

**Deem Training Clip -
Changing a Trip
(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

Provide the steps to successfully change a trip previously put on hold or purchased.

2 Changing a Trip

1. Sign into **Deem@Work** with your Username and Password. Click the **Sign In** button.
2. From the **deem@work Home** page, locate the trip to be changed and click on it to expand the trip. Click either the **View Details** or **Change this trip** link.
3. Click the **Change this trip** link.
4. The **Travel | Change Trip Assistant** page is displayed. Select either the **Change** or **Add** radio button.
 - a. Select **Change** if the flights in the new reservation are changing. Click the **Continue** button.
 - b. Select the **Yes** radio button to indicate the change involves only the return portion of the trip and click **Continue**.
5. Read any messages that appear and click **Continue**. The **Travel | Change your trip** page is displayed. Make the appropriate changes.

2.1 Add Hotel to an Existing Reservation

1. From the **deem@work Home** page, locate the trip to be changed and click on it to expand the trip. Click either the **View Details** or **Change this trip** link.
2. Click the **Change this trip** link.
3. Click the **Add** radio button. Select the **Add new hotel** checkbox and Click **Continue**.
4. The **Travel | Change your trip** page is displayed. Select hotel search criteria. Select the **Match my Hotel** search with my flight times and destination checkbox if appropriate.
5. Click **Search**. Continue through the selection steps.

2.2 Add a Rental Car to an Existing Reservation

1. From the **deem@work Home** page, locate the trip to be changed and click on it to expand the trip. Click either the **View Details** or **Change this trip** link.
2. Click the **Change this trip** link.
3. Click the **Add** radio button. Select the **Add new car** checkbox and click **Continue**.

4. The **Travel | Change your trip** page is displayed. Select the **Match my Rental Car** search with my flight times and destination checkbox if appropriate.
5. Click **Search**. Continue through the selection steps.
6. When changes to the reservations have been completed, click **Continue** to go to the purchase page.
7. Click the **Purchase** button to purchase the changed itinerary.
8. The **Travel | Trip Confirmation** page is displayed. Review the itinerary. To complete the transaction click **Done**.
9. The **Upcoming Reservation** now includes the changes.