

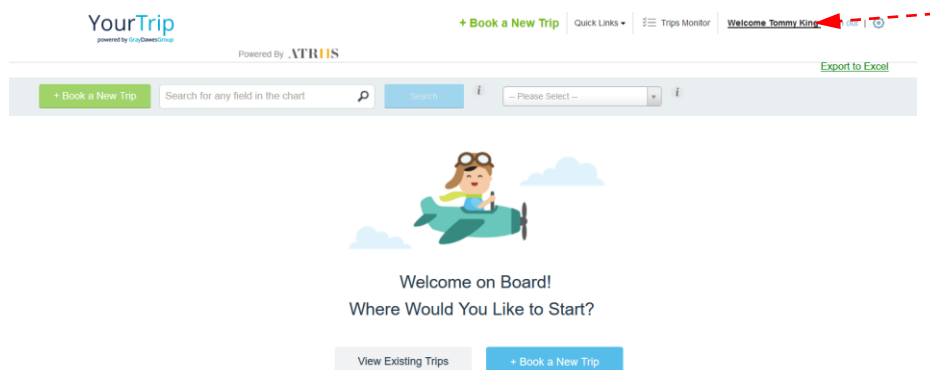
Your Profile & Trips with

YourTrip
powered by GrayDawesGroup

Support: GDB@GDG.travel | 01206 716 131

Your Profile and Trips in YourTrip

Updating your Profile



After logging in click on **Your Name** in the top-left hand corner

The 'My Profile' pop-up window is displayed, showing a sidebar with navigation options: Personal Details, Contact Information, Passports and Visas, Frequent Programs, Travel Preferences, and Form of Payment. The main content area is titled 'Preferences' and is divided into 'Flight preferences' and 'Hotel preferences'. Under 'Flight preferences', there are dropdown menus for 'Preferred airline carrier' and 'Non preferred airline carrier', and buttons for 'Class', 'Meal Type', 'Seat Type' (with 'Aisle' and 'Window' options), and 'Home Airport'. There are also text input fields for 'Additional flight information' and 'Additional seat information'. Under 'Hotel preferences', there are dropdown menus for 'Preferred hotel vendor' and 'Non preferred hotel vendor', a text input field for 'Additional hotel information', a dropdown for 'Hotel bed type', and a dropdown for 'Hotel room type'.

A pop-up window will appear, allowing you to change your:

- Personal Details
- Contact Information
- Passports and Visas
- Frequent / Loyalty Programs
- Travel Preferences
- Form of payment (if applicable)

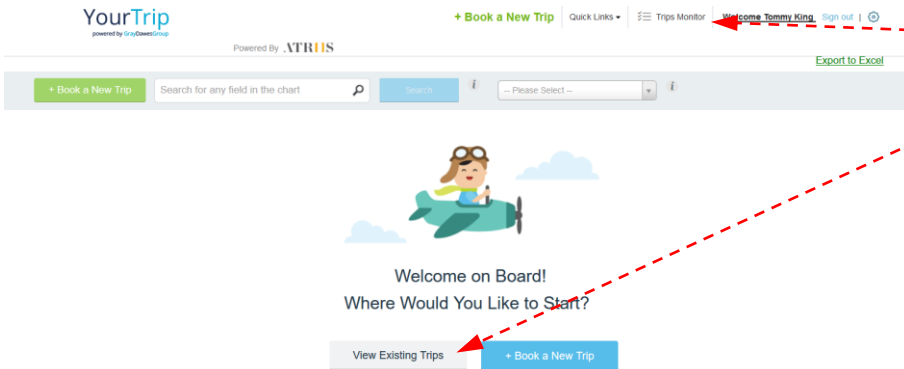
Managing your Trips

After logging on click :

