

**Deem Training Clip -  
Adding Air to an Existing Hotel / Rental Car Itinerary  
(Version 2, March 28, 2014)**

**Table of Contents:**

**1 TOPIC OVERVIEW..... 3**

1.1 SERIES OBJECTIVE: ..... 3

1.2 DOCUMENT OBJECTIVE: ..... 3

1.3 POINTS TO CONSIDER BEFORE YOU BEGIN: ..... 3

**2 ADDING AN AIR SEGMENT TO AN EXISTING ITINERARY..... 3**

2.1 SELECT AN EXISTING HOTEL / RENTAL CAR ITINERARY ..... 3

2.2 REVIEW ADDED AIR SEGMENT TO EXISTING ITINERARY..... 3

# 1 Topic Overview

## 1.1 Series Objective:

Outline several diverse topics within Deem@Work.

## 1.2 Document Objective:

Provide the steps to successfully add an air segment to an existing hotel / rental car reservation. Travel plans may change or flight plans may be uncertain when the hotel / rental car is booked. Deem@Work allows a user to add air element to previously booked hotel / rental car itineraries.

## 1.3 Points to Consider Before You Begin:

There are configuration requirements before the “Add Air” option is available for use on Deem@Work.

# 2 Adding an Air Segment to an Existing Itinerary

## 2.1 Select an Existing Hotel / Rental Car Itinerary

1. Access **Deem@Work** and scroll to the **Upcoming Reservations** section of the page. Select the Hotel / Rental Car only reservation where an air segment will be added by clicking anywhere on the reservation to expand it. The reservation is expanded.
2. To add air to this hotel reservation, click the **Flights** link.

---

**NOTE:** A rental car could also be added to this reservation, by clicking the **Rental Car** link. The **Change your trip** page is displayed.

---

3. Notice the destination city defaults to the city and dates of travel for the hotel previously selected. Click the **Search** button.
4. The **Select your flights** page is displayed. Select a flight by clicking the **Select** button beside the appropriate flight.
5. Proceed to the purchase of the flight. The entire trip will be displayed on the **Trip Confirmation** page. Once purchase has been completed, the Home page is redisplayed.

## 2.2 Review Added Air Segment to Existing Itinerary

From the Home page, scroll down to the **Upcoming Reservations** section of the page. Expand the trip where air was added to the reservation. Notice the air segment has been added to the original Hotel only itinerary.

---

**Note:** A Rental Car can be added to this reservation by clicking the **Rental Car** link in the **You might also need:** section of the page.

---