

**Deem Training Clip -
Book Again Trip Template
(Version 2, March 28, 2014)**

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1 Topic Overview

1.1 Series Objective

Outline several diverse topics within Deem@Work.

1.2 Document Objective

Outline the necessary steps to successfully use a previously booked trip as a template to book future travel plans similar to the original trip. Many times, several trips are made to the same city where a traveler would stay at the same hotel and rent from the same car rental company. The **Book Again / Trip Template** feature allows for easy duplication of a previously booked trip. This feature allows the traveler to duplicate all or a portion of the trip.

2 The Book Again Trip Template

1. From the **deem@work Home** page, click the upcoming or archived trip to expand it. The trip can also be a cancelled trip.

Note: To limit the results displayed, click the drop-down and select a specific reservation type.

2. Click the **Book again** link to copy this trip.
3. The **Book Again** window is displayed.

2.1 Changing trip dates

1. Select **Use your original trip** radio button on the **Book Again** window.
2. Select new dates using the **Leave / Return** calendars and click **Continue**.
3. The **Travel | Review your trip** displays showing the new dates. If car and hotel were included in the original trip, they are included in the new trip with their arrival / departure dates adjusted appropriately.
4. Click **Compare to original** or **Compare to original Flights** to see a comparison of the old trip to the new. The comparison will also include any changes including, but not limited to flight numbers, flight cost, hotel availability and cost as well as rental car changes needed because of the new dates.
5. The **Travel | Compare to original** page is displayed with a side by side comparison of the original and current trips.
6. A summary of all original and current itinerary elements is provided at the bottom of the page. Click the **Back to Trip Review page** to continue.
7. Choose **Hold this trip** to place the trip on hold, **Start over** to choose other options, **Change this trip** to change individual elements or **Continue** to proceed to purchase.

2.2 *Book Again with Modify your trip*

1. Select the **Modify your trip** radio button on the **Book Again** window and then click **Continue**.
2. The **Travel | Book Trip** page is displayed with radio buttons to change the individual elements of the trip.
3. Select who the trip is for from the **Book trip for** drop-down.
4. Under **Flight** select the appropriate radio button:
 - a. Use same Flights
 - b. Search for different Flights
 - c. Do not include Flights
5. Follow the steps to book a new trip.
6. The **Home** page now displays this shipment as **Cancelled**.