

**Deem Training Clip -
Booking a Shuttle Car Service Ride
(Version 3, 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 A SHUTTLE CAR SERVICE RIDE TO AN EXISTING ITINERARY.....	3
2.1	SELECT AN EXISTING ITINERARY	3
3	RESERVING A STAND ALONE SHUTTLE CAR SERVICE RIDE	4
3.1	ADD A NEW RESERVATION.....	4

1 Topic Overview

1.1 Series Objective

Outline several diverse topics within Deem@Work.

1.2 Document Objective

Provide the steps to successfully book a Shuttle Car Service ride as either an addition to other travel plans or independent of other plans.

1.3 Points to Consider Before You Begin

There are configuration requirements before the “Shuttle” Car Service option is available for use on Deem@Work. Check with your Site Administrator if this service is not available on your site.

2 Adding a Shuttle Car Service Ride to an Existing Itinerary

2.1 Select an Existing Itinerary

1. Access **Deem@Work** and select an existing itinerary to which you want to add the Shuttle Car Service ride. Expand the trip by clicking anywhere on the reservation.
2. Click the **Car Service from Airport** or **Car Service to Airport** link to add a car service ride to this reservation.
3. Enter car service reservations details and click the **Continue** button.
4. Search results are returned.

Note: The default vehicle type displayed is **Sedan**.

5. Click the **Vehicle type** drop down list to display other vehicle types and select **Shuttle** from the list.
6. Click the **Search** button to see Shuttle vehicle type availability.
7. Rides meeting the search parameters are displayed. Click the **Select** button to reserve a ride.
8. The **Car Service | Reserve** page is displayed. Complete the page.
9. Click the **Reserve now** button at the bottom of the page to reserve this ride.
10. The ride is confirmed.

3 Reserving a Stand Alone Shuttle Car Service Ride

3.1 Add a New Reservation

1. Access **Deem@Work** and select the **Car Service** tab to enter search parameters for the ride.

Note: Car Service can also be accessed by clicking the **Travel** tab at the top of the page and selecting **Car Service** from the drop down list.

2. Click the **Continue** button. Search results are displayed.

Note: The default vehicle type displayed is **Sedan**.

3. Click the **Vehicle type** drop down list to display other vehicle types and select **Shuttle** from the list.
4. Click the **Search** button to see Shuttle vehicle type availability.
5. Rides meeting the search parameters are displayed. Click the **Select** button to reserve a ride.
6. The **Car Service | Reserve** page is displayed. Complete the page.
7. Click the **Reserve now** button at the bottom of the page to reserve this ride. The ride is confirmed.