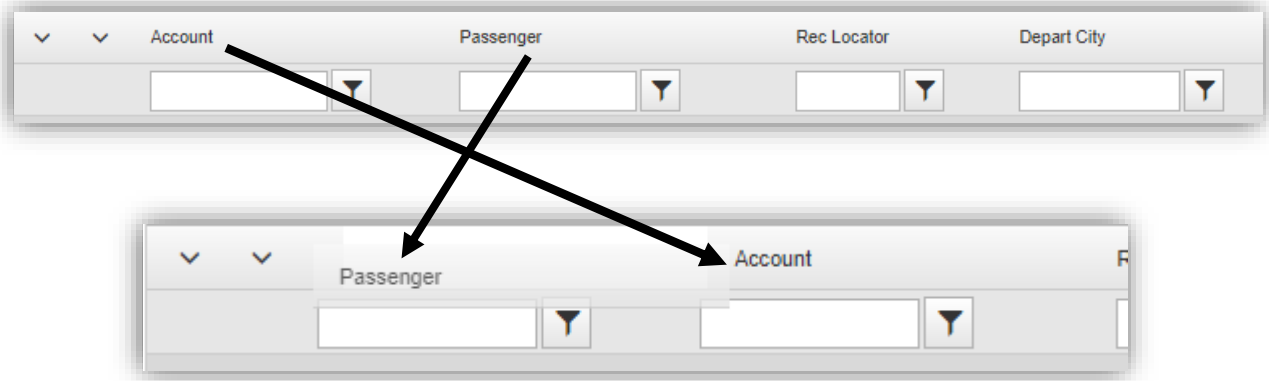
By clicking on a button after added to the sorting area will sort the data on the table from ascending to descending.

You can remove the data box by clicking and dragging it out of the bar area and letting go of the mouse.

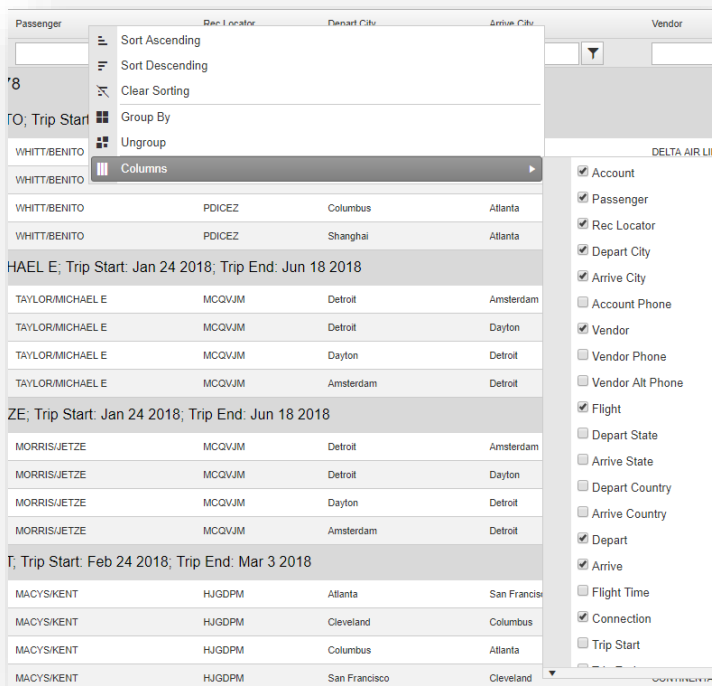


4. Report Columns

The Report Columns are data fields that each represent a specific data list. These columns can be sorted in any order along the top of the column area.



- You rearrange columns by drag and drop
 - Move mouse over column header until cross appears
 - Left click and drag header to sorting area
- Option to add /delete columns
 - Move mouse between column header until cross appears
 - Right click to view drop down box
 - Select columns



Passenger	Rec Locator	Depart City	Arrive City	Vendor
WHITT/BENITO				
WHITT/BENITO	PDICEZ	Columbus	Atlanta	
WHITT/BENITO	PDICEZ	Shanghai	Atlanta	
HAEL E; Trip Start: Jan 24 2018; Trip End: Jun 18 2018				
TAYLOR/MICHAEL E	MCOVJM	Detroit	Amsterdam	
TAYLOR/MICHAEL E	MCOVJM	Detroit	Dayton	
TAYLOR/MICHAEL E	MCOVJM	Dayton	Detroit	
TAYLOR/MICHAEL E	MCOVJM	Amsterdam	Detroit	
ZE; Trip Start: Jan 24 2018; Trip End: Jun 18 2018				
MORRIS/JETZE	MCOVJM	Detroit	Amsterdam	
MORRIS/JETZE	MCOVJM	Detroit	Dayton	
MORRIS/JETZE	MCOVJM	Dayton	Detroit	
MORRIS/JETZE	MCOVJM	Amsterdam	Detroit	
T; Trip Start: Feb 24 2018; Trip End: Mar 3 2018				
MACYS/KENT	HJGDPM	Atlanta	San Francisco	
MACYS/KENT	HJGDPM	Cleveland	Columbus	
MACYS/KENT	HJGDPM	Columbus	Atlanta	
MACYS/KENT	HJGDPM	San Francisco	Cleveland	

