

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

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# 1 Topic Overview

## 1.1 Series Objective:

Outline several diverse topics within Deem@Work for Enterprise.

## 1.2 Document Objective:

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

## 1.3 Points to Consider Before You Begin:

There are configuration requirements before the “Change Trip Post Booking” option is available for use on Deem@Work.

# 2 Adding a Hotel / Rental Car to an Existing Air Itinerary

## 2.1 Select an Existing Air Itinerary

1. Access **Deem@Work** and scroll to the **Upcoming Reservations** section of the page. Select the air only reservation where a hotel / rental car will be added by clicking anywhere on the reservation to expand it. The reservation is expanded.
2. To add a Hotel Reservation to this air only reservation, click the **Hotel reservations** link. The **Change your trip** page is displayed.

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**Note:** A rental car could also be added to this reservation, by clicking the **Rental Car** link.

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3. Notice the destination city defaults to the city and dates of travel for the air segment previously booked. To **Match hotel location with flight location**, select the checkbox or select a location from the **Reference Point** dropdown list. Click the **Search** button.
4. The **Select Your Hotel** page is displayed. Click the **See room rates** button to see the rates for a selected hotel.
5. A list of available room rates is displayed. Click the **Select** button to choose a room / rate.
6. The **Review your trip** page is displayed. Review the choices and click the **Continue** button.
7. The **Purchase Trip** page is displayed. Complete the page and click the **Purchase** button to add a hotel to the previously book air only reservation.
8. The **Trip Confirmation** page is displayed. Click the **Done** button to complete the transaction. The Home page is re-displayed.

## 2.2 *Review the Added Hotel to Existing Air Itinerary*

Select the itinerary where the hotel was added. Expand the reservation. Notice it now contains both air and hotel elements.

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**Note:** Add a rental car to a previously booked air reservation by clicking the **Rental Car** link in the **You might also need** section of the page. Similar steps are presented.

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