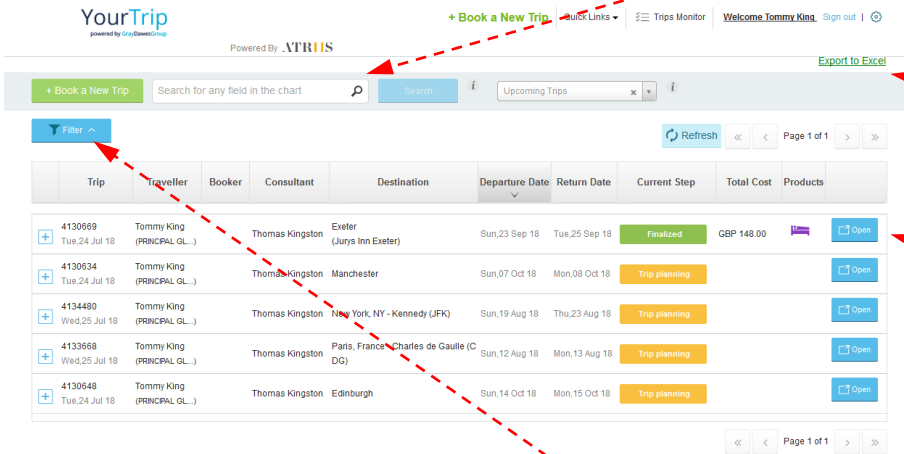
☰ Trips Monitor

Or

View Existing Trips

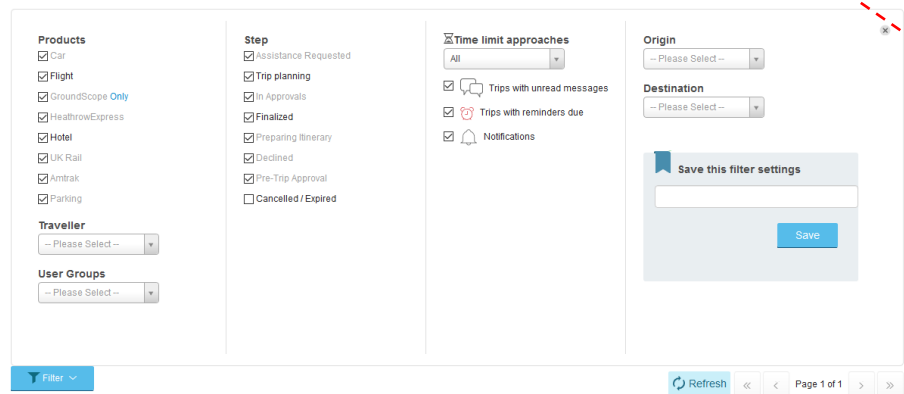


Search for a booking, traveller, date, Trip number, travel type or cost using the free-text box



Export selected data to excel

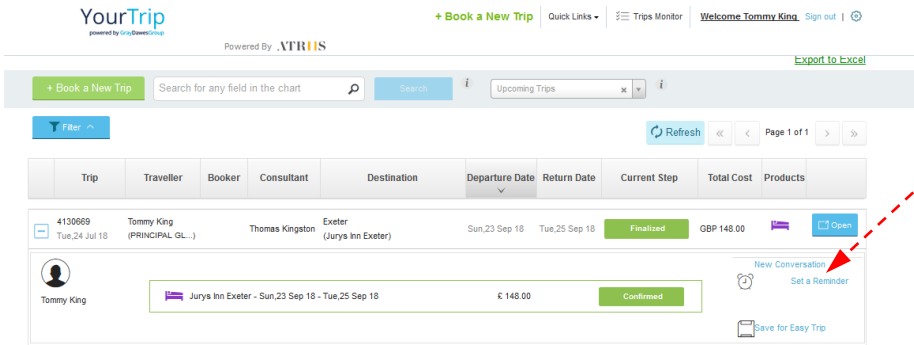
Click on + to expand a summary of each booking or Open to enter the Trip Cart



Still can't find the booking you are looking for? click on



to show more options

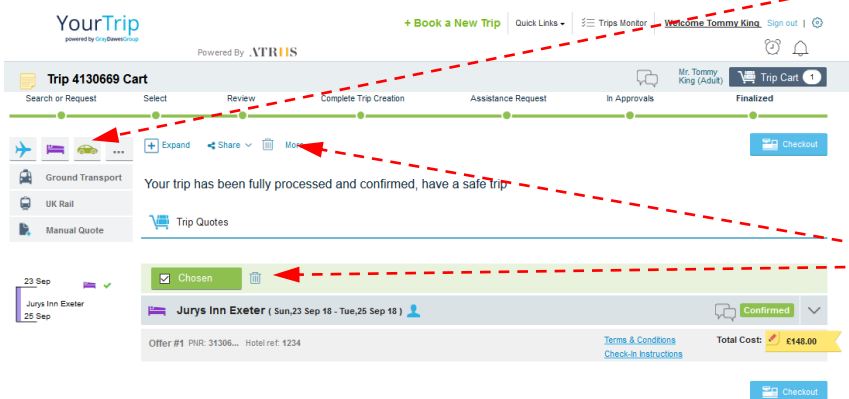


Once you've found your trip, you can generate a calendar reminder, save as an "Easy Trip" to make rebooking the same journey


If you haven't finished travelling on your trip you can press the



Icon to enter the trip cart and either add more products, or cancel your booking



To add more products simply click on the icons on the left hand side of the screen

If you need to cancel part/all of a booking select the product and click one of the  icons