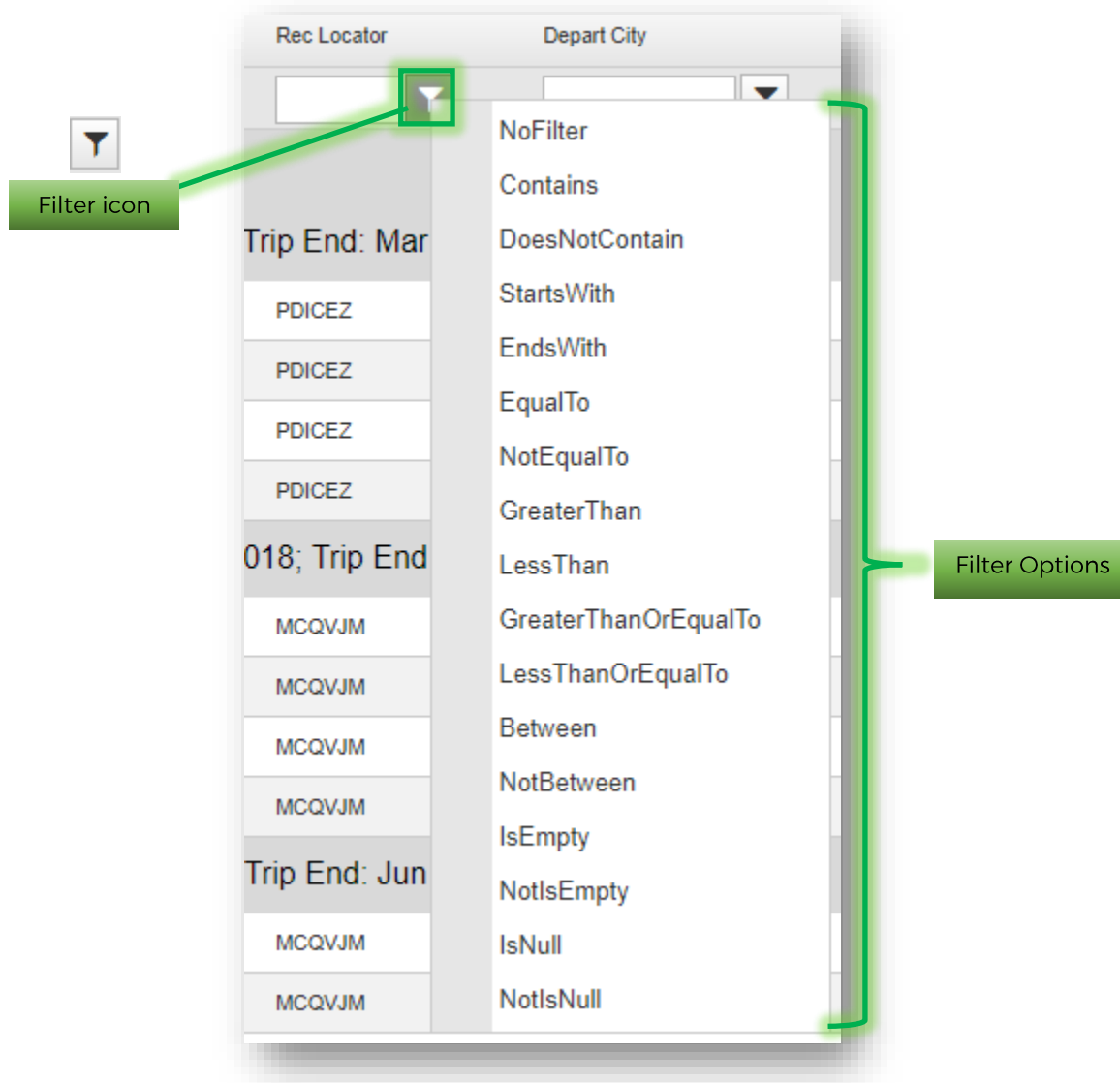
- Check columns to appear in report



5. Filter Fields

The filter fields options provide the user with the ability to search reports for specific results

- Type search item into related search box
- Click on filter icon
- Search multiple field filter options
- Filter options



6. Reset Grid

The Reset Grid option provides the user with the ability to return the report page to Default settings that include the following:

- Reset the Sorting Area
- Reset the Page Size
- Reset all Column headers that have been arranged
- Reset all filtered fields

The Reset Grid button is located in the upper right-hand side of the screen



7. Export Options

The tool also provides the user with the choice to export a copy of the Where Are My Travelers report as sorted by using the two options:

- Excel Report
- CSV Report.



The Export Options are located in the upper right-hand side of the screen

